



2011-2012 PARENT AND STUDENT HANDBOOK

THE ACADEMY OF MOORE COUNTY
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Approved for use by The Academy of Moore County Board of Directors – August 17, 2011

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School Overview

Introduction

This Parent and Student Handbook sets forth policies and expectations of The Academy of Moore County. This information will be beneficial as your guide to a successful school year.

The faculty of The Academy of Moore County approach each year with excitement and vitality. We look forward to a rewarding school year!

Mission Statement

Developing tomorrow's leaders today.

Vision Statement

A school of leadership that empowers students, teachers, parents, and community to live full, happy, and principle-centered lives.



Board of Directors

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Calendar

The Academy of Moore County follows a traditional schedule consisting of 185 instructional days per year. A copy of the calendar can be found on The Academy of Moore County website.

Curriculum

The Academy of Moore County follows the North Carolina Standard Course of Study, with a rigorous set of academic standards that is uniform across the state.

“Based on a philosophy of teaching and learning that is consistent with current research, exemplary practices, and national standards, North Carolina educators seek to provide the most appropriate education possible for the diverse learners in the public schools of the state in order to prepare all students to become successful, contributing members of a 21st century society and global economy.”

“The Standard Course of Study is part of the Department of Public Education's continual improvement efforts. The curriculum will be revised on a regular basis to remain consistent with the changing needs of our nation, state, and local communities.”

--from www.ncpublicschools.org/curriculum/

School Pledge

On my honor, I will try

To do my best to learn in every class

To use and share my leadership gifts with others

To be a good citizen

To treat all people with respect and kindness

To take care of myself,

And to obey the Academy's rules.

Pledge of Allegiance

The Pledge of Allegiance shall be said every morning prior to the start of the academic school day. Individual students may choose to refrain from reciting the Pledge but will be expected to maintain proper decorum while others participate.

Equal Education Opportunities

The Academy of Moore County provides equal education opportunities for all students and does not discriminate on the basis of race, gender, disability, nationality, or religious affiliation. The Academy of Moore County adheres to the legal obligations and requirements under section 504 of the Rehabilitation Act of 1973 and the Individuals with Disabilities Act Amendments of 1997, including identification, evaluation, and provision of an appropriate education.

Compliance with other Laws

The Academy of Moore County shall comply with all applicable federal laws and regulations, including but not limited to such laws and regulations governing employment, environment, disabilities, civil rights, children with special needs, transportation, and student records. The Academy of Moore County shall comply with all applicable health and safety laws and regulations, whether federal, state or local. Neither the State Board of Education nor the local board of education assumes the duty to oversee the operations of the School except as may otherwise be required to monitor the charter school for compliance with applicable laws and regulations. The Academy of Moore County is required to notify parents, students and staff of the provisions of this paragraph.

Health and Safety Requirements

- **Asbestos, Notification of Inspections:**
 - In compliance with the US Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), The Academy of Moore County is inspected annually for asbestos. The school was found to have no asbestos during the recent inspection.

- **Blood Borne Pathogens:**
 - Any staff member or child who is diagnosed as having a blood borne disease, e.g., AIDS, HIV, HBV, etc. shall be allowed to continue to attend duties/school unless it is determined that the staff/child is too ill to attend or presents a health risk to others. In any case of communicable disease, strict adherence to control measures as defined by OSHA and the North Carolina Department of Environment, Health, and Natural Resources, Division of Health Services will be observed.

- **Immunizations:**
 - The School will comply in full with the provisions of G.S. 130A-155 that requires that all students attending school provide a certificate of immunization indicating that the child has received immunizations required by G.S. 130A-152. Complete and up-to-date records of the student's immunizations must be provided by the parent/guardian to the school office within 30 days of enrollment. If proper documentation is not provided, The Academy of Moore County will follow the process outlined in the law for obtaining the certificate or not permitting the student to enroll and/or continue enrollment.

- **Fire and Safety Regulations:**
 - The School will submit to all fire and safety inspections by state, county, and municipal authorities as required by law. The School will also obtain all necessary certificates and licenses prior to opening for each school year.

- **Hazardous Chemicals:**
 - The School will take all necessary steps to protect its students and staff from hazardous chemicals or other potentially dangerous materials, and it will comply fully with all required inspections, laws, ordinances, and regulations regarding hazardous chemicals.

Student Admission and Leave Procedures

Admission Policy

The application of any eligible student who agrees to be bound by the school pledge and adhere to the school's policies will be accepted and that student will be admitted if there is space available. If the number of applications received during this period exceeds the available number of openings, then all the applications will be placed in a lottery and assigned placement numbers as each number is drawn.

Lottery Policy

In accordance with public school law statutes 115C-238.29F, any child who is qualified under the laws of this state for admission to a public school is qualified for admission to charter schools. Charter schools shall not discriminate against any student on the basis of ethnicity, national origin, gender, or disability and shall not limit admission to students on the basis of intellectual ability, disability, race, creed, gender, national origin, religion or ancestry.

- **Lottery Procedures**

Applications for enrollment will be accepted during the month of January. All applications received during January will have equal priority for the lottery which will be held in February.

After January 31st, all applications will be dated/time stamped by submission and will be added to the waiting list in the order received. These applicants will be used to fill available vacancies after the lottery list has been depleted. Applicants who have siblings who are currently enrolled and have been for at least one school year will be given priority. Employees of The Academy of Moore County will be guaranteed enrollment for their children.

The conduct of the lottery shall be open to the public. Public notice will be sent to all concerned parties at least one week in advance. Prominent members of the local community will be asked to attend the lottery. Additionally, The Academy of Moore County Board Members will be present, if possible.

