



Parent/Student  
Handbook  
2016-17

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## PURPOSE OF HANDBOOK

The purpose of this PARENT/STUDENT HANDBOOK is to clarify and explain the rules, procedures and expectations of Neuse Charter School. This information is vital for the consistent, safe and orderly operation of the school.

## OVERVIEW OF NEUSE CHARTER SCHOOL

Neuse Charter School (NCS) is a tuition free public school of choice in Johnston County. NCS consists of the following:

- 924 students in grades K-12
- 78 Faculty
- 8 Teacher assistants
- 2 Office Staff
- 2 Guidance Counselors
- 1 Custodian
- K-12 Principal
- K-12 Assistant Principal
- Executive Director
- 8 Member Board of Directors

## NEUSE CHARTER SCHOOL VISION

We, the Neuse Charter School community, believe that through a positive, safe, and creative learning environment, students will emerge as respectful and responsible citizens of a global community.

## NEUSE CHARTER SCHOOL MISSION STATEMENT

Neuse Charter School provides innovative approaches to learning by focusing on high academic standards, critical and creative thinking skills, character development, and multicultural experiences for grades K-12. All stakeholders work cooperatively to ensure the NCS community empowers every individual to achieve his or her maximum potential.

## NEUSE CHARTER SCHOOL CORE VALUES

1. Respect
2. Communication
3. Leadership
4. Positive School Climate
5. Responsibility
6. Creativity
7. Teamwork
8. Compassion/Empathy
9. Perseverance
10. Honesty

## BOARD OF DIRECTORS MEETINGS

All regular and special meetings of the board shall be open to the public. Please consult the NCS website for dates and minutes.

## ACADEMIC INFORMATION

### ACADEMIC GROUPING OF STUDENTS

In keeping with its policy of offering an honors/college preparatory curriculum, NCS will strive to prepare, accelerate, and group all students in grades 3-8 to match their academic potential. Students will be challenged to perform at their best ability level for academic and personal excellence. To match students' specific learning needs with meaningful and appropriate differentiated instruction, several group strategies may be employed for various students at various times throughout the day. However, for core subject instruction, students in grades 3-8 will be placed in either an Accelerated Group or Accelerated Plus Group.

#### *ACCELERATED GROUP*

Students will be grouped heterogeneously for Accelerated Groups with special attention given to age, peers, interest, performance data, and teacher professional recommendations. Intra-grouping may occur within a single Accelerated Group class or across classes, allowing grade level teacher teams (PLC) to maximize teaching techniques and rotate activities throughout the classes. Whole group and small group instruction (either push-ins or pullouts) will be utilized in all Accelerated Groups.

#### *ACCELERATED PLUS GROUP*

Students will be placed in the Accelerated Plus Group using a proficiency approach where students are grouped according to their capacity, performance level, aptitude, and the teachers' professional recommendations. All groups will be "fluid" and "flexible," and may change throughout the year to facilitate better teaching and learning. The Principal will make all decisions for grouping students for either the Accelerated or Accelerated Plus classes.

Student must meet all three of the criteria below to be placed in the Accelerated Plus groups:

1. Teacher's professional judgment and recommendations (consider 1 or all):
  - a. The student is self-driven and can work well independently.
  - b. The student is generally organized and shows a high level of responsibility.
  - c. The student is goal-oriented.
2. Grades and work samples:
  - a. The student has earned a minimum of As and/or Bs in Reading and Math in three of four quarters.
3. Standardized test scores [EOGs] or any NCS approved standardized test. Student must qualify in both subjects:
  - a. Math: Student falls in the top 1/3 of the grade level percentile ranking (typically 85th – 100th).

- b. Reading: Student falls in the top 1/3 of the grade level percentile ranking (typically 85th – 100th).

### ACCOUNTABILITY FOR ACADEMIC ACHIEVEMENT

The NCS Academic Accountability policy is designed to ensure that students in K-8 are meeting promotion standards in order to be promoted to the next grade level, and students in grades 9-12 are receiving graduation credits for meeting state standards in their courses. NCS requires students in 9-12 to take honors courses to meet standards for the college preparatory curriculum that is offered at the high school level.

#### *K-2*

Students in grades Kindergarten through Second shall demonstrate grade level mastery of required skills listed in the North Carolina Standard Course of Study in reading, math and writing. Mastery of skill will be measured by formative assessments and North Carolina K-2 assessments. Students must also meet the state attendance requirement.

#### *3-8*

Students in grades three through eight will take the NC End-of-Grade [EOG] tests in reading and math at the end of the school year. A student who scores below Level III on either test may be retained in the same grade. However, a student who scores below a level III and who has met the state attendance requirement could be considered for promotion if the following criteria are met:

1. The student meets grade level reading and math proficiencies before the new school year begins;
2. The student's reading and/or math teacher and principal show evidence that the student is performing on grade level;
3. The student has been retained once previously in grades K-5 or in grade 6-8.

Additionally, third grade students have to meet the Read to Achieve standards.

All students who do not pass the EOG will go through an initial waiver meeting to determine if the student will be retained or promoted.

#### *9-12*

Students in high school must pass all required State End-of-Course [EOC] tests or Final Exams with a Level III, and also meet all course requirements to receive full course credits toward graduation. However, a high school student who has met the attendance requirement and who did not score a Level III on the State End-of-Course test or the Final exam may receive full credit for a course if the student and teacher show evidence that the student demonstrated mastery of the course standards and met all course requirements towards graduation. A student whose final overall grade is below 60 will be required to re-take the whole course to receive full credit towards graduation.

## ADVANCED PLACEMENT [AP] EXAM INFORMATION FOR GRADES 9-12

AP exams typically cost \$85 each. The following are some reasons to investment the time and money to take these exams:

1. Colleges notice if students take AP exams. Taking the exam and doing well shows that the course itself was challenging and credible.
2. Most public universities accept AP test scores of 3 or higher for credit, and students may be exempted from taking that course in college, thereby saving tuition.
3. Taking AP exams increase eligibility for scholarships.
4. If the state does not pay for the exam, students may be eligible for reimbursement if they pass their AP exam with a score of 4 or 5.

## GRADE ACCELERATION

Neuse Charter School may consider acceleration of a student in grades 1-7 to one grade level beyond their current grade (skip a grade) if the student has met ALL of the following criteria:

1. Performed at the 98th percentile ranking in both Reading and Math on the most recent EOG test or any NCS approved standardized test.
2. Maintained "As" or "Ss" as final grades for all subjects (core and electives) for each quarter consistently in all subjects for the entire immediate past school year.
3. Received recommendations from all teachers that the student has consistently demonstrated values of maturity and responsibility all year.

Because acceleration is not a mandatory requirement for students performing at high levels, parents may choose not to have their child accelerated one grade level above their current grade. If the grade level to which the student is accelerated has met its capped enrollment limit, the student may not be accelerated to the next grade. A parent may appeal to the Executive Director if they have a question about their child's acceleration final decision.

### *Procedures for Grade Acceleration*

1. After the EOG test results have been analyzed, the teacher will present selected students for acceleration by completing the Recommendation for Acceleration Form for each student to the principal.
2. The principal and the homeroom teacher/grade team will discuss the recommendations and then arrive at a final decision.
3. The principal will notify the parent and the student of the decision to accelerate.
4. Copies of the Recommendation for Acceleration Form will be passed on to the Guidance Counselor for registration and to the Data Coordinator for class schedules.
5. All parties involved (teacher, principal, student and parent) must sign the Grade Acceleration Form. This form will be kept in the student's cumulative folder.



