



Parent/Student Handbook 2018-2019

Neuse Charter School Board of Directors

Mrs. Dawn Dixon: Chair

Mr. Paul Worley: Vice-Chair

Mr. Rodney Dunn: Treasurer

Mrs. Nichole Booker: Secretary

Mrs. Michelle Denning

Mr. Chris Johnson

Mr. Jimmy Lloyd

Mr. Robbie Taylor

Executive Director: Mrs. Susan W. Pullium

Primary Academy Leader: Mrs. Brittany Sandora

Intermediate Academy Leader: Dr. Amanda Swartzlander

Senior Academy Leader: Mr. Brian Smith

Dean of Academics: Dr. Janice Silver

Director of Information Technology: Mr. Brad Williams

Table of Contents

PURPOSE OF HANDBOOK	6
OVERVIEW OF NEUSE CHARTER SCHOOL	6
NEUSE CHARTER SCHOOL VISION	6
NEUSE CHARTER SCHOOL MISSION STATEMENT	6
NEUSE CHARTER SCHOOL CORE VALUES	7
BOARD OF DIRECTORS MEETINGS	7
ACADEMIC INFORMATION	7
PLUS- Performance Learning Underscoring Success	7
Graduation competencies:	7
Academic Grouping of Students	8
Accelerated Group	8
Accelerated Plus Group	8
Student must qualify in both subjects:	8
Accountability for Academic Achievement	9
Grades 3-8	9
Grade 9-12	9
Advanced Placement [AP] Exam Information	10
Grade Level Acceleration	10
Procedures for Grade Level Acceleration	10
Grading Scale for Grades K-12	11
Graduation Information	11
Honors Level Curriculum	12
High School Credits	12
Homework	13
Honor Roll/Academy Leader's List	13
Honor Society	13
Individual Education Plans (IEPs)	14
Parent Conferences	14
Reporting Student Progress	14
Progress Report Dates:	14
Report Card Dates:	14
Testing Information	14

Textbooks	15
Transfer Student Placement	15
Waiver Request (Retention Decisions)	15
ATHLETIC ELIGIBILITY	15
High School Student-Athletes	16
Middle School Student Athletes	16
Code of Conduct	17
ATTENDANCE, ABSENCES & TARDIES	17
SCHOOL SCHEDULE	17
After-School Procedures	17
Daily Schedule - Primary Academy	18
Daily Schedule - Intermediate Academy and Senior Academy	18
Early Check Out	18
Early Release Schedule	18
2-Hour Delay Schedule	18
3-Hour Delay Schedule	19
Master Calendar	19
PLEDGE TO THE FLAG AND MOMENT OF SILENCE	19
CODE OF STUDENT CONDUCT	19
Areas of Suspension	21
Behavior Interventions	21
Alcohol, Tobacco, Vaping and Drug Usage	21
Bullying Prevention and Education	21
Cheating and Plagiarism	22
Dress Code	22
Electronic Devices Including Cell Phones	23
Internet Usage Rules for Students	23
Playground Behavior	24
Property Damage	24
Weapons in School	24
EMERGENCY PROCEDURES	25
Emergency Messages to Students	25
Fire Drills & Lock-Down Drills	25
Inclement Weather Policy	25

Missing or Abducted Child Procedures	25
Power Failure & Water Loss	25
Student Security	26
Tornado Procedures	26
FERPA	26
Maintenance and Review of Student Records	26
Request for Copy of Records	27
Personal Information	27
MEDICAL INFORMATION	27
Administering Medicine to Students	27
Allergies and Asthma	28
Communicable/Infectious Disease	28
Meningitis, Influenza, and HPV [Garrett’s Law]	29
Emergency Medical Situation	30
Illness at School	30
Immunizations	30
Preventing Spread of Disease	30
PARENT COMPLAINT PROCEDURES	31
SCHOOL RESOURCES AND INTELLECTUAL PROPERTY	31
SOCIAL MEDIA	32
Comments and Participation	32
Posting on NCS Sponsored Sites	33
Creating and Maintaining Official Neuse Charter Social Networking Sites	33
Social Media by Parents, Volunteers, Visitors or Groups	33
Social Media Users Agreement	34
Student Use of Social Media	34
STUDENT MISCELLANEOUS INFORMATION	35
Birthdays and Celebrations for Primary Academy Students	35
Lockers	35
Lost and Found	35
Lunch Program	35
Driver Education Eligibility Requirements	35
License Revocation/Dropout Prevention	36
Student Parking	36