The names of all children eligible for the lottery will be drawn from an executive report off of the enrollment data base and placed on a slip of paper containing the child's name and the grade they are applying for. The names will then be sorted by grade and placed in individual grade envelopes and sealed. At the time of the lottery, the names will be removed from the sealed envelope and placed in an opaque container.

The lottery will start with kindergarten, followed by the first grade and work its way up through the various grades. The number of anticipated openings will be stated before names are drawn. If no openings exist or when all seats are full, then all names will be drawn for the waiting list.

The first official will draw a name and read it. They will then pass it to the next official who will verify the name drawn and then hand it to the next official for their verification. The name will then be given to the recording secretary for recording. Once the drawing starts, it will not stop until all names for that grade are drawn.

Waiting List Policy

If seats become available prior to the first day of school, the student's parent/guardian at the top of the waiting list will be contacted. All the numbers on the student application will be called. If there is no answer, a message will be left on the answering machine. That parent will have to confirm that his/her child will attend The Academy of Moore County within 24 hours of the phone call. After 24 hours, the next name will be called, and the first student will go to the bottom of the waiting list. This procedure continues until all names have been called or all seats have been filled.

If seats become available on the first day of school until enrollment closes in October, the student's parent/guardian at the top of the waiting list will be contacted. All the numbers on the student application will be called. If there is no answer, a message will be left on the answer machine. That parent will have to confirm immediately to reserve his/her child's seat. If there is no response, or the parent does not call back right away, that student will go to the bottom of the waiting list and the next child will be called. This procedure continues until all names have been called or all seats have been filled.

Notification of Acceptance Policy

Parent/guardians will be notified of their child's acceptance or placement on a waiting list by an official letter from administration following the conclusion of the lottery.

Acceptance of Seat Policy

After notification of acceptance, a student registration packet must be completed and submitted prior to the due date set by administration, otherwise a seat will not be guaranteed for that student, and he/she will be placed at the end of the waiting list. Newly enrolled students must be present the first day of school by 8:30am to secure their seat. Also, new students will not be allowed to begin classes until proof of promotion from their previous school has been provided.

Placement

The Academy of Moore County Director of Education makes all placement decisions. Placement decisions are made for all new students and a review of placement for all continuing students occurs each year. The Director of Education will make every effort to place students in classes that are balanced to foster the optimum growth of each child and the class as a whole.

Re-Enrollment Policy

In February of each year, parents will be given the opportunity to re-enroll their child for the next academic year by filling out a "Letter of Intent." This letter helps determine the number of students per grade level that will be returning and is essential in preparing for new student enrollment. If a parent fails to return the Letter of Intent by the given due date, they may not be guaranteed a seat and must reapply for enrollment.

Promotion and Retention Criteria

In order for a student to be promoted, the following criteria must be met as set forth by The Academy of Moore County Board of Directors and North Carolina State Law:

- All students shall meet all attendance requirements.
- All students shall earn a yearly average of 70 or above to pass any subject area.
- All students must pass Language Arts, Mathematics, and Science at or above the minimum acceptable grade level.

The following additional criteria will be used in the decision to promote or retain a student:

- Academic promotion requirements which are specified in a student's Individualized Education Plan (IEP) shall establish the promotion standards by which students with an IEP will be promoted. Any academic requirements for promotion stated in this policy which are not modified in a student's IEP shall remain as a requirement for promotion.
- An evaluation of a number of assessments; including end-of-grade scores, achievement of mastery, and other additional academic considerations specific to grade level and the school philosophy.
- Teacher recommendation to the Director of Education
- No student will be retained for athletic purposes.

Students progress at their own rate and the significance of their age and/or grade level is deemphasized. There are times, however, when it is believed that it would benefit a student to spend an additional year at the same grade level. The final decision for promotion will be made after End-of-Grade testing has completed. A parent who does not agree with the decision to retain may appeal the decision to the Director of Education. The State of North Carolina has vested all final promotion authority with The Academy of Moore County's Director of Education.

Suspension, Exclusion, and Expulsion

- **Exclusion**

A student can be excluded from The Academy of Moore County in accordance with GS 115C-238.29F (d) (5) and be returned to another school in the local school administrative unit if, in the opinion of the Director of Education, there has been sufficient violation of the school Pledge or the rules and policies of the Parent/Student Handbook.

- **Suspension/Expulsion**

A student may be suspended or expelled from The Academy of Moore County in accordance with GS 115C-391 if the rules continue to not be followed or if the student's conduct, as established by his or her teacher(s), proves to be disruptive or dangerous to other students and/or staff, recognizing the requirements of state and federal law concerning special needs students. Suspension may also occur if a student or parent(s) fails to adhere to the terms of the school Pledge or the rules and policies of the Parent/Student Handbook. Until the length of the suspension has been completed and/or the suspension or expulsion is excused by the Board of Directors (see Appeals), the student will not be permitted to return to campus or participate in any off-campus school activities.

- **Appeals**

Appeals with regards to an expulsion or long term suspension should be formally directed in writing to the Board of Trustees within three business days of the student's dismissal. The decision will remain in place until the Board has an opportunity to meet and review the appeal.

Withdrawal

Parents withdrawing their children must fill out a "Withdrawal Form" at the time of withdrawal. Student's permanent records will not be forwarded until the form is completed and a request for transcripts has been received from the student's new school.