## GRADING SCALE FOR GRADES K-12

- A= 90-100 (Superior)
- B = 89-80 (Above Average)
- C = 79-70 (Average)
- D = 69-60 (Below Average)
- F = 59 and below (Failing)

### Students in 9th & 10th Grade Year 2016-2017 Grading Scale

Letter Grade	Range	Quality Points	QP Honors Level	QP AP & CC Level
A	90-100	4.0	4.5	5.0
B	80-89	3.0	3.5	4.0
C	70-79	2.0	2.5	3.0
D	60-69	1.0	1.5	2.0
F	<60	0.0	0.0	0.0

### Students in 11th & 12th Grade Year 2016-2017 Grading Scale

Letter Grade	Range	Quality Points	QP Honors Level & CC Level	QP AP Level
A	90-100	4.0	5.0	6.0
B	80-89	3.0	4.0	5.0
C	70-79	2.0	3.0	4.0
D	60-69	1.0	2.0	3.0
F	<60	0.0	0.0	0.0

## GRADUATION REQUIREMENTS

High school graduation requirements shall be the successful completion of 27 units of credit earned in grades 9-12 (as defined below).

- 4 units English: English I, II, III, IV
- 4 units Math: Algebra I, Geometry, Algebra II or Common Core Math I, Common Core Math II, Common Core Math III and one additional Math aligned with post-high school plans
- 4 units Social Studies: World History, Civics and Economics, \*American History I and American History II. \*Students may opt to take AP US History and an additional Social Studies elective in place of the American History I and II requirement.
- 3 units Science: 1 Biology, 1 Physical Science, 1 Earth/Environmental science

- 1 unit Health and Physical Education
- 2 units Elective Concentration Area: Examples: Technology, the Arts, or Foreign Languages
- World Language is not required for graduation, but 2 credits are required for admission to the UNC College System
- Pass the three required EOCs: Biology, Math I, and English II
- Complete the Graduation Project
- Senior Seminar

27 units total (Refer to the High School Guide Book)

Students entering ninth grade for the first time shall also complete the Future Ready Core Course of Study.

### *EARLY GRADUATION*

Neuse Charter School offers students the opportunity to earn 9 credit hours per year. Since students are required to earn 27 credits to graduation, a student who passes all of his or her classes and completes all required courses could graduate in three years. If a student wants to be on the track for graduation in three years, he/she must fill out an Intent Form and have it signed by the Guidance Counselor during the freshman year.

### *VALEDICTORIAN*

Senior(s) with the highest cumulative grade point average.

### *SALUTATORIAN*

Senior(s) with the second highest cumulative grade point average.

### *HONOR GRADUATE*

Four-year cumulative grade point average of 3.5 and above.

### HIGH SCHOOL CREDITS

Sophomore Classification: a student who has completed with a passing grade English I and 6 additional units, 4 of which must be non-elective units.

Junior Classification: a student who has completed with a passing grade English I, English II, and 13 additional units, 8 of which must be non-elective units.

Senior Classification: a student who has completed with a passing grade English I, English II, English III, and 20 additional units, 12 of which must be non-elective units.

Only those seniors who will receive a diploma or certificate may appear in cap and gown and take part in the graduation exercise. A high school student shall not take a new course in summer school for the purpose of advancing beyond his regular graduation date without prior approval from the principal. A high school student shall take a credit course each period of the day, unless special permission is given to the student by the principal.

## HOMEWORK

Neuse Charter School believes that focused homework assignments are required for student growth:

- Students in MS/HS should expect 30 to 45 minutes of work per course per night.
- In an Honors/AP classes, students should expect 45 to 60 minutes of work per course per night.
- Homework may be assigned on weekends depending on the needs of the student(s).

Students will be given only one additional mandatory day to turn in late assignments. Late assignments will automatically lose 25% of the expected grade. Students who have been absent for health or family-related issues will be excused from the one-day-only mandatory rule as long as documented proof is provided.

## HONOR ROLL/PRINCIPAL LIST

Students in grades 3-8 receiving all "A's" on their report card will be listed on the Principal's List. Students with "A's" and "B's" will be on the Honor Roll. K-2 students with all S's will be on Principal's List. Students should not receive below an "S" on conduct or electives to be on these lists.

Students in grades 9-12 who receive all A's in the standard curriculum or all A's and B's in the weighted Honors/Advanced Placement curriculum will be on the Principal's List. Students receiving all A's and B's in the standard curriculum shall be recognized as being on the Honor Roll.

## NATIONAL AND JUNIOR HONOR SOCIETY

Students are invited to apply to the National and Junior Honor Society based on their weighted grade-point average (GPA). In his or her application, the student must demonstrate how he or she meets the criteria of outstanding scholarship, leadership, character and service to be offered admission into the society. Once a student is accepted, he or she will be inducted in a ceremony.

## PARENT CONFERENCES

Elementary classroom teachers will meet for a conference with each parent at the first report card period and on as-needed basis thereafter. Middle School/High School classroom teachers will make contact with each parent each semester. If a parent is aware that his/her child is having difficulties in a particular subject, the parent is encouraged to meet with the teacher and together work towards a solution. Parents may also access support from the principal if the difficulties persist.

## REPORTING STUDENT PROGRESS

### **Progress Report Dates**

Thursday, September 15, 2016  
Thursday, November 17, 2016  
Thursday, February 9, 2017  
Thursday, April 20, 2017

### **Report Card Dates**

Thursday, October 27, 2016  
Friday, January 13, 2017  
Tuesday, March 21, 2017  
Friday, May 19, 2017

## TESTING INFORMATION

There will be a variety of assessments given to every child throughout the school year. The school will require some while others will be statewide assessments. In each case, it is the desire of NCS that the assessments will provide meaningful data that can be used to evaluate instructional practices as well as make sure that the curriculum is tied to state standards. Specific dates are established for statewide testing. It is important for students, parents/guardians, and teachers mark these dates and make it a priority to be in attendance. Talk with students about their testing and encourage them to give their best effort possible. We require that families make appointments, vacations, etc. based around these dates due to the short testing windows.

## TEXTBOOKS

Students will be responsible for any book assigned to them or checked out by them. Should a book be lost or damaged, the student to whom the book is assigned is held responsible.

## TRANSFERS

NCS reserves the right to assess the placement of any student coming from a non-accredited school, including private school and home-school students.

## TUTORING

If a student does not pass the EOG at the end of the year, parents have an obligation to provide that child with a structured tutoring program over the summer in order for them to be promoted to the next grade. NCS recognizes the importance of student participation in planned family, community and other activities; however, homework during the weekends and holidays is dependent on the workload and concentration of each student.

## WAIVER REQUEST

A parent of a student who failed to meet the EOG or EOC test standard in the regular testing period and was not waived at the initial waiver meeting, may appeal to have the EOG or EOC test standard waived. The appeal will be made to the office of the Executive Director. The Executive Director will put together an Appeals Committee which will be comprised of the Executive Director, Principal, the student's teacher(s) and parent(s). The Appeals Committee will review all documents presented for review by the teacher, the principal, and the parent. The Appeals Committee will make its decision based on the documentation presented that shows the student has mastered the grade level performance standards for promotion to the next grade (grades K-8) or has met all course requirements for full course credit (grades 9-12).