TRANSPORTATION/CARPOOL	37
Carpool Drop Off map	37
Carpool Pick Up map	37
VIDEO RECORDING	37
VISITORS AND VOLUNTEERS	37
Visitors and Volunteers Check-In Procedures	37
Code of Conduct for Visitors and Volunteers	38
Formal Classroom Visitation Procedures	38
Rules for Visitors and Volunteers	39
Volunteer Registration	39

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 preserving the integrity of the educational environment through consistent, safe and orderly school operations.

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:

- Approximately 950 students in grades K-12
- 60 Faculty
- 14 Teacher assistants
- 3 Guidance Counselors
- 3 Office Support Staff
- Facilities Maintenance Technician
- Media Coordinator
- Athletic Director
- Director of Information Technology
- Office Manager
- Dean of Academics
- Primary Academy Leader
- Intermediate Academy Leader
- Senior Academy Leader
- 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

Respect	Creativity
Communication	Teamwork
Leadership	Compassion/Empathy
Positive School Climate	Perseverance
Responsibility	Honest

BOARD OF DIRECTORS MEETINGS

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

ACADEMIC INFORMATION

PLUS- Performance Learning Underscoring Success

As a continuous improvement organization, Neuse Charter consistently seeks ways to maximize student learning. As such, **PLUS** provides a mechanism for the continuous review and improvement of our academic program.

PLUS stands for **Performance Learning Underscoring Success** and represents the full complement of our academic program.

‘Performance Learning’ describes our curriculum and instruction efforts, ‘Underscoring’ represents our infrastructure changes that support **PLUS** implementation, and ‘Success’ refers to our students graduating knowing that they are proficient in their scholastic accomplishments and in their ability to demonstrate the school’s graduation competencies.

Graduation competencies:

Ensure all graduates of Neuse Charter School are able to...

- *Communicate effectively to a variety of audiences through written and spoken language.*
- *Apply independent critical thinking and problem solving skills to address complex issues.*
- *Use advanced computational skills to analyze data.*
- *Evaluate legitimacy of information and respect diversity to enable effective collaboration.*

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. For Math and/or English Language Arts 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 Academy Leader 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.

Students in Kindergarten through second grades 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, benchmark, and mCLASS assessments. Students must also meet the state attendance requirement.

Grades 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. Students in grades five and eight will also take the EOG test in science. 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 Academy Leader 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.

Grade 9-12

Students in the Senior Academy 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 Senior Academy 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 toward graduation. A student whose final overall grade is below 60 will be required to retake the entire course to receive full credit toward graduation.

Advanced Placement [AP] Exam Information

AP exams typically cost \$85 each. Below are 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. Taking AP exams increases eligibility for scholarships.
3. 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 Level 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 Level 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 Academy Leader.
2. The Academy Leader and the homeroom teacher/grade team will discuss the recommendations and then arrive at a final decision.
3. The Academy Leader 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, Academy Leader, 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)

Graduation Information

Graduation Requirements: Future-Ready Core

Meets the highest level of academic standards and fulfills the minimum course requirements for admission to UNC Institutions.