General School Expectations

Arrival and Departure Procedures

When students arrive on campus, they should report directly to the multipurpose room. Once students arrive on campus, they must remain on campus throughout the school day. Students should leave campus when their school day ends at 2:45 PM. It is the parents' responsibility to ensure their child/children are picked up by 3:00 PM. If a student is not picked up by 3:00 PM, they will be sent to After School Care. The student's parent will be charged the daily fee of \$8 for this service to be paid on the day of services rendered. If they are not picked up by 5:30 PM, we will contact the local authorities, after attempting to contact the parents. Parents will be charged a late fee after 5:30 PM of \$5 for 10-minute increments (5:30-5:40, add \$5. 5:40-5:50, add \$10. 5:50-6:00, add \$15, etc.)

Traffic, Pedestrians

- Parents who wish to walk with their children on campus must use all designated crosswalks. Parents are not allowed to enter the classrooms during morning drop-off or afternoon pick-up. An exception to this will only be made for parents of kindergarten children during the first two weeks of school and those with a scheduled conference.

Traffic, Vehicles

- Drivers are expected to use proper turn signals and obey the direction staff members assisting in traffic flow when entering and exiting the campus.
- Drivers are reminded to drive slowly throughout the campus. The speed limit is 5 mph.
- All roads that are located directly in front of classrooms are open only to single vehicle, one-way traffic during drop-off and pick-up.
- Vehicles are not allowed to pass, go around, or pull in front of stopped vehicles or traffic cones.
- Drivers must remain in their vehicle while in the drop-off or pick-up line.
- Drivers are expected to obey all traffic signs, cones, and barricades on campus including those put in place to direct traffic into staging lanes (where applicable).

Attendance

- **Absence, Excused and Unexcused**

All children are expected to be at school each day unless they are ill or there is an emergency. In compliance with the North Carolina Compulsory Attendance Law (G.S. 115C-378) all absences require parental documentation explaining the child's absence. Ten or more unexcused absences will result in a meeting with school administration and could ultimately result in a parent being referred to the District Attorney's office and the director of social services in the county in which the child resides.

It is the policy of the state of North Carolina and The Academy of Moore County Board of Directors that any student with more than 15 absences (excused or unexcused) shall be retained the following school year. Parents may appeal this decision if a medical condition exists which may have prevented normal attendance.

If your child is absent from school, please send a note with your child on his/her return stating the reason for the absence. Notes should be received at school no later than 2 days after the absence. Undocumented absences cannot be excused.

Students who are absent for family, church trips or other reasons not considered excused by state policy will be given an unexcused absence. Work may be provided ahead or made up upon return if cleared with an administrator before the absence occurs. In certain cases, travel for an educational purpose may be excused. Approval must be obtained prior to the travel and an age appropriate report must be turned in for the absences to be excused.

- **Early Dismissal**

If parents must take a child out of school during the school day for reasons such as a doctor's appointment or other medical appointments, a note should be submitted no later than the morning of the pick-up and they must come to the office to sign the student out. Anyone picking up a student must present an ID card which will be verified against the student's records. They must be on designated on in the student's file as an authorized pick-up. Students will be called from the office to meet their parent or designated adult. Students will be considered present for the day if they are in attendance for at least 3 ½ hours.

We cannot prohibit parents from taking their children out early; however, if a student is checked out of school for reasons not approved by the Director of Education, they will not be allowed to make up missed work or tests. **Students are not allowed to be released from school between 2:00 and 2:45 PM dismissal time unless there is an emergency or doctor's appointment.** Please remember, teachers are still instructing in the classrooms until the end of school and early dismissals interrupt instruction. We encourage all parents to make routine medical appointments during school breaks.

- **Transportation**

Any request for changes in afternoon transportation need to be submitted in writing to the student's teacher no later than the morning of the pick-up. We understand, however, that emergencies do happen, but we will not take sudden changes after 2:00 PM daily. At this time, all phone calls will be sent directly to voicemail. Voicemails will be checked and calls will be returned after 3:00 PM.

- **Tardies**

If a student arrives after 7:55 AM, parent and student will need to go to the administration office to sign the student in and get a tardy slip to present to the teacher. Please note that failure to wake up on time does not excuse a tardy. Additionally, students must be in the classroom at the designated time, not just on campus or in the hallway.

Also remember that children rely on an adult to bring them to school and that your actions do influence your child's education. Tardiness will result in a loss of leadership roles, as responsibility and punctuality are qualities a leader must model.

- **Make-up Work**

Students will be allowed an equal number of days to makeup work for excused absences and early dismissals as were missed.

Bullying

Bullying, intimidation, repeated teasing or taunting, use of offensive or degrading language including, but not limited to remarks that demean a person's race, religion, sex, national origin, disability,

intellectual ability or physical attributes are specifically prohibited. **The Academy of Moore County has a zero tolerance for bullying. Bullying will result in an automatic office referral, and in accordance with the state law, can result in expulsion.**

Child Abuse/Neglect

The faculty and staff of The Academy of Moore County are required by law to report any suspected case of child abuse or neglect to the Department of Social Services.