## APPEARANCE POLICY

School-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems and improve school order. The Board of Directors has approved the following dress code for all NCS students.

- Suggestive or provocative clothing shall not be worn.
- Graphic language or suggestive, provocative messages or art are not allowed on any clothing.
- Pants, shorts, or skirts worn below the belt line are not allowed.
- Under garments and underwear are not to be exposed included no sagging jeans or pants or exposing tops. If leggings are worn, they must have a garment over them reaching mid-thigh.
- All shorts, skirts, dresses must come to at least mid-thigh.
- No cut-off shirts or half-shirts are allowed. Shirts must come to and cover the full torso.
- Hats and sunglasses should not be worn in the classroom or inside buildings.
- Tank tops, spaghetti straps, tube or halter-tops may not be worn under any circumstances.
- See-through shirts are not permitted.
- Facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs are not appropriate and must not be worn during school hours.
- Torso/body piercings with visible jewelry or jewelry that can be seen through or under clothing must not be worn during school hours.
- Excessive tattoos and similar body art must be covered.
- No holes in jeans or sagging of pants/shorts.
- Students are encouraged to wear NCS shirts, especially on Friday to show school spirit.
- Throughout the year, NCS will have special attire days such as field trips whereby everyone may wear different outfits appropriate to the occasion.

The Dress Code will be enforced and non-compliance will result in a parent/guardian contact and the student will be excluded from school/school activities until acceptable clothing is provided. Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. In this case, there shall be no further penalty. If it continues to be a problem, the student may be subject to other disciplinary action as outlined in the school discipline policy.

## ASBESTOS MANAGEMENT PLAN

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA). As a result, all primary and secondary schools are required to develop and implement a plan for managing all building materials which could contain asbestos. Included in the AHERA Act is the requirement to notify all parents, guardians and staff members, as well as organizations representing them, of the Asbestos Management Plan (AMP). This statement serves as Neuse Charter School's (NCS) annual notification to all workers, students and/or their legal guardians

that NCS continues to maintain its Asbestos Management Plan (AMP) which documents all performed or planned asbestos related inspections, response actions, and post-response action activities. A copy of this AMP is available for your review and/or inspection in the Business Office which is located in the High School building on the campus located at 909 E. Booker Dairy Rd., Smithfield, NC 27577.

Since all of Neuse Charter School's (NCS) buildings were constructed after the regulations requiring asbestos not be used in building materials, NCS deems that there is no asbestos on campus. Furthermore, NCS also requires that all new building materials introduced into the campus are free from asbestos. For all current and new buildings/additions, the architect responsible for the design/construction certifies that to the best of their knowledge, no asbestos containing materials were/will be used.

The Asbestos Designee for NCS is the Facilities Coordinator who may be reached at 919.626.2300. The Designee is available to answer any questions regarding the AMP.

## ATHLETIC ELIGIBILITY

Neuse Charter School (NCS) deems athletics as an important part of the institution's overall success in stressing our core values, executing our vision, and achieving excellence. Athletic Eligibility is based on medical examination, signed required forms, school and practice attendance, scholastic requirements, and age limitations. The North Carolina High School Athletic Association (NCHSAA) is referenced as a guide for NCS students. However, NCS reserves the right to hold Cougar student-athletes to higher standards to include the following:

- If a middle/high school student received a "D" or below in any class on his/her progress report/report card, the student is not allowed to play in official games unless the grade has improved to a "C" level or higher on subsequent progress/report card.
- If a middle/high school student has more than one class below a "C," then he/she is ineligible to play or practice until the next progress/report cards at which time a new review will be conducted.
- A middle school student must meet local promotion standards and must have a "C" average for the previous grading period in order to be eligible to play. Students become ineligible for competition on the day report cards to go home.
- A high school student must meet local promotion standards and must pass a minimum load of work (3 courses in a block format) during the preceding semester to be eligible at any time during the present semester.

## ATTENDANCE & SCHOOL SCHEDULE

### ABSENCES & TARDIES

Neuse Charter School asks for parents' help in establishing good attendance practices with your children. The policy for attendance in North Carolina Public Schools is 91 % of all class meetings in order to receive credit for the grade/course. The state of North Carolina does not recognize

excused or unexcused absences. A tardy occurs when a student is not in the classroom when instruction begins in each block. Two tardies in a class will constitute an absence. After four absences per nine-weeks, the parent and student will receive notification that the student is in danger of possible failure of the course/ semester. A student with nine absences will automatically fail the course/semester unless the student is waived by an administrator. Waiver forms for excessive absences can be picked up in the front office.

When tardy, the middle/high school student or the elementary school parent must come to the front office to sign in and receive a late pass. If a child misses school due to illness or family emergency, please call the school at (919) 626-2300. If chronic absences or tardies occur, the Teacher or Principal will contact the family to schedule a conference. When the child returns to school, please send a note for the absence. Students arriving after 11:30 am will be marked absent for the day.

### AFTER-SCHOOL PROCEDURES

Students are expected to be picked up by their designated parent/guardian or their designated day care or drivers at the end of the school day. Any deviation from this normal procedure must be authorized with a written note signed by the parent/guardian. Children dropped off prior to 7:20 AM or not picked up by 3:30 PM will be placed in the Before School Care or After School Care program at a cost of \$10 per child per occurrence.

### DAILY SCHEDULE – ELEMENTARY SCHOOL

Doors open to students precisely at 7:50 AM for grades K-5

- 7:50 - 8:12 AM: Student Drop-off (Elementary students should be dropped off by 8:12 in order to start class at 8:15 AM).
- 8:15 AM: Classes begin
- 3:15 - 3:30 PM: Student Dismissal & Pickup

### DAILY SCHEDULE – MIDDLE & HIGH SCHOOLS

Doors open to students precisely at 7:20 AM for grades 6-12

- 7:20 - 7:42 AM: Student Drop-off MS/HS students go to their classrooms. (Elementary siblings will go to the Theater Elective room in the Elective building. MS/HS students should be dropped off by 7:42 in order to start class at 7:45 AM).
- 7:45 AM: Classes begin
- 2:45 - 3:00 PM: Student Dismissal & Pickup

### EARLY CHECK OUT/DISMISSAL

Students will not be released until an authorized person comes into the building main office and signs them out. Students will then be called to the office for dismissal. Parent/Guardian or other designated person must be prepared to show photo identification. Students will not be dismissed from school between 2:15-3:15 unless there is an emergency or parent is able to show an appointment card.

## EARLY RELEASE SCHEDULE

### *MS/HS*

School Hours: 7:45-11:15

1st block: 7:45 – 8:35 (50 minutes)

2nd block: 8:38 – 9:28 (50 minutes)

3rd block: 9:31 – 10:21 (50 minutes)

4th block: 10:25 – 11:15 (50 minutes)

### *ELEMENTARY*

School Hours: 8:15 – 11:45

Elementary will not have Enhancements on Early Release days.

## 2-HOUR DELAY SCHEDULE

### *MS/HS*

School Hours: 9:45 – 2:45

1st block: 9:45 – 10:50 (65 minutes)

2nd block: 10:54 – 12:00 (66 minutes)

3rd block: 12:05 – 1:37 (92 minutes-30 minute lunch=62 minutes)

Lunch 1: 12:05 – 12:33

Lunch 2: 12:37 – 1:05

Lunch 3: 1:09 – 1:37

8<sup>th</sup> Grade lunch – worked into 3<sup>rd</sup> block between core and elective teachers.

