

Inquire. Imagine. Innovate. Inspire.



---

**2017 - 2018 School Year  
K - 8th Grade Handbook**

The Capitol Encore Academy  
126 Hay Street  
Fayetteville, NC 28301  
[www.capitolencoreacademy.org](http://www.capitolencoreacademy.org)



[www.capitolencoreacademy.org](http://www.capitolencoreacademy.org)

Dear Parents/Guardians:

Welcome to the 2017-2018 school year! We are so excited to have your student at The Capitol Encore Academy and look forward to the amazing learning opportunities that lie ahead for your student.

This handbook contains essential information regarding our school and school rules as well as important school policies. I hope that you find it a helpful resource.

The Capitol Encore Academy (TCEA) is dedicated to enriching the mind, body, and spirit of every child in our building. We, the staff and TCEA Board, are focused on excellence with the ultimate goal of preparing each student for success in college, career, and life. TCEA students will be resourceful citizens who possess the abilities to problem solve and express critical and creative thinking articulately.

These goals are attainable only if all stakeholders work together. Our challenge to our students, please come to school with a willingness to think curiously, think beyond and think creatively. Our teachers will provide the quality instruction that you deserve and that your parents expect. Our challenge to our parents and guardians, please encourage your children regularly, talk to them about school and their work habits, and support them in every way that you can.

Inspire your students to do their best at all times. Parental and family involvement shows children that school is important and that you are committed to their success. We encourage you to volunteer your time and abilities, visit often, and communicate regularly with your student's teacher.

At The Capitol Encore Academy, we seek to be a school that prepares each graduate for the demands of the 21st Century. We recognize that we can accomplish more collectively than we can independently. Should you, at any time during the year, have any questions or concerns, please feel free to make an appointment to speak to me or another school administrator. The TCEA staff and Board look forward to working with you to create a great educational experience this year for your student.

Sincerely,

**Angela M. Hill**

Angela M. Hill  
Principal



Inquire. Imagine. Innovate. Inspire.

### **Encore Academy Mission Statement**

The Capitol Encore Academy develops artists who inspire others with principles of design through the integration of academic excellence, positive character and disciplined artistry.

#### **Academy School Hours**

Grades K-8	7:50AM - 3:00PM
Half Day Dismissal	11:45AM for all students

#### **Academy School Office Hours**

Monday - Friday	7:30AM-3:30PM
-----------------	---------------

## **Encore Academy Board of Directors**

*Jeremy Fiebig – President*

*Wendy Hustwit – Vice President*

*Jason Poole – Board Member*

*Samantha Angarita – Board Member*

*Anne Thornberg – Board Member*

*Ulysses Taylor – Board Member*

*Miranda Brand – Board Member*

*Steven Barnard – Board Member*

## **Administration**

Angela Hill, Principal

[ahill@capitolencoreacademy.org](mailto:ahill@capitolencoreacademy.org)

Jonathan Thomas, Assistant Principal

[jthomas@capitolencoreacademy.org](mailto:jthomas@capitolencoreacademy.org)

Joe Salisbury, Business Manager

[jsalisbury@capitolencoreacademy.org](mailto:jsalisbury@capitolencoreacademy.org)

Tabitha Trojan, Office Manager

[ttrojan@capitolencoreacademy.org](mailto:ttrojan@capitolencoreacademy.org)

"As a Public Charter School, The Capitol Encore Academy will not charge any admission fees, application fees, tuitions fees, textbook fees, or any other fees to any student or parent/guardian of any student, no matter of their race, color, cultural heritage, national origin, religion, age, sex, sexual orientation, marital status, physical or mental disability, political affiliation, source of income, veteran status or any other status protected under local, state, or federal law."