Discipline

The Academy of Moore County is an academic institution; therefore, all behaviors should reflect the seriousness of this endeavor. Each student is a valuable member of the school's leadership community. A community which values the dignity and worth of each individual is created by each member taking personal responsibility for his or her behavior and respecting the personal and cultural differences of others. Students shall display a courteous attitude at all times. When students fail to do this, disciplinary action may take place. Discipline and self-control are essential to the academic and social success of each child. We are committed to fostering in each student leadership, self-discipline, sound moral character, and respect for our community of unique individuals. With these ethics in mind, the following expectations apply:

Students will:

1. Strive to maintain high academic standards.
2. Respect the personal space, property, and privacy of others.
3. Be kind, courteous, and thoughtful.
4. Respect and keep our environment clean.
5. Complete all class assignments and submit when due.
6. Exhibit a spirit of scholarship and good sportsmanship.
7. Exercise good manners at all times. This includes:
 - Not interrupting others or speaking out of turn.
 - Raising one's hand to be called upon.
 - Addressing all adults by their appropriate title (Mr., Mrs., Miss, Ms., Dr., etc).
 - **Using polite responses frequently, such as: "Thank you," "Please," "Yes Ma'am/Sir," "No Ma'am/Sir," etc.**

Students will not:

1. Breach the School Pledge.
2. Plagiarize –claiming the intellectual, artistic, or literary work of another as one's own.
3. Compromise the safety of oneself or others through inappropriate behavior.
4. Possess or use alcohol, tobacco products, marijuana, controlled substances or associated paraphernalia on campus or while attending off-campus events.
5. Make a presentation of, or use of counterfeit (fake) drugs or weapons. This will result in the same punishment as if it were the real item.
6. Possess, threaten to possess, or use weapons of any kind as defined in G.S. 14-269.2(b-g) or powerful explosives as defined in G.S. 14-284.1 on campus or while attending off-campus events.
7. Fight, show physical aggression, or display any inappropriate physical contact.
8. Misuse school or personal property of others.
9. Engage in personal harassment of any kind.

10. Leave school grounds without expressed permission of a teacher, parent and/or administrator. Being outside the boundaries of the school campus will be construed as leaving school grounds.
11. Lie.
12. Cheat.
13. Steal.
14. Use profane, rude, or disrespectful language or gestures.
15. Display mean, unkind, or unpleasant behavior towards others, such as bullying.
16. Engage in inappropriate displays of affection.
17. Wear hats indoors.
18. Litter or harm school property.
19. Chew gum.
20. Violate the Uniform Code.

Intolerable Behaviors:

The following behaviors will not be tolerated and may result in immediate dismissal or suspension from school without discussion. Additionally, a recommendation for expulsion will be made by the Director of Education to the Chairman of the Board of Directors.

- **Any action or threat of an action that could jeopardize the safety and well-being of others**
- **Possession of illegal drugs (including counterfeit)**
- **Possession of a weapon**
- **Repeated willful defiance of a teacher or refusal to follow directions given by an adult in charge**
- **Bullying**

Disciplinary Action

Most infractions of school rules will be addressed immediately by the teacher or staff member involved, and appropriate consequences will be decided. The following steps will be taken when a student's behavior is inconsistent with the school's mission or standards of conduct:

- The student will be expected to evaluate his/her behavior with the teacher, and to identify actions that will result in leadership behavior. This action plan should include describing the inappropriate behavior, identifying the rule or expectation, and alternatives to the behavior for the future. An apology or restitution, as appropriate, may be required. The student will be expected to correct his/her behavior immediately. Excuses for a recurrence of the behavior will not be accepted.
- If the action plan is not successful and the behavior persists, the teacher and Director of Education will determine appropriate disciplinary action which may include on-campus community services, limits on free play, exclusion from on- and/or off-campus activities, parental attendance in class, suspension, expulsion, or dismissal from The Academy of Moore County.
- The Academy of Moore County may refer to the Local LEA's Code of Conduct Policy Manual when a specific discipline infraction has taken place, or where it is not specifically dealt with in this Parent/Student Handbook.

Emergency School Closing

An emergency school closing is defined as a cancellation of part or all of a normally scheduled school day due to any reason that may endanger the safety of our students and staff including but not limited to: inclement weather, electrical failures, and water system failure.

- **School Closing Announcement**

In the event a decision is made by the Director of Education to delay or close school due to a situation that may endanger our students and staff, it will be announced on the following local new stations' broadcasts and websites:

WTVD - ABC 11

News 14 Carolina

WRAL-TV 5

WECT-TV 6

WWAY-TV 3

Star 102.5 FM Radio

www.facebook.com/AcademyofMoore

www.academyofmoorecounty.com

School information will be strictly listed under the name of The Academy of Moore County. Our school does not follow the local school district's schedule of closings and delays. When available, announcements will also be made by way of email.

- **Emergency Closing Procedure**

In the event of any emergency school closing **during the school day**, The Academy of Moore County will follow normal pick-up procedures, at the time designated for closing. After School Care will not be available due to safety concerns. Please ensure that your child is familiar with those individuals authorized on their enrollment form to pick him/her up and where he/she will be taken in case of school closings. Students not picked up by the time designated for the school closing will be secured in a safe place while attempting to contact parents and emergency contacts an additional time. If no response is received, the local authorities will be contacted.

- **Delayed Opening Procedure**

The Academy of Moore County will open following the normal hours of operation plus the number of hours of the delay. For example: If the normally scheduled school day begins at 8:00am and there is a two-hour delay, the school day would then begin at 10:00am. Students may arrive 30 minutes prior to the start of the delayed schedule. After School Care may or may not be available due to safety concerns.

Emergency Contact Information

Before the start of the school year, each child must have on file in the school office a Student Enrollment Form that contains health information, emergency telephone numbers, and parent signatures. Changes in this information at any time during the school year should be reported to the office immediately.

Electronic Devices

iPods, MP3 players, video games, personal laptops, and other personal electronic devices are prohibited at school.

In the case that a student may have a cell phone, it must be turned off and turned into the office staff for the day. It will be returned at the end of the school day. Any electronic device will be confiscated and returned to a parent/guardian at the end of the school day. Second offenders will receive further consequences and will lose future electronic device privileges. The Academy of Moore County will not be responsible for lost, stolen or broken items.