4th block: 1:40 – 2:45 (65 minutes)

### *ELEMENTARY*

School Hours: 8:15 – 11:45

Start at the 10:45 Enhancement time and follow regular schedule for remainder of the day.

## MASTER CALENDAR

1. The office will keep a master copy of the school calendar. All events, including PTO and Booster, must be scheduled through administration in order to avoid conflicts. After approval is granted, final plans can be made. Do not continue with plans until approval is granted in writing to you.
2. The principal must approve any activity that involves the use of facilities, faculty involvement, or student involvement.
3. The Executive Director (ED) or the Board of Directors (BOD) must approve any activity that involves fund-raising or travel overseas.
4. The calendar will be made available via the Google Calendar. Please check this calendar regularly for updates or changes.

## PLEDGE TO THE FLAG AND MOMENT OF SILENCE

The General Assembly has decreed that every public school in North Carolina will have a



moment of silence and will recite the Pledge to the Flag of the United States. No remarks should be made during the moment of silence. Both activities should occur during morning work.

## CODE OF STUDENT CONDUCT

Good learning can only be attained in an atmosphere conducive to learning. For this reason, all students will comply with the Code of Student Conduct, state and federal laws, and school and board policies. The code is not intended to restrict but enhance the learning environment. Students must comply with all directives from the Executive Director, Principal, teachers, substitute teachers, teacher's assistants and all other school personnel who are authorized to give directions to students.

Violation of the Code of Student Conduct that may result in disciplinary action including suspensions for up to ten (10) days or less (short term); suspensions for the remainder of the school year (long term); and/or suspension for up to 365 calendar days as would be directed by the North Carolina General Statute.

These violations could include, but are not limited to, the following:

- Arson
- Assault on another student or employee
- Bomb threat
- Boycotts
- Campaigns
- Damage to property
- Disruption
- Disruptive literature/illustrations
- Failure to comply with a lawful directive
- Fighting
- Fireworks/ammunition
- Gambling
- Hazing or bullying
- Integrity
- Intimidation
- Peer relations
- Picketing or chanting
- Possession of a weapon
- Possession/use of drugs or alcohol
- Protests
- Setting off a fire alarm
- Sexual assault/acts
- Sit-ins
- Theft
- Threats

- Tobacco products
- Trespassing
- Unauthorized petitioning
- Use of a weapon
- Vandalism
- Verbal abuse or disrespect

Additionally, students are ambassadors for NCS even when they are off-campus. NCS students are expected to observe all the rules of conduct when on field trips or other school-sponsored activities and when off-campus during the school day. With the school situated in a residential neighborhood, NCS students should take special care to be good neighbors to the residents.

### IMMEDIATE AREAS OF SUSPENSION

Repeated discipline problems will be dealt with using the Behavior Interventions listed below. However, there are certain behaviors that may lead to immediate suspension with parent notification. These include, but are not limited to, the following:

- Cheating/academic dishonesty
- Classroom disruptions
- Distribution of unauthorized materials
- Fighting/Hitting/Kicking/Spitting at others
- Forgery
- Gross disrespect towards staff
- Insubordination/failure to cooperate
- Profanity
- Violation of Internet Use Policy

### BEHAVIOR INTERVENTIONS

1. 1st Offense: Student/Principal/Teacher Meeting
2. 2nd Offense: Student/Principal/Parent Meeting
3. 3rd Offense: 1 day Out of School Suspension
4. 4th Offense: 3 days Out of School Suspension
5. 5th Offense: 5 days Out of School Suspension
6. 6th Offense: Removal from Neuse Charter School

NCS will follow Department of Public Instruction (DPI) Special Education Rules and Regulations based on the Individuals with Disabilities Education Act (IDEA) legislation for students with Individual Education Plans (IEPs).

*All behavior rules and policies in this handbook are subject to re-consideration based on the administrator's professional judgment in handling the individual discipline cases.*

### ALCOHOL, TOBACCO, AND DRUG USAGE

A healthy learning environment is free of alcohol, tobacco, and drugs. The possession, use,

distribution or sale of these substances in any form is prohibited on school property.

### BULLYING PREVENTION AND EDUCATION

We support a secure school climate, conducive to teaching and learning that is free from threat, harassment, and any type of bullying behavior. We promote consistency of approach and work hard to create a climate in which all types of bullying are regarded as unacceptable.

Bullying is defined as a pattern of written or verbal expression, physical act or gesture, that is intended to cause distress upon one or more students in the school environment which includes school buildings, grounds, vehicles, and all school-sponsored activities and events. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. A student who engages in any act of bullying is subject to appropriate disciplinary action including removal from NCS and/or referral to law enforcement authorities.

### CHEATING AND PLAGIARISM

Cheating and plagiarism, including giving or receiving of any unauthorized assistance on academic work or copying and representing another's work as one's own, is prohibited. Students caught cheating/plagiarizing will receive a "O" for the work and the teacher will write a letter to the parents regarding the conduct.

### ELECTRONIC DEVICES INCLUDING CELL PHONES

The use of cellphones and other electronic devices in school situations can be disruptive to the educational environment and is not acceptable. Any school personnel that observes a student using a cell phone or other electronic device, unless in an educational capacity, will immediately confiscate it and follow these discipline guidelines:

1. 1<sup>st</sup> offense: Staff returns cell phone/device to student at the end of the school day.
2. 2<sup>nd</sup> offense: Staff brings cell phone/device to Administrator and student retrieves cell phone/device at the end of the day.
3. 3<sup>rd</sup> offense: Parent will have to retrieve cell phone/device from Main Office.
4. 4<sup>th</sup> offense: Student will be subject to suspension.

All incoming calls should be directed to the main campus phone number. Personal and social calls by students are not allowed during instructional school hours. Permission to use the phone must be obtained by the student from a teacher, office staff or administration.

### INTERNET USAGE RULES FOR STUDENTS

- No gaming websites are allowed.
- Educational game sites will be given by instructor only.
- Each class will have their own grade specific sites.
- Students are not allowed to check or use Facebook, personal email accounts, Pinterest, personal blogs or social media sites.
- No sports websites or videos should be viewed unless prior permission is granted and

the site is related to a specific project.

- No sites that contain adult content, violence, blood & gore, alcohol & drugs or gang activity should be viewed.
  - Students are not to use the Internet in a way that would violate the Internet Acceptable Use Policy.
- 
- **Be Polite and Show Respect:** When using the computer to write, send or to receive messages or information, always use kind and proper language and abide by the rules of friendliness. Treat others and equipment with respect. You may be alone in your use of the computer but others using electronic machines, with or without your knowledge, may view what you scribe or receive. Parents or legal guardians may gain access to their student's e-mail upon request. You must not vandalize or abuse the equipment. Show respect for property, others, and self. The computer and electronic resources belong to the school.
  - **Be Honest and Obey the Rules:** Do not do things on the computer that would be against the rules, the law, or may be looked upon as dishonest. This includes visiting inappropriate websites. Use the computer and the Internet for appropriate educational purposes only.
  - **Keep Personal Things Private:** It is advised that students not tell or show others any personal or family information over the Internet such as home address, phone numbers, passwords, personal photos when used with names, or Social Security numbers. Do not log on or use another person's account. Keep personal and electronic information private.