## **Educational Service Provider**

The Romine Group

7877 Stead

Suite 100

Utica, MI. 48317



## Contents

OVERVIEW OF GENERAL INFORMATION.....	8
<b>REGULAR DAILY SCHEDULE (K - 8th Grade)</b> .....	9
<b>THE ACADEMY EMERGENCY CLOSINGS</b> .....	9
<b>LUNCH</b> .....	10
<b>PROCEDURE FOR LATE ARRIVAL and PARENT - REQUESTED EARLY RELEASE</b> .....	12
<b>BEFORE AND AFTER SCHOOL CARE PROGRAMS</b> .....	12
ATTENDANCE POLICIES.....	16
<b>I. ATTENDANCE:</b> .....	17
<b>II. FAMILY VACATIONS:</b> .....	17
<b>III. ATTENDANCE PROCESS /TRUANCY:</b> .....	17
<b>ATTENDANCE AND CREDITS EARNED</b> .....	18
<b>SCHOOL CALENDAR 2016-2017</b> .....	Error! Bookmark not defined.
<b>PARENT INVOLVEMENT AND COMMITMENT</b> .....	23
ACADEMICS.....	25
<b>GRADING</b> .....	26
<b>STANDARDIZED TESTS</b> .....	28
<b>STUDENT RECORDS</b> .....	29
DRESS CODE.....	31
<b>DRESS CODE OVERVIEW</b> .....	32
<b>CONSEQUENCES:</b> .....	34
BEHAVIOR/ DISCIPLINE.....	35
<b>GENERAL PURPOSE OF SCHOOL DISCIPLINE</b> .....	36
<b>ACADEMY WIDE RULES:</b> .....	37
<b>DEFINITION OF DISCIPLINARY ACTIONS:</b> .....	38
<b>PARENT GRIEVANCES</b> .....	47
SCHOOL-WIDE POLICIES .....	52
<b>CELLULAR PHONES, MP3 Players, IPODs, and Other ELECTRONIC DEVICES</b> .....	53
<b>INTERNET USE POLICY</b> .....	54
<b>STUDENT SOLICITATION</b> .....	55

<b>SCHOOL SPONSORED AFTER SCHOOL ACTIVITIES .....</b>	<b>57</b>
STUDENTS WITH SPECIAL NEEDS.....	60
<b>SPECIAL EDUCATION/EXCEPTIONAL CHILDREN POLICY.....</b>	<b>61</b>
<b>SECTION 504.....</b>	<b>63</b>
<b>HOMELESS STUDENTS: MCKINNEY VENTO ACT.....</b>	<b>64</b>
MEDICAL POLICIES.....	66
<b>POLICY FOR REPORTING SUSPECTED CHILD ABUSE.....</b>	<b>68</b>

# OVERVIEW OF GENERAL INFORMATION





## General Information

The regular school day begins at 7:50 and ends at 3:00. Breakfast will be available from 7:30am - 7:50am. Students will be permitted in the school at 7:30am and are to report directly to the kitchen if they want to participate in breakfast. Breakfast is a prepaid system and families qualify for free/reduced status according to the same guidelines followed for lunch.

Second Chance Breakfast is a new initiative, where we are offering tardy students the opportunity to get a meal, after breakfast closes. We understand there are circumstances that don't allow students to arrive on time. However, the need of a healthy breakfast for students is still there. Studies have shown that when a student eats a healthy, full breakfast, their attentiveness in class is better and they score better on tests. From 7:50am until 8:15am, tardy students will have the opportunity to get a breakfast on their way to class. If your student is approved for Free/Reduced Meals, they will still get this rate for breakfast.

**STUDENTS ARRIVING AFTER 8:00AM MUST BE ACCOMPANIED BY A PARENT. THEY MUST SIGN IN AT THE FRONT DESK AND WILL BE CONSIDERED TARDY.**

### REGULAR DAILY SCHEDULE (K - 8th Grade)

**7:30AM** Doors Open—*students should report directly to homeroom or pick up breakfast*

**7:30AM - 7:50AM** Breakfast is consumed in classrooms (7:50-8:15am 2<sup>nd</sup> Chance Breakfast)

**7:50AM - 3:00PM** Student proceeds through school day with homeroom teacher

*Each student will have twenty-five minutes to complete his or her lunch. There are 3 lunch periods for students at Encore Academy:*

1st Lunch (K-1) – 11:00am-11:25am

2nd Lunch (2-4) – 11:30am – 11:55am

3rd Lunch (5-8) – 12:00pm – 12:25pm

### Office Hours

Monday-Friday 7:30AM-3:30PM

### THE ACADEMY EMERGENCY CLOSINGS

In the event of the Academy closing due to weather or other emergencies, please check the local news stations as well as the Facebook page. In the event of a non-weather-related school emergency, you will be contacted by TCEA personnel, so **it is important that you keep your information updated at the front office.**

## DAILY PROCEDURES

### —ARRIVAL

Parents of Encore Academy students may drop off their children at their designated entry doors or Drop-off points.