Field Trips

The Academy of Moore County recognizes that field trips are a fun and necessary part of education. Students must have a signed permission slip for each field trip in order to participate. Permission slips must be turned in by the due date. Students without written permission slips will not be permitted to participate in the field trip. **Phone calls from parents/guardians authorizing permission for a student's attendance on a field trip will NOT be considered.** In many cases there is an activity fee to pay for attendance or entrance to an event. We encourage parents to pay in cash or check made out to The Academy of Moore County. Uniforms are required to be worn on field trips unless otherwise noted.

Safety on field trips is also a primary concern of The Academy of Moore County. Students are required to ride the school bus to the field trip. Only students and faculty are allowed to ride the school bus unless otherwise approved by the Director of Education. Parents who wish to drive to attend a school field trip may only drive their own children home after the field trip if they so choose.

Because of the possibility of distraction, other siblings or children may not accompany parents who have volunteered to drive and/or participate on the trip.

Fundraising

All fundraising events are to be approved by administration. The Director of Education must approve the event prior to it being scheduled or announced. The purpose of this policy is to ensure that all fundraising events are consistent with The Academy of Moore County's mission and that all responsible parties are informed of school activities.

Grading

The academic year is divided into four 9-week grading periods. Progress reports are sent home with students halfway through each nine-week period. The first Report Card requires a parent-teacher conference before being sent home. Subsequently, all other Report cards are sent home at the end of each nine weeks. Parents should sign progress reports and report cards and return to the appropriate teacher. The grading scale for grades 3-5 is as follows:

A	93-100	Excellent
B	85-92	Above Average
C	77-84	Average
D	70-76	Below Average
F	Below 70	Failure

- INC - Incomplete grades must be made up at the end of each nine weeks or the grade will be changed to an F.
- Where applicable, conduct is graded as follows:
O= Outstanding, S = Satisfactory, N = Needs Improvement, U = Unsatisfactory

Grievances

All grievances against faculty members will be handled in the following manner:

1. Grievances will be directed first to the faculty member and/or party in which the grievance originated.
2. If not resolved with the faculty member, a meeting with the parent, faculty member, and a third-party staff member related to the situation (i.e. teacher, lead teacher, etc.) will be scheduled.
3. If the grievance is not adequately resolved, the matter will be brought to the Director of Education, who will meet with the faculty member first, followed by a meeting with both parties.
4. If the grievance is not resolved at this level, the Board of Directors will meet with the person who has the grievance to resolve the matter. All Board decisions are final.

Health/Wellness

- **Contagious Conditions**

To protect the school population, students with ailments that are easily spread must be kept at home until a physician renders the student non-contagious. The following includes, but is not limited to possible contagious conditions: pink eye, ringworm, and chicken pox.

- **Head Lice**

We have a zero nit policy. If you discover lice or nits in your child's hair, please do not send them back to school until they have been treated and **all** the nits have been removed. Please tell your child not to share other children's combs, brushes, hats, etc.

After adequate treatment, please accompany your child to the school office where he/she will be inspected for lice and nits. Upon a thorough inspection by school personnel, the child may remain in school if nits and lice are not found. Please re-check your child frequently to ensure lice has not returned.

Remember, head lice may cause extreme discomfort, interfere with concentration and spread easily; therefore, we ask parents to give this matter immediate attention. Children will only be given two excused absences for lice and nit removal.

- **Illness**

Students should not come to school with a fever. Additionally, a student should not come to school if they demonstrate any of these symptoms: malaise, headache, nausea, vomiting, abdominal pain or symptoms of upper respiratory infection.

If your child becomes ill at school, we will contact you immediately. If we cannot reach you, we will use the emergency contact numbers on the student's enrollment form to contact you or the person you designate. Please remember, we cannot keep ill children at school.

- **Immunizations**

Please refer to Health and Safety Requirements in the School Overview section.

- **Injuries**

In the event of a serious injury, The Academy of Moore County staff will use the emergency contact information that you provided on your child's enrollment form to contact you or the person you have designated. If necessary, we will call 911 while we are trying to reach you. Our staff will complete an accident report to keep on file for insurance purposes.

If the injury is minor, the classroom teacher will exercise judgment in making a decision to call you. In most cases you will be alerted so that you will have the option of viewing the injury yourself.

- **Medicine – Prescription and Non-prescription**

The staff cannot dispense non-prescription medicine (such as aspirin or creams for itching, etc.) to students. Students who need to take prescribed medication must have a current prescription and a completed "Request for Administration of Medicine" form that can be obtained from the administrative office. This form must be filled out by a doctor, signed by a parent, and returned to the office before the medication can be administered. All prescribed medication will be kept in a locked box to be accessed and dispensed by designated staff only. Under no circumstance should a student have in their possession any type of medication. Any medications not picked up by a parent/guardian at the end of the school year will be disposed of.

Homebound Instruction

Homebound Instruction will be provided for any student that is expected to be confined for four weeks or longer at home for treatment or convalescence. The homebound instruction, based on the individual need of the student, will be approximately 3-5 hours per week. A medical statement **must be signed by a physician** confirming that the student will be away from the classroom for a minimum of four weeks and the anticipated length of time the student is expected to be unable to attend school.

Homework

It is the responsibility of parents to provide adequate time and proper environment for homework assignments to be completed. **Homework is not an optional activity.** Failure to complete homework will result in loss of privileges. All students are expected to complete assigned homework neatly, accurately, and on time. Parents may help with a child's homework, but should not do the work for the child as this

is considered a form of cheating. All homework is to be turned in the morning of the due date. Homework assignments will drop a letter grade each day it is past due.