### PLAYGROUND BEHAVIOR

Teachers will supervise playground activities. Playground behavior expectations mirror classroom expectations. Students will be expected to play in an appropriate and safe manner. In the event of inclement weather, students will have indoor recess supervised by staff members. Students in K-5th grade will have recess daily.

### PROPERTY DAMAGE

Students are expected to respect school property. Intentionally damaging or attempting to damage or deface school or other personal property is subject to discipline. Students not adhering to this Code of Student Conduct may be referred to law enforcement authorities. Any proven incidents will result in student dismissal from NCS.

### WEAPONS IN SCHOOL

Students are not permitted to possess, handle, or transmit any weapon, facsimile of a weapon, dangerous instrument/substance or other object that can reasonably be considered or used as a weapon or dangerous instrument/substance. Students not adhering to this Code of Student Conduct may be referred to law enforcement. Any proven incidents of possession will result in student dismissal from NCS.

## EMERGENCY PROCEDURES

### EMERGENCY MESSAGES

Only emergency telephone messages will be delivered to students. Please make after school arrangements for your student(s) before school begins. If schedules do need to be rearranged, please call the office before 2:15 pm to allow enough time to notify students.

### FIRE DRILLS & LOCK-DOWN

There will be a fire drill during the first 5 days of school and then one per month for the remainder of the school year. The teacher and students will follow the exit plan posted near the class door and the procedures in the Crisis Plan. There will be a Lock Down Drill once a semester. The teachers and students will follow the procedures in the school's Crisis Plan.

### INCLEMENT WEATHER POLICY

Neuse Charter School is responsible for making its own decisions with regard to any weather-related early release, delayed start, cancellation, or opening. To be assured that you have the latest information from NCS, please consult these sources:

- Neusecharterschool.org
- The Official Neuse Charter School Facebook Page
- Your email
- Your texts
- WRAL.com, under heading of "N"

### MISSING OR ABDUCTED CHILD PROCEDURES

In case of a missing child, the principal will make every attempt to locate the missing child in the immediate area while another designated adult leaves the room to involve the Executive Director with the search. The Smithfield Police/SRO will be contacted within a reasonable amount of time, and the teacher, principal, or Executive Director will contact the parents.

In case of an abducted child, the teacher will immediately contact the principal and/ or the Executive Director who will contact the Smithfield Police/SRO.

### POWER FAILURES & WATER LOSS

Teachers and teacher assistants will make every attempt to remain calm and to reassure the students about the power loss. Teachers and students will remain in the classroom or on the outdoor playground until power or water resumes. If it is a long-term power failure or water loss, the Executive Director and Principal will make a decision about school closure and contacting parents. The Executive Director will contact local media agencies/stations and Board of Directors to announce school closing while other staff, classroom teachers, and the Communication Coordinator will call and e-mail parents to announce the school closing.

## STUDENT SECURITY

Students in grades K-2 must have an adult with them at all times on the campus. They may not be sent to the office with another child, only with an adult (teacher, teacher assistant). If a student is needed in the office, an adult must accompany them. If it is an early dismissal, the main office will call the teacher to have the student at the door for the parent to pick up.

Students in grades 3-5 are not allowed to go anywhere on campus by themselves. They must have one or more students that will walk with them. If a student is called for early dismissal, the parent will walk to the classroom to pick up the child after checking in at the main office.

Students in grades 6-12 must have a hall pass when walking around campus or going to the office. They may walk alone.

## TORNADO PROCEDURES

- Tornado Watch: Conditions are favorable for a tornado to occur.
- Tornado Warning: A tornado has been spotted in the area. A warning is more severe than a watch.

In the event of a tornado warning, all students will be taken to the gym. The teachers and students will remain in this safe zone until the warning has ended and follow the procedures in the school's Crisis Plan.

## FERPA

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. By law, schools can release information to governing agencies regarding name and address. If you do not wish for your child's name to appear in any publication by Neuse Charter School, please write for a waiver to the Executive Director.

For additional information on privacy rights, please call (202) 260-3887 (voice) or contact the US Department of Education, Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920.

## MEDICAL

### ADMINISTERING MEDICINE TO STUDENTS

Selected school personnel will be trained in administering medications. However, all medicines will be kept in the administrative office with students being required to come to the office to take medicine. Self-medication of any prescription medication is not allowed by elementary students. High school students must let their teachers know if they carry medication for minor pains or aches.

All medications administered by school personnel must be prescribed by a physician or co-signed by one. A completed prescription medication form should be maintained through the end of the school year. All medicines shall be in the original container. At the end of the school year, any medication not picked up by the parent or guardian will be destroyed. A confidential medication log shall be maintained on each child receiving medication. No school personnel shall dispense any parent-provided, over-the-counter medicine without the consent of a parent.

### ALLERGIES

Parents who have students with severe allergies should conference with the Principal and teacher(s) so that a health care plan can be developed. Students with severe asthma can get permission from the Principal to keep inhalers on their person.

### COMMUNICABLE/INFECTIOUS DISEASE

Admission to school may be denied to any child diagnosed as having a disease whereby attendance could be harmful to the welfare of other students. The Board of Directors recognizes that communicable diseases that may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases such as human immunodeficiency virus (HIV) infection. Students who complain of illness at school may be referred to the school office and may be sent home by the Principal as soon as the parent/guardian or person designated on the student's emergency medical authorization form has been notified.

### EMERGENCY MEDICAL SITUATION

If a child is injured or becomes ill after arriving at school, the parent will be contacted by phone. The Parent Information Sheet requires home, office, and emergency phone numbers. It is the parent's responsibility to update the family's emergency contact numbers. If we cannot reach a parent, the emergency contact will be contacted. If a child needs immediate medical attention, the teacher will immediately call the front office and an administrator will call 911. Once 911 is called, the parent or the child's physician will be contacted by phone. If we cannot reach the parent, the emergency contact name listed will be contacted.

### ILLNESS AT SCHOOL

Please do not send ill or feverish children to school. Children should be fever and fever-reducing medicine free for 24 hours before returning to school. If a student is contagious (pink eye, strep throat, chicken pox, etc.), school policy forbids school attendance. Students who have a temperature of 100 degrees or more or who are throwing up will be sent home.

### IMMUNIZATIONS

Please update student immunization records when new shots are given. If the student has serious health concerns, please contact the school office immediately.

## PREVENTING SPREAD OF DISEASE

Students will be monitored for any of these symptoms of illness:

- Severe cough and the child gets red or blue in the face, child makes high-pitched coughs, or whooping sound cough with difficulty breathing
- Yellowish skin or eyes
- Pink eye, tears, redness of eyelid lining, irritation, followed by swelling and discharge of pus
- Unusual spots or rashes
- Infected skin patch, crusty, bright yellow, dry or gummy areas of skin
- Feverish appearance
- Unusual behavior, child is cranky or less active than usual or cries more than usual
- Frequent scratching of the body or scalp

If a student has any of these symptoms, the student will be removed from the other students and taken to the office. If the teacher thinks a student may have a fever, the student will be taken to the office to have his/her temperature taken. If a temperature is 100 degrees or higher, the parent will be contacted for student pickup.