Students should arrive at school between 7:30 am and 7:50 am, however students will NOT be permitted to enter the building until 7:30am, unless they are in the before school care program.

*Please have students dress appropriately for weather if they will arrive prior to 7:30am—No matter the weather conditions they will not be permitted inside the building prior to 7:30am.*

Students need to enter the building in an orderly fashion; they may not run, shout, or otherwise act in a disorderly manner. All students wearing hats need to remove them upon entering the building.

Prompt arrival into the classroom is essential. Classroom doors shut at 7:51am and all students entering class after 8:00 am will be considered tardy. Students entering the building after 8:00 am must be accompanied by a parent/guardian, who must sign them in at the front desk. **No parents can accompany their child to class after 7:50 AM.**

### AM & PM FACILITY SAFETY PROCEDURES

Parents are not to park or stand in the drop off zones. They are for quick drop off only. Please stop by the office for parking lot map & details. Students and parents are only to use the main entrance doors for entering & exiting the building between 6:30 am and 3:30pm. The main entrance is located on Old Street. All visitors during this time MUST report to the office, sign in and provide their driver's license, to be scanned for safety purposes. Visitors will NOT be permitted into the classroom corridors without prior approval or a scheduled appointment. When the appointment is completed, visitors must check out at the front desk. This is for the protection of all students and staff in the building.

#### ***School Day Visitor Procedures***

- The school doors will lock at 7:50am and remain locked until 3:00pm.
- ALL visitors will need to be buzzed into the Old Street entrance by the main office to gain entry to the building.
- ALL visitors over the age of 18 must have a valid driver's license in their possession.

**Failure to produce a valid driver's license or other government- issued ID will result in your being denied entrance to the school.**

- ALL visitors' driver's licenses will be scanned in the office area to complete a background check upon entry to the school. (Information obtained is not stored and only viewed by the main office staff at the point of scanning to ensure the safety of our building. Any findings that are of a concern, our staff will simply inform you that you will not be granted access to the building, and you will be asked to leave the premises.)

### LUNCH

Each student will have twenty-five minutes to complete his or her lunch. Students are expected to follow the Lunch Room Behavior Code and respect all adults, Encore staff or parent volunteers, when enforcing this Code.

- Students are expected to sit during the lunch period and ask permission to move otherwise.
- Students are to use normal/table voices when conversing with other students.
- Students are expected to use good table manners while at lunch and to clean up their area after eating.
- The last 5 minutes of lunch, students will go to a voice level Zone Zero and will start the cleaning process. Students will remain at Zone Zero through lunch room dismissal.

Any student that does not follow the Behavior Code will be redirected according to behavior code.

Continual problems will result in loss of cafeteria privileges and the student will be required to eat in the school office or other assigned area with their parent/guardian if necessary. A daily hot lunch program is offered to all students at Encore from an outside food service. Menus are available online; check the TCEA website for a link to the food service website. A payment system will be provided, which requires prepayment of lunches. Lunch payment can be prepaid via the website, [www.schoolcafe.com](http://www.schoolcafe.com) with your student's id number or with a check or money order made out to The Capitol Encore Academy.

**There are no refrigerators or microwaves for student use.** All lunches brought in need to be prepared ahead of time. Drink boxes, for example can be frozen the night before and packed in the student's lunch to keep items cool.

**Parents/guardians may sign their students out for lunch; however, they must not miss class time.** If students are missing class time due to off-site lunch plans, then students will receive a tardy that will accrue to absences. (See attendance guidelines for details.) This will not be excused.

Parents/guardians may order from a third party vendor to have lunch delivered for their student, However, it must already be paid for. The office will receive the item, but is not responsible for signing for it or paying for it. If this occurs, the vendor will be refused and turned away at the door and any expense incurred will be the responsibility of the parent.