Hours of Operation

Our normal office hours during the school year are 7:30 AM – 3:30 PM. Students are required to be at school **before** 7:55 AM and remain until 2:45 PM. On half-days, we will dismiss at 11:45 AM.

In the summer, our normal office hours are 9:00 AM – 3:00 PM.

Internet Use Policy

Students are not allowed unsupervised access to the Internet at school. Access is only available under the direct supervision of a teacher, instructional assistant or other trained adult.

Lost and Found

Lost and found articles that are turned into the office will be returned to the owners upon identification. We urge parents to put nametags on clothing and other articles. Articles without names will be kept as long as possible, but there is very limited space. Items not claimed will be given away to local charitable organizations prior to breaks.

Lunch and Snack

The Academy of Moore County does not provide food services. Students need to bring a lunch, drink (non-caffeinated only), and snack in an appropriate container(s). Meals will be eaten in the classroom or outside, weather permitting. Please strive to pack healthy and filling meals. High sugar, caffeinated, and highly processed foods do not give children the energy they need to learn and function well in a classroom. Also, keep our environment in mind and pack meals in reusable and/or recyclable containers to help eliminate excessive waste. In the event that a student forgets a lunch, parents must bring a bagged lunch to the school office. **Please refrain from bringing fast food lunches.** If you are unable to provide your child with a lunch, please notify the school and we will provide your child with a pack of crackers.

Snack time during the school day is provided as the teacher allows. Snacks must be nutritious (fruit, cheese, granola bars, raisins, trail mix, yogurt, pretzels, veggie sticks, 100% fruit juice).

Off-Campus Activities

The same School rules of behavior and discipline, as well as the consequences already outlined under Disciplinary Action, will apply to the students attending and participating in any off-campus school sanctioned activities.

Participation, Student

Students are required to participate in all school directed activities. Any exceptions must be in writing and pre-approved by the Director of Education.

Participation, Parent

The Academy of Moore County believes that the education of children is a cooperative effort between parents and schools. Parents are their children's first teachers and involvement by parents improves the educational achievement of their children. We believe that the involvement of Title I parents increases the effectiveness of the program and contributes significantly to the success of the children.

Parents (or their representatives) of all eligible Title I children shall be invited to an annual meeting to participate in the joint development of the LEA Plan for school review and improvement. The purpose of this meeting will be to discuss the programs and activities provided with Title I funds in school-wide projects. The Parent Involvement Policy and LEA plan will be made available for all parents of eligible Title I children to review and provide feedback. Parents shall have adequate opportunity to participate in the design and implementation of the project.

Parents will be given the opportunity to confer with their child's Title I teacher. Parents will be informed of the school-wide program that has been planned for their child and his/her progress will be reported. Parents will be encouraged to visit the Title I classrooms and to volunteer in school activities.

We will build capacity for strong parental involvement by:

- Providing the LEA policy for every child. Translations and oral communications will be used to inform parents with language barriers and/or disabilities.
- Coordinating and integrating the parent involvement activities with other programs offered in district.
- Offering flexible schedules for meetings such as parent conferences on teacher workdays and opportunities for meeting in the evening so that meaningful consultation occurs with parents of participating children.
- Work to provide materials and training to involve parents in the Title I activities.
- Assist in the annual evaluation of the content and effectiveness of the parent involvement policy. Use the findings of the evaluation to design strategies for more effective parental involvement and improving the academic quality of the school.
- Assist in identifying barriers to greater participation of parents.

Pets on Campus

Animals are not allowed on campus during school hours or at school events unless permission has been given from administration. Any animals brought on campus must be on a leash or in a cage.

Physical Education

The State of North Carolina requires that all students "recognize the joy of participating" in athletic activities. Therefore, each child is expected to participate in Physical Education classes. A note will be accepted if a student cannot participate in P.E. classes for the length of one week. Beyond one week, a doctor's statement must be presented.

Returned Check Fee

A fee of \$25.00 will be charged for all returned checks until payment is made. After two returned checks from an individual, The Academy of Moore County will no longer accept checks for any payment.

Safety

Safe schools are critical to creating a learning environment where students can succeed. Staff and students share in the responsibility to take reasonable precautions and safety measures to create and maintain safe schools.

- **Campus Boundaries**

For safety reasons, students are not permitted outside the immediate school area without supervision. Violation of these boundaries will subject the student to disciplinary action for being off-campus. Under no circumstances are students allowed to wander without supervision.

- **Care of School Buildings and Grounds**

Students are required to treat the school building and grounds with respect. All students will be given age-appropriate tasks to help in the upkeep of the campus. Any signs of vandalism or potential hazards on campus must be reported to a staff member.

- **Reporting Suspicious Behavior**

Students are required to notify any staff member of any acts of violence or any unusual or suspicious behavior that may endanger safety. Ongoing student education efforts will aim at minimizing any fear, peer pressure, embarrassment or other impediments to students reporting potential problems. Staff must report immediately to administration any student's information or their own observation of unusual or suspicious behavior or acts of violence. A member of administration is required to investigate and act upon any reports of such behavior including, when appropriate, reporting criminal activities to law enforcement.

- **Weapons**

The Academy of Moore County has a "No Weapons" policy in accordance with G.S. 14-269.2 (b-g) that reads:

"It shall be a Class I felony for any person to possess or carry and/or cause, encourage, or aid a minor who is less than 18 years old, whether openly or concealed, any gun, rifle, pistol, or other firearm, and a Class G felony for any person to possess and/or cause or aid a minor less than 18 years old, any dynamite cartridge, bomb, grenade, mine, or powerful explosive as defined in G.S. 14-284.1 of any kind on educational property or to a curricular or extracurricular activity sponsored by a school. It shall be a Class 1 misdemeanor for any person to possess or carry and/or cause, encourage, or aid a minor who is less than 18 years old whether openly or concealed, any BB gun, stun gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades, firework, or any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance on educational property.