Course	Number of Credits
English English I, II, III, & IV	4
Mathematics Math I, Math II, Math III, and a higher-level math course	4
Science Earth/Environmental Biology Chemistry or Physics	3
Social Studies World History Civics and Economics American History I and II	4
Second Language Two credits in the same language <i>**recommended Junior or Senior Year</i>	2
Healthful Living Education Health/PE	1
Electives (including Freshman and Senior Seminar)	9
Total	27

All core courses can be at an Honors level except for Math I

27 units total (Refer to the Senior Academy Course Guide: [course guide](#))

Early Graduation

Neuse Charter School offers students the opportunity to earn up to 9 credit hours per year. Since students are required to earn 27 credits to graduate, 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.

If a student wants to explore mid-year early graduation during their senior year, they must consult with the Senior Academy Counselor during the sophomore year. Any mid-year early graduation plan must receive approval from the Guidance Counselor AND the Senior Academy Leader.

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.

Honors Level Curriculum

NCS requires students in grades 9-12 to take honors courses to meet standards for the college preparatory curriculum that is offered in the Senior Academy.

Senior Academy Course Guide: [course guide](#)

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 Senior Academy 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 Academy Leader. A Senior Academy student shall take a credit course each period of the day, unless special permission is given to the student by the Academy Leader.

Homework

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

- Students in K-2 should expect no more than 30 minutes total per night
- Students in 3-4 should expect no more than 45 minutes total per night
- Students in the Intermediate and Secondary Academies 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).
- If a student fails to turn in homework on time, they will be given one additional day to submit for late credit.
- Students who have been absent for health or family-related issues will be excused from the one-day-only rule as long as documented proof is provided to the Front Office.
- Two days per one absent day will be provided to complete assignments missed due to health or family-related issues.
- Grading and late assignment procedures are determined by grade levels and content areas.

Honor Roll/Academy Leader's List

Students in grades 3-8 receiving all "A's" on their report card will be listed on the Academy Leader'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 Academy Leader'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 Academy Leader's List.

Students receiving all A's and B's in the standard curriculum shall be recognized as being on the Honor Roll.

Honor Society

NCS maintains chapters of the National Elementary Honor Society, the National Junior Honor Society, and the National Honor Society. Students are invited to apply to the appropriate Honor Society based on their unweighted grade-point average (GPA). Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.5 on a 4.0 scale. In his or

her application, the student must demonstrate how s/he meets the criteria of outstanding scholarship, leadership, character and service to be offered admission into the society. Once a student is accepted, she/he will be inducted via an initiation ceremony.

Individual Education Plans (IEPs)

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 reconsideration based on the administrator's professional judgment in handling the individual discipline cases.

Parent Conferences

Primary Academy classroom teachers will meet for a conference with each parent at the first report card period and on as-needed basis thereafter.

Intermediate and Senior Academy classroom teachers will make contact with each parent each semester, and on an as-needed basis.

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 toward a solution. Parents may also access support from the Counselor and/or Academy Leader if the difficulties persist.

Reporting Student Progress

Progress Report Dates:

- ❖ September 14, 2018
- ❖ November 18, 2018
- ❖ February 8, 2019
- ❖ April 12, 2019

Report Card Dates:

- ❖ October 19, 2018
- ❖ January 11, 2019
- ❖ March 15, 2019
- ❖ May 17, 2019

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 to 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 for the replacement cost.

Transfer Student Placement

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

Waiver Request (Retention Decisions)

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, Academy Leader, the student's teacher(s) and parent(s). The Appeals Committee will review all documents presented for review by the teacher, the Academy Leader, 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).

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 primarily based on academic performance, with additional considerations that include a medical examination, signed required forms, school and practice attendance, compliance with the code of student conduct, 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:

High School Student-Athletes

- To maintain academic eligibility, the student-athlete must be a full-time¹ student and, in addition to NCHSAA requirements, maintain a weighted² quarter GPA of 2.0 with no failing grades for all courses per the previous semester's grades³, and meet NCS promotional requirements.
 - If the student-athlete falls below a 2.0 weighted quarter GPA or has a grade of "F" for the quarter in any course, the student will be ineligible to participate in athletics until the next eligibility period⁴
 - If the student-athlete is determined to not meet NCS promotional requirements, the student will be ineligible to participate in athletics until the next eligibility period⁴
- A student-athlete's eligibility will be determined when final grades are confirmed and posted in the school's reporting system as noted in the annual school calendar
- If a student-athlete is determined to be ineligible, the student-athlete and/or their parent will be contacted by school administration

¹Full-time is defined as enrolled in and attending at least three (3) classes per semester in a four (4) by four (4) block schedule, or five (5) classes in traditional six (6) course schedule.