Parents may also bring the lunch and drop it off in the main office, but it must have the student's name and teacher on it. (Please note students will not be pulled out of class to come and get the lunch. The student will have to come down to the office during their designated lunchtime to pick it up.) **Furthermore, at no time are caffeinated beverages or other similar products permitted for students.**

## **RECESS**

For grades K-5, students have daily recess for approximately 30 minutes. Students are required to stay in the designated recess area and follow all school policies. All students are required to participate in the recess time. Please make sure they are dressed appropriately for the weather. Students will go outside for recess when the temperature is above 40 degrees. In the event of inclement weather or extreme temperatures, recess will be held in the student's classroom.

## **DISMISSAL**

At no time will the Academy permit a student to be dismissed without a parent/guardian. Students are not permitted to walk home or leave with a friend without written parent/guardian

permission and approval in the main office. Repeated offenses will be turned over to the principal and/or support staff for review and follow-up.

Students in grades K-8 are dismissed from their classroom at 3:00pm. Parents are required to follow the parking lot instructions for dismissal. Students will not be permitted to walk home or to another designated location without a parent/guardian. **Parents who do not pick up their child by 3:25 PM will be charged a daily fine of \$5. After three offenses, TCEA will report the parent to the state and notify the authorities to pick up the student.** Students may not wait in the building or on the premises without academy supervision.

### **INDIVIDUAL STUDENT DISMISSAL**

Students will be dismissed from their classroom to a parent/guardian or emergency contact until the age of 18. Students will not be dismissed to any other adult or peer unless prior written arrangements are made with the Academy office. This procedure will guarantee the safety and wellbeing of all students.

Parents/Guardian are required to go to the office to pick up their child from the Academy at times other than normal arrival and dismissal. The Parent/Guardian is not to go directly to the classroom but report to the office where they will be required to sign students out of the Academy. After approval from the main office, the student's educator will send the student to meet the parent at the front desk. Parents should not go to the classroom to pick up the student. This causes disruption to the learning environment.

### **PROCEDURE FOR LATE ARRIVAL and PARENT - REQUESTED EARLY RELEASE**

1. Late Arrivals: parents are asked to call the Academy when their child is going to be late. Upon arrival, student must report to the front desk accompanied by their parent/guardian to sign in.
2. Educators will be informed of whether the late arrival is "excused" or "unexcused." Submit a request in writing for a formal meeting.
3. **For parent - requested Early Release, a phone call or arrangements must be made prior to 2:00pm the day of the requested early release and must be for medical or emergency purposes.** This is to ensure minimal disruption to the learning environment for your child and others, ensure your child has all their materials to go home, and most importantly, ensure the order and safety of our entire building.
4. A student will be considered absent for the morning if he/she arrives after 10:30am and for the afternoon if he/she leaves before 12:00pm.
5. All documentation will be maintained in the student record.

### **BEFORE AND AFTER SCHOOL CARE PROGRAMS**

#### **Before School:**

Only students who are presently enrolled in Capitol Encore Academy are eligible for the **TCEA Before School Latchkey Program**, which is provided by Encore staff. The program has a \$200 registration fee per student (\$150 per student for families with multiple students registered) which covers the entire school year. If you can't pay the full amount in one payment, please contact the Office Manager to arrange 2 or 4 payments. Payment must be received in advance. ***If students are not registered for the Before School Latchkey Program and gets dropped off prior to 7:30am, they will not be***

***allowed into the building and will NOT be the responsibility of the Academy until the doors open at 7:30 AM.***

**After School Care:**

Only students who are presently enrolled in Capitol Encore Academy are eligible for the **TCEA After School Program**, which is provided by Encore staff. The program offers a snack, homework time, recess and activities. The program rates are \$15/day, \$65/week or \$225/month. Payment must be submitted in advance.

**ACADEMY WITHDRAWAL OF STUDENT FROM BEFORE AND AFTER SCHOOL PROGRAMS:**

The Capitol Encore Academy reserves the right to exercise immediate withdrawal of any student or individual if it is deemed that such person(s) fails to abide by the rules established for the program. A student may be withdrawn from the Before and After School programs if the fees are not paid. Written notice will be sent to parent or legal guardian explaining reasons for withdrawal.

All students enrolled and participating in the Before or After School Programs are subject to the same rules of conduct as during the school day. Program staff members are permitted to issue Student Conduct Referrals as appropriate and forward to the school principal/administrator for follow-up. Program staff are also designated to inform the Program director of student issues and students may be dismissed from the Before and After School program if deemed necessary by the directors.