## PARENT COMPLAINT PROCEDURES

It is the intent of Neuse Charter School to provide an appropriate balanced administrative channel to allow parents to express complaints to and appeal decisions of the NCS administration or staff. The primary objective of the complaint process is to ensure that the well-being of each child and the academic integrity of NCS are upheld. The complaint procedures are intended to enhance timely fact-finding, hearing and decision making in the event of a complaint. These procedures will comply with any existing state and local laws in the State of North Carolina that deal with grievances, complaints, disputes, and conflict resolution. For the purposes of these procedures, a complaint is broadly described as the following:

A formal or informal expression of dissatisfaction about some aspects of NCS staff decisions or actions, or administrative or academic program as implemented that is brought to the attention of the Principal, Executive Director or the NCS Board of Directors. In the interest of harmonious relations and positive interactions, anyone with a concern or complaint should make all efforts to resolve an issue at the level at which it occurred:

- 1st - Teacher;
- 2nd - Principal;
- 3rd - Executive Director;
- 4th - Chair, Board of Directors. (See *Parent Complaint Form* in the Appendix).

## SOCIAL MEDIA

As an organization with a commitment to quality of education and the safety of our students, as well as the preservation of our outstanding reputation as a school, the standards for



appropriate online communication at NCS are necessarily high. We respect the right of students, employees, alumni, and other members of our community to Freedom of Expression as provided by the First Amendment. However, we must insist that our students and faculty meet the following standards at all times, as well as by alumni and all other users who participate in NCS-sponsored sites.

### COMMENTS AND PARTICIPATION

Comments to NCS-sponsored sites, such as the website and official Facebook page, are welcomed and encouraged. To promote respectful discussion within these forums, we request that you be courteous and productive and avoid comments that are profane, obscene, offensive, sexually explicit, inappropriate, inflammatory, libelous, defamatory, slanderous, in breach of confidentiality or would adversely affect the culture of the school or be objectionable to staff, parents, or stakeholders.

For the privacy of users and their families, please assume that all postings to NCS sponsored sites will be publicly available on the Internet and therefore publicly accessible without limitation or protection of any kind. Please consider how much personal information to share, with the understanding that this information may be linked to your name and published on the Internet. By posting a comment or other material to NCS-sponsored sites as outlined above, users give NCS the irrevocable right and license to exercise all copyright, publicity, and moral rights with respect to any content you provide, which includes using your submission for any purpose in any form and on any media, including but not limited to the following: displaying, modifying, reproducing, distributing, creating other works from, and publishing your submission. NCS reserves the right to review all comments before they are posted.

NCS further reserves the right to reject or remove comments for any reason, including but not limited to our belief that the comments violate this Comment Policy. Any submissions that fail to follow this policy in any way or are otherwise irrelevant will be removed. We also reserve the right to amend this policy at any time to address issues that may arise and changes in our operations or the law.

### POSTING ON NCS SPONSORED SITES

In posting material on NCS sponsored sites, there shall be none of the following:

- Posting of material that NCS determines to be threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity.
- Posting phone numbers, email addresses or other confidential information of students, faculty, or any person other than yourself. *If you choose to post your own contact information for any reason, please be aware that the information will be available to the public and is subject to misuse.*
- Posting of material that infringes on the rights of NCS or any individual or entity, including privacy, intellectual property or publication rights.
- Posting of material that promotes or advertises a commercial product or solicits business or membership or financial or other support in any business, group or

organization except those which are officially sponsored by NCS or granted permission by NCS, except in designated areas specifically marked for this purpose.

- Posting of chain letters, posting the same comment multiple times, or otherwise distributing "spam" via the NCS-sponsored site.
- Allowing any other individual or entity to use your identification for posting or viewing comments.
- Posting comments under multiple names or using another person's name.

### CREATING AND MAINTAINING OFFICIAL NEUSE CHARTER SOCIAL NETWORKING SITES

All "official" Neuse Charter social networking sites must be approved by the school and should adhere to the following standards:

1. Logos and graphics used on the site must be consistent with the branding standards and usage guidelines of the school.
2. Sites that accept comments or postings by anyone other than the site administrator must be diligently monitored to ensure that information displayed fits within NCS guidelines and is appropriate to the subject matter of the page. Unauthorized pages that have not been approved by the school will be treated as personal pages and are therefore limited to the standards provided above.

### FACULTY USE OF SOCIAL NETWORKING SITES

NCS respects the right of employees to use social media and networking sites, as well as personal websites and blogs, but it is important that employees' personal use of these sites does not damage the school's reputation, its employees, or its students or their families. Employees should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding that what is private in the digital world often has the possibility of becoming public even without their knowledge or consent. NCS strongly encourages all employees to carefully review the privacy settings on any social media and networking sites they use and exercise care and good judgment when posting content and information on such sites. When using a personal social media site, an employee should not include current students as "friends," "followers," or any other similar terminology used by various sites.

If an employee maintains or participates in a NCS-sponsored online community that extends to persons who are students, parents, alums, or other constituents, he/she must exercise good judgment about any content that is shared on the site. Additionally, employees should adhere to the following guidelines which are consistent with the school's workplace standards on harassment, student relationships, conduct, professional communication, and confidentiality:

1. An employee should not make statements that would violate any of the school's policies, including its policies concerning discrimination or harassment;
2. The employee must uphold the school's value of respect for the individual and avoid making defamatory statements about the school, its employees, its students, or their

families;

3. An employee may not disclose any confidential information of the school or confidential information obtained during the course of his/her employment, about any individuals or organizations, including students and/or their families.
4. If the school believes that an employee's activity on a social networking site, social media site, blog, or personal website may violate the school's policies, the school may request that the employee cease such activity. Depending on the severity of the incident, the employee may be subject to disciplinary action.

### INTERACTING WITH OTHERS

With so many social-media tools at our fingertips, interacting with alumni, current students, prospective students and the general public is easier than ever before. When those associated with NCS connect with the public on behalf of the school, certain standards and goals must be kept in mind.

1. Provide expertise and positive insight about the school to help create a bond and build a rapport with users.
2. If leaving a comment, post something meaningful, encouraging, informative or respectful. Comments should always follow the established posting policy.
3. Before posting, re-read the comment to make sure it can't be misconstrued as negative or inappropriate. If there is any doubt, ask someone else read it before posting.
4. Respond to questions or inquiries in a timely fashion. Since timestamps often are published with posts, other users will know just how quickly there are responds to them with accurate and relevant information.
5. Disagreement should not be squelched. When responding to a disagreement, do so in a professional and respectful manner. Respect proprietary information, content and confidentiality.

### SCHOOL RESOURCES AND INTELLECTUAL PROPERTY

Any material produced by NCS employees, parents, visitors, or volunteers, within the scope of their employment and/or involvement with the school during its operation, such as designs with the school's name, logos, symbols, signs, dramatic presentations, computer generated slides, CD-ROMs, DVDs, or other multimedia productions, web sites, videotapes, lectures, books, magazine articles, printed lessons, bulletins, guides, artwork, machinery, architecture, and apparatus, now known or later developed, and others not mentioned but not to be construed as omitted, within the scope of its operation are the property of the school, which is the author and copyright holder and patent owner of the material.

Materials produced by NCS shall not be used by parents, visitors, or volunteers or any individual or groups for purposes outside the scope of operation of the school, and without the authorized, written permission from the school administration. Unauthorized use of school resources or materials produced by the school is a violation of the school's trademark rights and copyright laws.

## SOCIAL MEDIA BY PARENTS, VOLUNTEERS, VISITORS, INDIVIDUALS OR GROUPS

We encourage our parents and supporters to be key communicators for our school using any form of social media. However, before you post content to any social-media outlet affiliated with NCS, please take a moment to review our official guidelines. If you are an NCS employee or a contractor hired by NCS and you are creating or contributing to any NCS social media, these guidelines also apply to you. We expect everyone who participates in social media on behalf of NCS to understand and to follow these guidelines. These guidelines change as new technologies and tools emerge, so please check them regularly.