²Weighted quarter GPA will be calculated in accordance with the grading scale posted in the annual Parent/Student Handbook.

³Summer school grades will count toward start of year eligibility.

⁴Eligibility periods are at the start of each semester.

Middle School Student Athletes

- To maintain academic eligibility, the student-athlete must have a "C" or better in all core classes (Language Arts, Math, Science & Social Studies), with no failing grades and no more than one "D" in his/her remaining classes
 - If the student-athlete does not meet these requirements, the student will be ineligible to participate in athletics until the next eligibility period¹
 - If the student-athlete is determined to not meet NCS promotional requirements,

the student will be ineligible to participate in athletics until the next eligibility period¹

- A student-athlete's eligibility will be determined when final grades are confirmed and posted in the school's reporting system as noted in the annual school calendar
- If a student-athlete is determined to be ineligible, the student-athlete and/or their parent will be contacted by school administration

¹*Eligibility periods are at the start of each semester.*

Code of Conduct

Neuse Charter School student-athletes are to follow the Code of Student Conduct during practices and all manner of athletic events. See the "Code of Student Conduct" section of the handbook for more information.

ATTENDANCE, 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. 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. An Intermediate/Senior Academy student with nine absences in a semester 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 Intermediate/Senior Academy student or the Primary Academy 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 Academy Leader will contact the family to schedule a conference. When the child returns to school, please send a note for the absence. Students must be present for 3.5 hours out of the day to avoid a full day absence.

Students will have two days for each excused day absent to make up any homework, classwork, quizzes, tests or projects. It is the responsibility of the student/parent to communicate with the teacher(s) in regards to missed assignments and make up work. Failure of the student to make up missed work will result in zeros for those assignments.

SCHOOL SCHEDULE

After-School Procedures

Students are expected to be picked up by their designated parent/guardian or their designated day care or carpool driver 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/hour per child per occurrence.

Daily Schedule - Primary Academy

Doors open to students precisely at 7:50 AM for grades K-4

- 7:50 - 8:12 AM: Student Drop-off (Primary 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 - Intermediate Academy and Senior Academy

Doors open to students precisely at 7:20 AM for grades 5-12

- 7:20 - 7:42 AM: Student Drop-off Intermediate and Senior Academy students go to their classrooms. (Primary Academy siblings will go to the Sibling Care room. Intermediate and Senior Academy students should be dropped off by 7:42 in order to start class at 7:45 AM)
- 7:45 AM: Block 1 begins
- 2:45 - 3:00 PM: Student Dismissal & Pickup

Early Check Out

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. Students must stay in their classrooms until the office calls for their dismissal.

Parent/Guardian or other designated person must be prepared to show photo identification. Students will not be dismissed from school after 1:45 pm unless there is an emergency approved by administration or parent is able to show a medical appointment card.

Early Release Schedule

Intermediate and Senior Academy School Hours: 7:45 - 11:15 AM

Primary School Hours: 8:15 – 11:45 AM

- Primary students will not have Enhancements on Early Release days.

2-Hour Delay Schedule

Intermediate and Senior Academy Hours: 9:45 AM – 2:45 PM

Primary Academy Hours: 10:15 AM – 3:15 PM

3-Hour Delay Schedule

Intermediate and Senior Academy Hours: 10:45 AM – 2:45 PM

Primary Academy Hours: 11:15 AM – 3:15 PM

Master Calendar

1. The main office will keep a master copy of the school calendar. All events, including Booster Club initiated events, 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 Academy Leader 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 fundraising, travel outside of NC, or overnight travel.
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 (G.S. 115C-47(29a)) 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, Academy Leaders, 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 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, at athletic events 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.