**NO - RESCUE POLICY**

Encore Academy works to train and educate our students towards self-reliance. Thus, we do not allow students to call home and ask parents to bring in homework, projects, and calm upset feelings or arrange sleepovers, etc. Because Encore Academy values the educational time entrusted to us, teachers will release students to the office to ask to use the phone only in emergency situations.

Office staff will use the following procedures when a student asks to use the phone:

1. The office staff will ask the student why he or she wants to use the phone. Care will be given to assess the student's predicament. A decision will be made by the staff person (based on the above stated purpose) whether the student should be allowed to call home.
2. If it is determined that the student should work through the issue without calling home, the staff person will discuss with the student resources available at the school to help.
3. When the student is determined able to manage the problem, he or she will be sent back to the classroom.
4. If after working with the student, it is determined that he or she will not be able to function at school appropriately, the staff person will call the parent. From experience, however, it is not expected that this will be the typical result.

**TELEPHONE**

A telephone is available in the school office for EMERGENCY phone use by students. During the school day, permission to use the telephone must come from the office personnel. It is also school policy for students to work out any concerns with staff when adult intervention is needed, not with parents by phone. **Cellular phones are not permitted at school. If a student is found using a cellular phone, it will be confiscated and a parent must come in to obtain**

**the phone. Refusal to turn in a cell phone will result in further disciplinary action.** Please see policy for prohibited electronic devices for additional procedure of handling student in possession of cell phone.

## **ACADEMY VISITORS**

Adult visitors are always welcome. However, we are interested in knowing who is in the building and require all visitors to register at the front desk and wear a visitor's badge. Students or parents from other schools or Academies wishing to visit must make prior arrangements with the principal and a fifteen-minute observation will be scheduled with an educator. Any visitors that will be spending more than four hours in a week at the Academy will be required to meet all criminal/background screening at the cost of the visitor. This is to ensure the safety of all Encore students and staff.

### ***Visitor Procedures***

- The school doors will lock at 7:50am and remain locked until 3:00pm.
- ALL visitors will need to be buzzed into the Old Street entrance by the main office to gain entry to the building.
- ALL visitors over the age of 18 must have a valid driver's license in their possession.

**Failure to produce a valid driver's license or other government- issued ID will result in your being denied entrance to the school.**

- ALL visitors' driver's licenses will be scanned in the reception area to complete a background check upon entry to the school. (Information obtained is not stored and only viewed by the main office staff at the point of scanning to ensure the safety of our building. Any findings that are of a concern, our staff will simply inform you that you will not be granted access to the building, and you will be asked to leave the premises.)

## **VOLUNTEER POLICY**

The Capitol Encore Academy recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the professional staff responsible for the conduct of those programs and activities. The Principal in cooperation with the Capitol Encore Academy shall be responsible for recruiting volunteers, reviewing their capabilities, and making appropriate placements. S/He shall not be obligated to make use of volunteers whose abilities are not in accord with school needs. The Administration shall conduct appropriate background checks on all volunteers in the same manner as required for other professional staff for any volunteer that is assigned to the school for more than four hours per week.

The Administration is to inform each volunteer that s/he:

- Shall agree to abide by all Board policies and school guidelines while on duty as a volunteer including signing, if appropriate, the School's Network and Internet Access Agreement Forms;
- Will be covered under the School's liability policy but the School cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers compensation;
- Will be asked to sign a form releasing the School of any obligation should the volunteer become ill or receive an injury as a result of his/her volunteer services.
- Will attend the appropriate training for the assigned tasks prior to his/her volunteer services at the school.

The Administration shall also ensure that each volunteer is properly informed of the School's appreciation for his/her time efforts in assisting the operation of the School. Additionally, all volunteers working directly with students for more than 4 hours per week will be required to participate in a full background check at their own expense (\$16.95/2 yr time period). Any volunteer for durations less than 4 hours per week will still undergo daily background screenings.

## **UNAUTHORIZED, DISRUPTIVE OR DANGEROUS VISITORS**

If a school employee becomes aware that an individual is on school property without having received permission or that an individual is exhibiting unusual, threatening or dangerous behavior, the employee must either direct the individual to the administrative office or notify the principal, designee or school resource officer, depending on the circumstances.