## SOCIAL MEDIA USERS AGREEMENT

NCS reserves the right to do any or all of the following:

- Ban future posts or membership of people who repeatedly violate this policy. NCS may affect such bans by refusing posts from specific email addresses or IP addresses or through other means as necessary.
- Remove comments at any time, whether or not they violate this policy.

Users of NCS' social media outlets agree to indemnify and hold harmless Neuse Charter School, its affiliates, directors, employees, successors and assigns against any damages, losses, liabilities, judgments, causes of action, costs or expenses (including reasonable attorneys' fees and costs) arising out of any claim by a third party relating to any material user has posted on NCS-sponsored sites.

By posting a comment or material of any kind on a NCS-sponsored site, the user hereby agrees to the policy set forth above.

## STUDENT USE OF SOCIAL MEDIA

First and foremost, students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both within the NCS community and beyond. Students who participate in online interactions must remember that their posts and media reflect on the entire NCS community and, as such, are subject to the same behavioral standards set forth in the Student Code of Conduct. In addition to the regulations found in the Student Handbook, students are expected to abide by the following:

1. To protect the privacy of NCS students and faculty, students may not, under any circumstances, create digital video recordings of NCS community members either on campus or at off-campus NCS events for online publication or distribution without consent.
2. Students may not use social media sites to publish disparaging or harassing remarks or media about NCS community members, athletic or academic contest rivals, etc.
3. Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not slander, libel or defame the school, students, parents or staff or violate school policies.

Failure to abide by this policy, as with other policies at NCS, may result in disciplinary action as described in the Student Handbook or as determined by school administration.

### USE OF SOCIAL MEDIA

Social media websites are being used increasingly to fuel campaigns and complaints against schools, administrators, school staff, and in some cases other parents/students. NCS considers the use of social media websites for campaigns or complaints against NCS's staff members, students, or Board of Directors as unacceptable and not in the best interests of the students, staff, the NCS Board of Directors, or community. Parents with concerns must follow school prescribed protocols in resolving issues so as to preserve a positive climate of the school for the safety of students and staff. (See PARENT COMPLAINT PROCESS in this handbook).

If any student or parent posts libelous or defamatory comments on the NCS's Facebook or on any other of its social network sites, they will be reported to the appropriate "report abuse" section of the network site and be removed as a user. NCS reserves the right to remove comments or posts which it considers to be disruptive, libelous or defamatory from its social media sites.

In certain cases, Neuse Charter School will consider taking legal action to address any misuse of its social networking and other sites and for libelous/ slanderous statements being made against school personnel.

### VIDEO RECORDING

If video recording students, parents should be aware of the following:

1. Parent consent is required to have a child appear in video and other photography media used on campus for educational purposes.
2. Only children's images and first name are used and no descriptors identifying individual families are released. Occasionally photos of children will be used to publicize the NCS program.
3. If video recording is needed for a presentation at a professional conference or used as part of a professional portfolio, only children whose family members have signed the NCS Photography/Videotape permission form are included.
4. If video recording is part of a research study, no child will participate unless parental consent is given for the specific project.

## STUDENT MISCELLANEOUS INFORMATION

### BIRTHDAYS AND CELEBRATIONS FOR ELEMENTARY

NCS understands the importance of celebrations for children. On birthdays and special occasions, parents/guardians are welcomed to provide a pre-packaged (not homemade) snack for the entire classroom in honor of the special occasion. These celebrations can in no way

disrupt instructional time. Please seek approval from the classroom teacher, and then schedule the event with at least one week advanced notice.

### LOCKERS

Due to the increased need for lockers in the middle and high school building, lockers will be issued on a first-come-first-serve basis. The cost to rent a locker will be determined at the beginning of the year by administration. Students are not to take locks off or use their own lock. Administration has the right to search any and all lockers at any time.

### LOST AND FOUND

If your child comes home and reports a lost item, please refer to the hallway between the main office and the gym. At the end of each semester, if there are any leftover lost items, they will be donated to a charitable organization.

### LUNCH PROGRAM

The NCS Booster Club facilitates the lunch program. Details can be found on the website. Refrigerators and microwave ovens will not be available to elementary students. It is recommended that packed lunches include an ice pack. Students may not bring soft drinks with their lunches or snack. No fast-food lunches should be brought in to a student. We request that parents send their students to school with a bottle of water every day for hydration and good health.

## STUDENT RECORDS

### BIRTH CERTIFICATE

All students must have a copy of their birth certificate on file at the school. A copy of the birth certificate may be obtained from the Clerk and Recorder's Office in the county/state in which your child was born.

### MAINTENANCE AND REVIEW OF STUDENT RECORDS

Student records will be maintained in a secure, central location. An inspection log will be placed in every student record folder for the purpose of recording the names of all individuals reviewing the folder as well as the reason for the review. A parent or guardian shall be allowed access to all records of his/her child upon proper request. A formal review of a student's complete record shall be conducted only in the presence of, or by, the Principal.

### PERSONAL INFORMATION

Please notify the school concerning changes in addresses, phone numbers, and any other pertinent information. Information will remain confidential. It is important that our office be notified of any visitation restrictions which limit contact with non-custodial parents or family members. Please understand that for the school to forbid contact or information for a non-custodial parent, there must be legal documentation on file.

## TRANSPORTATION AND STUDENT DRIVING

### CARPOOL

Families are responsible for providing transportation to and from NCS. Families must transport through the carpool system. Due to traffic and safety concerns, students may not be walkers without the written permission of Administration. Transportation for field trips may be provided by parents or buses chartered by the school.

- Parents must make sure that their car tag is accurate and visible at all times when picking up any student from campus. Otherwise, parents will be required to go to the main office to sign-out the student upon verification of school records.
- Parents are expected to act in a respectful and responsible manner towards all NCS staff at all times including during carpool. If a parent does not follow the directions of the teachers and staff during carpool times, that parent may be banned from participating in carpool and will need to make other pick-up arrangements.

### DRIVER EDUCATION ELIGIBILITY REQUIREMENTS

A Driver's Eligibility Certificate (DEC) will be issued to a student when the student completes the driver's education class and meets the DEC requirements. The student and a parent should present the form to the principal stating that the student has completed the class. Both the student and a parent must be present when the DEC is signed and issued by the NCS office staff. The DEC is only good for thirty days from the date issued.

### LICENSE REVOCATION/DROPOUT PREVENTION

NC legislation requires that a student's driving permit or license be revoked if a student is unable to maintain adequate progress or drops out of school.

- Adequate progress is determined by first semester grades and end-of-the-year grades and is defined as passing 70% of courses.
- A student's driving permit or license will be revoked for one year if a student is given a suspension for more than 10 consecutive days. If the student is assigned to an alternative educational setting for more than 10 consecutive days for any of the following, the student's driving permit or license will be revoked.
  1. Possession or sale of alcoholic beverage or an illegal controlled substance on school property
  2. Possession or use of a weapon or firearm on school property
  3. The physical assault on a teacher or other school personnel on school property.