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

- 1st Offense - Student/Teacher Meeting
- 2nd Offense - Student/Teacher/Parent Conference
- 3rd Offense - Meeting with Academy Leader, Parent and Teacher
- 4th Offense – Possible Out of School Suspension and Parent Teacher Conference
- Additional offenses may result in further disciplinary action that could lead to suspensions and/or expulsion

Alcohol, Tobacco, Vaping and Drug Usage

A healthy learning environment is free of alcohol, tobacco, vapes and drugs. The possession, use, distribution or sale of these substances in any form, or possession, use, sale or distribution of paraphernalia, 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 up to and including removal from NCS and/or referral to law enforcement authorities. Students that feel bullying is occurring should consult with a school counselor.

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.

Dress Code

School-wide standards on student attire are intended to 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 beltline are not allowed.
- Under garments and underwear are not to be exposed including 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 the Dress Code continues to be a problem, the student may be subject to other disciplinary action as outlined in the school discipline policy.

Electronic Devices Including Cell Phones

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

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

All incoming calls should be directed to the main campus phone number 919-626-2300. 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 administrator.

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 [Student Technology Agreement](#) or the [Social Media 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 email 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. K-4 students will have recess daily. Staff members will take a radio out with them to the playground for communication and emergency purposes.

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 suspension and/or expulsion 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 suspension and/or expulsion from NCS.

EMERGENCY PROCEDURES

Emergency Messages to Students

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 1:45 pm to allow enough time to notify students.

Fire Drills & Lock-Down Drills

There will be a fire drill during the first ten days of school and then at least once per month for the remainder of the school year. The teachers and students will follow the exit plan posted near the class door and the procedures in the Crisis Plan.

There will be a Lockdown Drill at least once a year. 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:

- www.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 Academy Leader 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, Academy Leader, or Executive Director will contact the parents.

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

Power Failure & Water Loss

Teachers and teacher assistants will make every attempt to remain calm and to reassure the students about the power failure or water 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 Academy Leaders 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 school will call and email parents to announce the school closing.

Student Security

Students in grades K-4 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 5-12 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 their assigned safe zone. 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.

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 Academy Leader.

Request for Copy of Records

If a parent or guardian needs to request a copy of their student's records, they must submit an official written request to the front office. The front office will process the request. If the request is allowable, will make the appropriate copies available to the parent or guardian within 5-7 business days.

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.

MEDICAL INFORMATION

Administering Medicine to Students

Students may receive medication at school when the medication is deemed medically necessary for health or learning and must be taken during the school day. All medications, including over-the-counter, must be prescribed by a licensed physician. It is the responsibility of the parent/guardian to complete appropriate medical paperwork and provide it to the school with information regarding the student's medical needs.

School staff may administer medication to students only when the Parent and Physician Order for Medication Form, available on the NCS website and in the front office, is completed by the **parent, physician and present at the school**. No medication will be given by a school official unless it is in a container dispensed by a pharmacy with the student's name, name of medication, date prescription was filled, and directions clearly marked. A new medication form must be completed **and** signed by a physician if there are changes in medication directions. Parents or guardians are responsible for monitoring medication expiration dates and replacing medication when expired.

In the event of an emergency, if there isn't medication on hand, the school will call 911.

At the beginning of each school year, a parent/guardian will need to bring the medicine in the original prescription container clearly labeled along with the completed Parent and Physician

Order for Medication Form to the front office at school. The school **cannot** give medicine to your child without this form. Medicine will be stored in the business office with students being required to come to the office to receive their dose. Only FDA approved pharmaceuticals manufactured in the US will be administered on campus.

Sunscreen, insect repellent, cough drops, and other over-the-counter medications must also be accompanied by a completed Parent and Physician Order for Medication Form that has been signed by a licensed physician and filled by a prescription. These products should be in the original container and labeled with a pharmacy label as a prescription medication. Lip balm does not require a medication form and is for self-use and self-carry.