If a school employee suspects that an individual is on school property in violation of policy **5022**, Registered Sex Offenders, the employee must immediately notify the principal, designee or school resource officer.

Students will be instructed to notify a school employee of any unusual or suspicious behavior by visitors. School employees shall inform the principal or designee immediately of a student's report of suspicious behavior on the part of a school visitor.

When an individual disrupts the educational environment, acts in a disorderly manner, damages school property, or violates board policy or the law, the principal or designee has authority to do any of the following:

1. Order the individual to leave school property;
2. Notify law enforcement; or
3. Take any other action deemed appropriate under the circumstances.

Failure to comply with a request to leave school grounds may result in the filing of trespassing charges or other charges as appropriate against the offending individual. The superintendent, upon recommendation from the principal, may deny an individual permission to come onto school grounds or enter a school facility for up to one school year if the individual is guilty of disruptive or dangerous behavior on school grounds.

Legal References: **G.S. 14-132, -132.2, -159.11, -159.12, -159.13; -208.18; 115C-523, -524, -526**Cross References: Registered Sex Offenders (policy **5022**), Prohibition of Alcoholic Beverages(policy **5025**), Smoking and Tobacco Products (policy **5026/7250**), Weapons and Explosives Prohibited (policy **5027/7275**), Community Use of Facilities (policy **5030**)

# ATTENDANCE POLICIES





## Attendance

All students are expected to attend the Academy for the entire academic year. Parents are strongly discouraged from taking their students out of the Academy for family vacations. North Carolina law G.S. 115C-84.2 requires students to be in continuous attendance for a minimum of 180 days or 1,044 hours. Any parent, guardian, or other person violating the provisions of the Compulsory Attendance Law is guilty of a Class 1 misdemeanor (G.S. 115C-380). Encore procedures are designed to keep students in continuous progression with their academic development.

### **I. ATTENDANCE:**

1. Parents are asked to call the Academy before 7:50 am when their child is going to be absent. This does not constitute an excused absence.
2. Whenever students are absent from the Academy, notes or medical excuses are required explaining the absence. The note should also have day, time, and phone number where the parent can be reached.
3. Parents may arrange, in advance, for absences. Prearranged absences are not automatically excused (guidelines apply for excused/unexcused absences).
4. Please see list of North Carolina lawful excuses for absence from school, at the bottom of this section.
- 5. Students absent from school the day of a scheduled after - school or evening sponsored activity/event will NOT be allowed to participate in that activity/event.**

### **II. FAMILY VACATIONS:**

1. We would like to encourage you to schedule family vacations at times other than when the Academy is in session. When you must schedule a family trip during Academy time, contact the educator in advance concerning how your child will complete missed assignments.
2. Time given for the completion of make-up work will be one (1) day for every day absent.

### **III. ATTENDANCE PROCESS /TRUANCY:**

1. A letter will be sent to the student's parent/guardian on the 3<sup>rd</sup> unexcused absence.
2. A mandatory conference will be held between administration and the student's parent/guardian upon the 6th unexcused absence. If the parent/guardian does not attend the conference the student will be placed in In-School suspension until the conference is held.
3. If the student reaches 10 unexcused absences (20 excused), they may be retained in the current grade level due to lack of formal instruction and/or they may be permanently removed from the Academy due to lack of attendance. The Circuit Court Juvenile Division will be notified that the student has been removed from the Academy. As well, the parent/guardian may be charged with Truancy under NC General Statutes - Chapter 115C Article 26.
4. A student will be considered absent for the morning if he/she arrives after 10:30am and for the afternoon if he/she leaves before 12:00pm.

#### ***Please Note:***

***5 Late Arrivals (after 8:00am) = 1 absence***

***5 Early Dismissals (before 3:00pm) = 1 absence***

#### **IV. THE PROCEDURES FOR APPEALS:**

1. Students, who exceed the number of absences with justifiable cause, may appeal to the Principal. The appeals process is only presenting proof of justifiable absences. It is not intended for any other use.
2. Students who wish to use the appeals process must present a completed form to the Principal's office clearly giving reasons for their absences. Excuses such as getting up late, car problems, or missing a ride will not be accepted.
3. Each case will be heard and judged on its individual merits.
4. It is the parent's responsibility to provide the necessary materials on his/her behalf.
5. The Principal will schedule a meeting to consider and discuss.
6. The decision of the Principal will be final.