Any student with a weapon in his/her possession will have the weapon confiscated and will be suspended. The weapon will be stored with administration. Any student who threatens or intimidates another student or staff member with a knife or any weapon may be immediately expelled.

Solicitations

Any solicitations are prohibited without the permission of administration. This includes the selling of tickets, candy, toys, the distribution of political materials and the circulation of petitions, etc. All items intended for sale or sold for profit will be confiscated. The only exception is the selling of goods for an approved school fundraiser.

Student Recognition

Teachers and staff will take opportunities throughout the school year to recognize students who are upholding the leadership characteristics outlined in the school pledge. These students demonstrate by their actions that they are working towards being self-directed learners, problem solvers, thinkers, quality producers, community contributors, collaborative workers, and individual leaders who respect themselves and others.

The Academy of Moore County will hold three (3) awards ceremonies throughout the year to recognize high achievers and leaders. These will occur on October 14, 2011, January 6, 2012, and March 15, 2012.

Student Records

Confidentiality of all student records is protected by the Family Educational Rights and Privacy Act of 1974. The Academy of Moore County cannot make available any student information to unauthorized persons.

- **Review, Release of Records to Parent, Guardian or Eligible Student**

A parent or guardian will be allowed access to the student's records upon proper request. A formal review of a student's complete records will be conducted only in the presence of the Director of Education or his or her designee.

- **Release of Records to Others**

Student records will be released promptly upon request from any school to which a student transfers, and in other circumstances specifically permitted by law. Written permission by a parent, guardian or eligible student is required for the release of a student's records in any other circumstance.

Supplies, Classroom

Each teacher will issue a list of supplies required for the class before the beginning of the school year. Parents are expected to replace used supplies throughout the year and encouraged to donate items that are exhausted frequently (tissues, hand sanitizer, paper towels, etc.).

Teacher Conferences

Parents may contact teachers during regular school hours to relay a message or schedule conferences by writing a note, calling the administrative office and leaving a message, or through their school email as listed on the school website. Any dialogue with a teacher concerning a student is to be scheduled in advance. Remember, our teachers are planning for students, teaching, supervising, and advising during their time on campus. In order to maximize teaching time and teacher effectiveness, interrupting or detaining a teacher is not allowed. Parents may schedule a meeting with the Director of Education by contacting the school office; however, all grievances must be handled as described under Grievances in the General School Expectations section. Please realize that the Director of Education has many meetings and appointments and will not always be able to meet with you immediately.

Telephone and Cell Phone Usage

Students are not permitted to make phone calls except in cases of emergency or by teacher request. Students who need to use the telephone must have approval from their teacher and must make the phone call from the office. **It is requested that all travel and after-school plans be made ahead of time in order to keep the school telephone lines available.**

As outlined in the “Electronic Devices” section of this handbook, students bringing cell phones to school must turn them off and turn them into the office for the duration of the school day. Cell phones are not the responsibility of the faculty and staff at The Academy of Moore County. Students who disregard the cell phone policy are subject to disciplinary actions. Please do not call or text your child’s cell phone as it is against school policy for students to use them during school hours.

Testing

The Academy of Moore County will administer benchmark tests throughout the year in order to gauge individual progress. Additionally, all children will participate in grade appropriate state required End-of-Grade testing.

Textbook Fines

Students will be held accountable for the condition of textbooks they are assigned. Damaged textbooks will earn a fine. These fines are meant to encourage students to take care of their books and to discourage any deliberate defacing of school items. As such, the fines do not relate directly to the original price of the book, except in the case of a book that is no longer fit to be checked out. In that case, the replacement cost of the book will be charged. Parents and students are asked to look over each assigned and record any damage found. Any damage not reported will be charged to the student. All damage must be reported to the teacher when it is found. If textbooks are lost or rendered un-useable, parents will be required to reimburse The Academy of Moore County for the cost of the book, plus shipping. All textbooks must be covered with a book cover to minimize damage.

Tobacco Policy

The Academy of Moore County is a tobacco free school.

Session Law 2007-238: Tobacco Free Schools requires all local boards of education to adopt, implement, and enforce a written policy that prohibits use of all tobacco products by any person in public school buildings, on public school campuses, and in or on any other school property owned or operated by the district. The policy also prohibits use of all tobacco products by persons attending school-sponsored events at other locations when students or school personnel are present. The North Carolina Health and Wellness Trust Fund Commission has been directed to provide assistance to local boards of education in implementing this policy that must be in place no later than August 1, 2008.

Tutoring

Special tutoring is available to all students on an as needed basis. If it is determined that a student requires additional remediation, it will be provided based on teacher availability. Teachers are not allowed to tutor their own students for pay after hours. The use of an outside tutor during school hours is not authorized. Parents may elect to hire a tutor if they desire; however, they will not be allowed to use The Academy of Moore County facilities. The use of any outside consultants, regardless of specialty field, must have permission from the administration prior to coming on campus.