State law allows students who have met certain conditions to carry and self-administer emergency medication during the school day and at all school-sponsored after-school events, including transportation to and from the event, for asthma and severe, life-threatening allergies (anaphylaxis). Medication includes asthma inhalers and injectable epinephrine. The parent or guardian must provide the school with a completed Parent and Physician Order for Medication Form signed by a licensed physician certifying the student has been trained to self-administer. NCS has the right to deem a student unable to self-carry even if approved by a licensed physician.

All unused, discontinued, or expired medication must be picked up in the front office by the end of the school year. Any medications not collected by that time will be properly disposed of.

Medication administration information may not apply to all field trips.

Allergies and Asthma

Parents who have students with severe allergies should conference with their Academy Leader and teacher(s) so that a health care plan can be developed.

Students with severe asthma should get physician's permission and their Academy Leader's permission 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 Academy Leader as soon as the parent/guardian or person designated on the student's emergency medical authorization form has been notified.

Meningitis, Influenza, and HPV [Garrett’s Law]

(Taken from NC Public Health website)

Meningitis is a contagious respiratory disease caused by bacteria and is spread through air droplets and direct contact with infected persons. It can be spread through coughing, sneezing, kissing or sharing items like drinking glasses, lip balm, eating utensils or cigarettes. Adolescents and young adults are at increased risk of contracting this disease. Invasive meningococcal disease occurs in three common forms: meningitis, blood infection and pneumonia; other forms account for a small percentage of cases.

Meningococcal vaccines protect against most types of meningococcal disease, although they do not prevent all cases. There are two kinds of vaccines that protect against meningitis available in the US: meningococcal polysaccharide vaccine and meningococcal conjugate vaccine.

Influenza (the flu) is a contagious respiratory illness caused by influenza viruses. It can cause mild to severe illness, and at times can lead to death.

There are two types of vaccines:

1. The “flu shot” is an inactivated vaccine (containing killed virus) that is given with a needle, usually in the arm. The flu shot is approved for use in people older than 6 months, including healthy people and people with chronic medical conditions.
2. The nasal-spray flu vaccine is a vaccine made with live, weakened flu viruses that do not cause the flu (sometimes called LAIV for “live attenuated influenza vaccine” or FluMist®). LAIV (FluMist®) is approved for use in healthy people 2 to 49 years of age who are not pregnant.

The viruses in the vaccine change each year based on international surveillance and scientists’ estimations about which types and strains of viruses will circulate in a given year.

Human Papillomavirus (HPV) is a very common virus that is usually spread through sexual contact. Most of the time HPV has no symptoms so people do not know they have it. There are more than 150 related viruses in the group HPV, and approximately 40 types of genital HPV. Some types can cause cervical cancer in women and can also cause other kinds of cancer in both men and women. Other types can cause genital warts in both males and females.

The HPV vaccine works by preventing the most common types of HPV that cause cervical cancer and genital warts. It is given in a two-dose or three-dose schedule depending on age.

For more information on these diseases, see

<http://www.immunize.nc.gov/schools/resourcesforschools.htm>

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 does not allow 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. Students not providing proof of immunizations or exemption paperwork by the 30th calendar day of the school year will be excluded for school until such documentation is provided.

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 a teacher feels 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 Academy Leader, Executive Director or the NCS Board of Directors.

In the interest of maintaining positive interactions and relationships, anyone with a concern or complaint should make all efforts to resolve an issue at the level at which it occurred. Listed below is the chain of command that should be followed when a complaint is made:

- First Contact: Teacher
- Second Contact: Academy Leader
- Third Contact: Executive Director
- Fourth Contact: Board of Directors

In the event a parent feels the need to submit a formal complaint to an Academy Leader or the Executive Director, please complete the [Parent Complaint Form](#) and submit to the appropriate administrator for processing.