#### **ATTENDANCE AND CREDITS EARNED**

A student who has *MISSED 8 DAYS OF CLASS* within a given trimester *MAY BE RETAINED IN THEIR CURRENT GRADE*. **\*The Principal will issue final decision on retention at the end of the school year.**

#### **ATTENDANCE FOR RELIGIOUS INSTRUCTION**

Encore Academy will cooperate with parents who wish to provide religious instruction for their child but also recognizes its responsibility to enforce the attendance requirements of the State. Upon the signed request by the student's parent, the Board will allow exceptions to the student's continuous attendance at school:

1. for religious instruction outside the school building for no more than two (2) class hours per week
2. for attendance at confirmation classes provided is twelve (12) or thirteen (13) years of age and the instructional period is no longer than five (5) months in either of those years.

The student must be properly registered and a copy of such registration must be filed with the principal, which will be maintained in the student file. The time release for religious instruction or education shall be arranged by the Principal in keeping with the regulations of the State Board of Education. The student will also assure the appropriate continuance of the instructional program at Encore during such release times. No solicitation for attendance at religious instruction shall be permitted on school premises. No member of the staff shall encourage nor discourage participation in any religious instruction program.

#### **Lawful Absences:**

The superintendent, principal, or teacher who is in charge of a school has the right to excuse a student temporarily from attendance on account of sickness or other unavoidable cause. (Below are the valid/lawful excuses for temporary nonattendance of a student at school.)

1. **Illness or Injury:** When the absence results from illness or injury, which prevents the student from being physically able to attend school.
2. **Quarantine:** When isolation of the student is ordered by the local health officer or by the State Board of Health.
3. **Death in the Immediate Family:** When the absence results from the death of a member or

the immediate family of the student. For the purpose of this regulation, the immediate family of a student includes, but is not necessarily limited to, grandparents, parents, brothers, and sisters.

**4. Medical or Dental Appointments:** When the absence results from a medical or dental appointment of a student.

**5. Court or Administrative Proceedings:** When the absence results from the attendance of a student at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness. The Local Board of Education can be considered an administrative tribunal.

**6. Religious Observance:** School principals are required to authorize a minimum of two excused absences each academic year for religious observances required by faith of a student or a student's parents. The student shall be given the opportunity to make up any tests or other work missed due to this excused absence. (S.L. 2010-112)

**7. Educational Opportunity:** When it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity, such as travel. Approval for such an absence must be granted prior to the absence. This would include, but is not limited to, a student serving as a legislative page or a governor's page.

**8. Local School Board Policy:** LEAs may excuse temporary or occasional absences for other reasons in accordance with local school board policies, provided that the student has been in attendance for at least one-half of a school day during the current school year.

**9. Absence related to deployment activities:** A student whose parent or legal guardian is an active duty member of the uniformed services and has been called to duty for, or is on leave from, or immediately returned from deployment to a combat zone or combat support posting for the purpose of visiting said parent or legal guardian. ( G.S. 115C-407.5Article V (E) )

**10. Child Care:** Absences due to the illness or medical appointment during school hours of a child of whom the student is the custodial parent are to be coded unexcused (lawful). (G.S.115C-375.5)

#### **Medically Fragile:**

Students who are medically fragile are frequently absent from school, and their absences are directly related to their severe or life threatening physical condition.

A medically fragile student is identified as follows:

A student who qualifies for special education in one of the existing categories of disability and for whom a licensed medical doctor has provided documentation that an associated or accompanying chronic illness is so severe as to affect the student's school attendance. A medically fragile student is one whose illness frequently places him/her in life threatening situations. In addition, he/she may be technology-dependent for life support systems, i.e., tracheotomy, gastrostomy, etc.

Rare instances may exist in which a child does not qualify for special education as defined in the Individuals with Disabilities Education Act (IDEA). However, the child would unquestionably meet the definition of disabled under Section 504 of the Rehabilitation Act of 1973, and thus would be eligible for consideration as a medically fragile student.