### STUDENT PARKING

High school students who want to drive to school must submit a copy of their valid operator license (not a permit), insurance information, and pay the parking fee. Students are required to park in the designated student parking area. Failing to report the make, model, license, current insurance and license plate number to the main office, may lead to the loss of parking privileges and disciplinary actions. The school is not responsible for damage, theft, or vandalism to



vehicles while on school property. Student drivers will not be permitted to go to their cars once they are parked for the day.

If a student violates safe driving practices while on school campus, the following disciplinary actions will be followed:

- First Offense: Verbal Warning
- Second Offense: Written Warning & Parent contact
- Third Offense: Loss of Driving Privileges for a week
- Fourth Offense: Loss of Driving Privileges for the rest of the semester
- Fifth Offense: Loss of Driving Privileges for the rest of the school year

## VISITORS AND VOLUNTEERS

### CHECK-IN PROCEDURES

All visitors must first report to the office when visiting NCS. Visitors will be required to show proper identification (government issued I.D.) and must wear a visitor's pass while on campus. Violations will be directed to the Principal's office to ensure compliance. In keeping NCS a safe place, all outside doors will be locked and will only open with a key card which the front office may provide when a visitor checks-in to be returned upon check-out.

All visitors must state their purpose for the visit at the front desk. Solicitations, politicking, and petitioning are not allowed on campus or during school events. Only visitors and volunteers with approved school business will be allowed on campus.

In order to maintain an orderly, respectful, and secure educational environment for the students and staff of NCS School, it is essential that all parents, volunteers and visitors to our campus be aware of their responsibilities, and adhere to the expected code of conduct as set forth in this handbook.

### CODE OF CONDUCT FOR VISITORS AND VOLUNTEERS

NCS is a public school of choice where teaching and learning are the highest priorities. All families who chose to be part of the NCS family are expected to adhere to the school rules and become involved in promoting the school's mission and core values adopted by the Board of Directors.

Certain limits are set for parents, volunteers, visitors, and other members of the community who visit NCS and its classrooms. All persons on school property or attending school functions on-campus or off-campus shall conduct themselves as positive role models and in respectful and orderly manners in keeping with the school's mission, vision, and core values. Making defamatory comments and/or posts on social media or in any form or setting about NCS, Board of Directors, administration, school staff or other NCS parents will be viewed as a disruption and contrary to the mission, vision, and core values of the school. The Executive Director, Principal or his/her designee is responsible for the safety of all persons on the campus and at



school functions, and they reserve the right to remove individuals from the school or school function who are disruptive and who refuse to follow school rules and procedures.

Additionally, all visitors and volunteers should adhere to the following:

- Recognize that the education of children is a joint responsibility of the parents and the school.
- Teach children to understand that appropriate rules of behavior in any setting, including school events, are required to maintain a safe, orderly environment.
- Ensure that children bring only items appropriate and related to the instructional program at school.
- Know school and classroom rules and teach your children to understand them.
- Teach your children to have a supportive and respectful attitude toward all school staff (teachers, teacher assistant, custodians and substitutes), school administration (Principals and Executive Director) and Board of Directors.
- Build good relationships with Board of Directors, school administration, school staff, teachers, other parents and your children's friends.
- Help your children deal effectively with peer pressure and bullying.
- Inform school officials of changes in the home situation that may affect student conduct or performance.
- Insist your children be dressed in a manner consistent with the student dress code policy.
- Follow the Student Dress Code in order to model appropriate attire.
- Provide a place for study at home and ensure homework assignments and projects are completed and submitted on time.
- Review the student Code of Conduct in the handbook with your child.
- Sign the School/Parent Agreement and return it to the school.

### FORMAL CLASSROOM VISITATION PROCEDURES

The public is welcome to visit NCS at any time. The following process should be followed:

1. All parents, volunteers, and visitors must report to the main office.
2. Requests to observe a classroom should be made to administration by filling out the Classroom Observation Request form at least one day prior to the desired visit stating which teacher's class would like to be observed and what time of day or block they wish to observe.
3. Administration will check to make sure that no testing, field trip, or other factors would interfere with the observation.
4. Classroom observations will not be a time for a conference with the teacher.
5. Guests who are invited to present to a class must sign in and obtain a visitor pass. Guest speakers must be pre-approved by the administrator via teacher requests.
6. Parents and volunteers must only perform tasks approved by the teacher and the administrator.

## PROHIBITED CONDUCT BY VISITORS AND VOLUNTEERS

No parent, volunteer, or visitor, individuals or groups to Neuse Charter School shall:

- Intentionally injure any other person or threaten to do so.
- Intentionally damage or destroy school property (such as graffiti or arson, etc.), property of a school administrator, school staff, volunteers, or any other person lawfully on school property.
- Disrupt the orderly conduct of classes, school programs or other school activities. Such conduct includes, but are not limited to: petitioning, sit-ins, picketing, inciting opposition to personnel actions taken by the Board of Directors or Executive Director, soliciting or making defamatory comments or posts on social media.
- Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, defamatory, obstruct the rights of others, or are disruptive to the school program.
- Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, or disability.
- Enter any portion of the school premises without authorization or remain on the campus or in the facility after it is normally closed.
- Obstruct the free movement of any person in any place to which this policy applies.
- Violate the traffic laws, parking regulations or other restrictions of vehicles.
- Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
- Possess or use weapons in or on school property or at school function even with a concealed weapon permit, except in the case of law enforcement officers.
- Loiter on or about school functions.
- Gamble or engage in any illegal or unsafe activity on school property or at school functions.
- Refuse to comply with any reasonable order by school staff who is performing their duties.
- Willfully incite others to commit any of the acts prohibited by this code.
- Violate any federal or state statute, local ordinance or school policy while on school property or while at a school function.

## RULES FOR VISITORS AND VOLUNTEERS

- All parents, volunteers, and visitors to the school must report to the front office, state the purpose of their visit, and receive approval for their visit to the school. After approval is granted, parents, volunteers, and visitors will be required to sign-in and receive a badge, which must be worn at all times while in the school or on school grounds. The parent, volunteer, or visitor must check out through the front office before leaving the building.
- Parents and visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register through the front office.

- Anyone who wishes to observe a classroom while school is in session is required to follow the Formal Classroom Visitation Procedures so that class disruption are kept to a minimum.
- Teachers are not permitted to take instructional time to discuss individual matters with parents, volunteers, and visitors. Pop-in visits will not be allowed as it takes away from instructional time.
- Any unauthorized person on school property or any person engaged in an unauthorized activity will be reported to the principal or his/her designee.
- Unauthorized persons or persons engaged in unauthorized activities will be asked to leave or stop the activity. The police may be called if the situation warrants at the discretion of Administration.
- All parents, volunteers, and visitors are expected to abide by these rules on school property. Parents or families who show a continued pattern of disruptive behavior or dissatisfaction with the school by failing to follow school rules and procedures despite support from the school staff, administrators, and Board of Directors may be asked to consider withdrawing from NCS as a school of their choice.

#### VIOLATION CONSEQUENCES FOR VISITORS AND VOLUNTEERS

Violation of any policy in this handbook shall result in the withdrawal of the right of a parent, volunteer, or visitor to remain at the school or at the school function. The parent, volunteer or visitor shall be directed to leave the campus or the school function. If they refuse to leave, they shall be subject to removal by law enforcement.

The school reserves its right to pursue civil or criminal legal action against any person violating this policy. Neuse Charter School reserves the right to ask a parent who displays a pattern of continued disruptive behaviors or violates this policy in any way despite support from school staff, administrators, and Board of Directors, to consider withdrawing from NCS as their school of choice.