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

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, the following will not be allowed:

- 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 NCS determines to be threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity.
- 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.

Social Media by Parents, Volunteers, Visitors 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.

STUDENT MISCELLANEOUS INFORMATION

Birthdays and Celebrations for Primary Academy Students

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 advance notice.

Lockers

Due to the increased need for lockers in the secondary 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 him/her 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 Athletic Booster Club facilitates the lunch program, and details can be found on the school website. Refrigerators and microwave ovens will not be available to primary 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 may 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.

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 Senior Academy Leader 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

Senior Academy 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:

- **1st Offense:** Verbal Warning
- **2nd Offense:** Written Warning & Parent contact
- **3rd Offense:** Loss of Driving Privileges for a week
- **4th Offense:** Loss of Driving Privileges for the rest of the semester
- **5th Offense:** Loss of Driving Privileges for the rest of the school year

TRANSPORTATION/CARPOOL

[Carpool Drop Off map](#)

[Carpool Pick Up map](#)

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 toward 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.

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 a 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.

VISITORS AND VOLUNTEERS

Visitors and Volunteers Check-In Procedures

All visitors must first report to the office when visiting NCS. Visitors may be required to show

proper identification (government issued I.D.) and must wear a visitor's pass while on campus. All visitors must state their purpose for the visit when checking in at the front desk. As a reminder, solicitations, politicking, and petitioning are not allowed on campus or during school events. Only visitors and volunteers with approved and confirmed school business will be allowed on campus.

Additionally, all outside doors are locked throughout the school day and can only be opened with a key card. When possible, approved volunteers may be able to check out a volunteer/visitor key card from the front office while on campus. All key cards must be returned to the front office upon check out.

In order to maintain an orderly, respectful, and secure educational environment for the students and staff of NCS, 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 encouraged to visit campus often and seek out opportunities to volunteer throughout campus.

To maintain the integrity of the learning environment, and reduce disruptions to classrooms, certain limits may be 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 follow all school policies and procedures and conduct themselves as positive role models for our students in keeping with the school's mission, vision, and core values.

As a K-12 campus, NCS has the unique opportunity for parents, visitors, volunteers and community members to have lasting impacts on the students' academic, social and emotional growth. We are grateful that our visitors and volunteers recognize that the education of our students is a joint responsibility, and work to help all of our students understand the value of learning.

In the unlikely event that a visitor or volunteer fails to adhere to school policies and procedures, the Executive Director and/or the appropriate Academy Leader will address the issue with the visitor/volunteer. If the issue persists, is repeated, or presents an immediate safety concern, administration reserves the right to remove such individuals from the school or school function.

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 in writing at least one day prior to the desired visit.
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.

Rules for Visitors and Volunteers

- 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 Academy Leader 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 and at school sponsored events. Parents or families who show a continued pattern of disruptive behavior by failing to follow school rules and procedures despite support from the school staff, administrators, and Board of Directors may be banned from volunteering and/or attending any school activity.

Volunteer Registration

- NCS encourages and delights in volunteerism on campus. In order to maintain a safe and orderly learning environment, all volunteers must register through the Front Office and complete all required forms PRIOR to volunteering.
- NCS recognizes two levels of volunteers:
 - Level One - volunteers must complete a Volunteer Request Form and complete appropriate check-in procedures in the Front Office prior to assisting in a

classroom. These volunteers are allowed to help at NCS and during school sponsored functions so long as other staff members are always present. Level I Volunteers are never allowed to be alone with students.

- Level Two - volunteers must complete a Volunteer Request Form and submit to a background check. Upon check-in at the Front Office, they are allowed to volunteer at NCS and during school sponsored functions with or without other staff present.
- Volunteers must have confirmed school business before they will be allowed to check in. To expedite the check-in process, please make sure the staff member you are helping has notified the front office of your scheduled visit.
- Volunteers must adhere to the Rules for Visitors and Volunteers as stated in this handbook.