Uniform Policy

Students are required to dress in the appropriate school uniform. High standards of decency, cleanliness and grooming are expected at all times. The Administration believes these dress guidelines are reasonable. Additionally, if a child's clothing is torn, dirty or not properly fitted, parents will be asked to replace the uniform. Please find the grooming standards and uniform requirements below:

- Girls may wear single stud and small earrings that are no longer than ½ inch (no more than 2 per ear).
- Boys are not allowed to wear earrings of any kind.
- Watches may be worn.
- Bracelets and necklaces are not allowed.
- Make-up is not allowed.
- Shoes must be solid white, black, or brown. Tennis shoes and "Mary Jane" shoes are acceptable; no open-toed shoes or shoes with heels.
- Polo shirts and khaki pants are no longer a part of the uniform. Pants with cargo pockets on the sides are not permitted.
- If a student is in violation of the uniform policy, the student will be removed from class and a parent will be called to either bring uniform items or take the child home.

<u>Girls' Uniform Requirements</u>			
<u>Category</u>	<u>Types</u>	<u>Description</u>	<u>Color</u>
Tops	Shirts	Blouses with peter pan collars; Must be tucked in	White
	Sweaters	V-neck; cardigan	Navy
	Ties	Cross-tie	Navy; Blue-Green Plaid
Bottoms	Jumpers		Navy; Blue-
	Skirts/Skorts	Arm-length or longer	Green Plaid
	Shorts		Navy
	Pants	Plain, no cargo pockets	Navy
Footwear	Socks/Stockings/ Leggings	Required; Plain – no designs	White, Navy
	Shoes	Closed-toe/Closed-heel secure shoes required; Flip-flops, Crocs, sandals, platform shoes, high heel shoes or boots prohibited	Solid Black; Brown; White

<u>Boys' Uniform Requirements</u>			
<u>Category</u>	<u>Types</u>	<u>Description</u>	<u>Color</u>
Tops	Shirts	Oxford style; Must be tucked in	White; Blue
	Sweaters	V-neck sweater; v-neck sweater vest	Navy
	Ties	Adjustable solid	Navy
Bottoms	Shorts	Knee-length; plain, no cargo pockets	Navy
	Pants	Plain, no cargo pockets	Charcoal; Navy
	Socks	Required	White, brown, black
Footwear	Shoes	Closed-toe/Closed-heel secure shoes required; Flip-flops, Crocs and sandals are prohibited	Solid Black; Brown; White

Visitors/Volunteers

Visitors and volunteers are welcomed at The Academy of Moore County and are reminded that they are a very visible role model while on campus and should conduct themselves as such. Visitors are those who make routine visits to their child's classroom to participate in events, etc. Volunteers are those who have signed up to offer specific support while on campus. Due to the nature of their assignments in working directly with our students, volunteers will be asked to sign a confidentiality agreement and may be subject to a background check. Visitors and volunteers are subject to the same expectations of the conduct as outlined for students in this handbook (see Discipline). Specifically, the following limits are asked to be kept in mind:

- First schedule an appropriate time to participate in the classroom or on campus with the teacher and/or administrative staff.
- On the day of the visit, check in with the school office. A pass will be issued by the school office which must be visibly worn at all times during their visit.
- Act appropriately. Use of profanity or acting hostile while on campus is strictly prohibited. Disagreements may be resolved in private or off-campus.
- Dress appropriately. All volunteers working on campus are asked to dress in business casual attire.
- Be considerate while visiting classrooms so as not to interrupt the instruction or distract the students.
- Do not have other children accompany you to the classrooms due to the possibility of distraction.
- Classroom visits are not a time to conference. Teachers are teaching during this time and cannot be distracted to answer questions about individual students. (Please see Teacher Conferences in the General School Expectations section).
- Only enter an empty classroom, even if unlocked, with the permission of the teacher.
- Grade books are highly confidential and are not available to the parents. Parents may find out what their child's grades are by scheduling a conference with the teacher. Parents may request to view their child's academic records but must be accompanied by a school employee.
- Do not interrogate or discipline another family's child under any circumstances.
- No smoking on campus.
- Do not litter. This includes cigarettes. This is not only a litter problem, but a fire hazard as well.

Failure to observe these standards of behavior can result in parents being denied the right to come on campus.

Parent and Student Handbook Agreement
2011-2012

In order to accomplish our mission charge, The Academy of Moore County will need the help and cooperation of parents. We believe that parental presence in the school will contribute to learning through the example set by committed, caring adults. ***Parental and student commitment to the following agreement is required by all parents and guardians.***

Students are expected to:

- attend school punctually and regularly.
- obey the rules and regulations of The Academy of Moore County.
- be courteous, obedient, and respectful to all school staff and personnel.
- be respectful and considerate of classmates.
- be diligent in study.
- complete homework assignments on time and in good order.
- adhere to the School Pledge.

The Parent(s)/Guardian(s) and Student agree to:

- the philosophy of The Academy of Moore County
- make sure the student is at school on time with appropriate materials.
- read correspondence and sign notices sent home with the student in a timely manner.
- set aside a homework time for the student to complete individual assignments.
- attend parent/teacher/student conferences. Other meetings can be arranged at a mutually convenient time.
- not allow non-enrolled siblings or other children we may bring with us to play on the playground or go anywhere on the premises unless accompanied by an adult.
- the ultimate responsibility of the student's appropriate behavior in school.
- provide lunch for my child on a daily basis, as The Academy of Moore County will not be operating a cafeteria.
- provide timely transportation for my child to and from school each day.
- be bound by the terms of the school Pledge.

I/We as the Parent(s)/Guardian(s) and our child have read and understand the rules and expectations outlined above and in the Parent and Student Handbook. We agree to be held accountable for these rules and expectations.

Student's Printed Name: _____ Homeroom: _____

Student's Signature: _____ Date: _____

Parent/Guardian's Printed Name: _____ Date: _____

Parent/Guardian's Signature: _____ Date: _____

Note: Student **must** return this form to his/her homeroom teacher properly signed.