#### **Hospital/Homebound:**

If a student is confined at home or in a hospital, is unable to attend school, and is receiving homebound instruction from his/her home school/LEA, he/she is to be considered Hospital/Homebound. Once school/LEA personnel have made contact (a face-to-face meeting) with the student to provide instruction, the student should be counted PRESENT. The student should continue to be counted present for the span of time during which regularly scheduled hospital/homebound instructional services are delivered. (Supporting documentation should be maintained at the school.)

The Capitol Encore Academy - Inquire. Imagine. Innovate. Inspire.

THE CAPITOL ENCORE ACADEMY

SCHOOL CALENDAR 2017-2018



2017			
August	17-18	Thursday-Friday	<i>New Staff Orientation/Work Days</i>
	21-25	Monday-Friday	<i>Administrative/Staff Workdays Open House – 25<sup>th</sup> – Also, 4<sup>th</sup> Friday</i>
	28	Monday	<i>Continuous School Improvement/Workday, Non-Student Day</i>
	29	Tuesday	FIRST STUDENT DAY
September	4	Monday	Labor Day, <b>Non-Student/Non-Teacher Day</b>
	29	Friday	<i>Continuous School Improvement/Workday, Non-Student Day – MONTHLY MEETING</i>
October	6	Friday	Mid-Term Progress Reports (Trimester 1)
	30	Monday	<i>Continuous School Improvement/Workday, Non-Student Day – MONTHLY MEETING</i>
November	10	Friday	Veterans Day Holiday, <b>Non-Student/Non-Teacher Day</b>
	20	Monday	<i>Continuous School Improvement/Workday, Non-Student Day – MONTHLY MEETING</i>
	21	Tuesday	<i>Continuous School Improvement/Workday, Non-Student Day</i>
	22-24	Wednesday-Friday	Thanksgiving Break, <b>Non-Student/Non-Teacher Day</b>
	17	Friday	End of Trimester 1 (59)
	29	Monday	1 <sup>st</sup> Day of 2 <sup>nd</sup> Trimester
December	7	Thursday	<i>Non-Student Day – Student Led Conferences</i>
	8	Friday	<i>Non-Student Day – Student Led Conferences</i>
	21-31	Thursday-Friday	Winter Break, <b>Non-Student/Non-Teacher Days</b>
2018			
January	1-3	Monday - Wednesday	Winter Break Continued, <b>Non-Student/Non-Teacher Days</b>
	15	Monday	Martin Luther King, Jr. Day, <b>Non-Student/Non-Teacher Day</b>
	25	Thursday	Mid-Term Progress Reports (Trimester 2)
	26	Friday	<i>Continuous School Improvement/Workday, Non-Student Day – MONTHLY MEETING</i>
February	5	Monday	<i>Continuous School Improvement/Workday, Non-Student Day</i>
	16	Friday	<i>Continuous School Improvement/Workday, Non-Student Day – MONTHLY MEETING</i>

	19	Monday	<b>President's Day Holiday, Non-Student/Non-Teacher Day</b>
March	9	Friday	End of Trimester 2 (58)
	12	Monday	<i>Continuous School Improvement/Workday, Non-Student Day – MONTHLY MEETING</i>
	13	Tuesday	Start of 3 <sup>rd</sup> Trimester
	22	Thursday	<i>Non-Student Day – Student Led Conferences</i>
	23	Friday	<i>Non-Student Day – Student Led Conferences</i>
March- April	30-6	Friday-Friday	Spring Break <b>Non-Student/Non-Teacher Day</b>
	26	Thursday	Mid-Term Progress Reports (Trimester 3)
	27	Friday	<i>Continuous School Improvement/Workday, Non-Student Day – MONTHLY MEETINGS</i>
May	28	Monday	<b>Memorial Day Holiday, Non-Student/Non-Teacher Day</b>
June	8	Friday	Last Student Day (58)
	11	Monday	Teacher Workday
	12	Tuesday	Teacher Workday

**Notes:**

*Total instructional days included in this calendar: 169*

*Total Hours of Instruction: 1055 (1025 Required)*

*Total MANDATORY professional development days, 12*

*Weather Days Built In: 4*

- Red: **MANDATORY** Staff Work Day/School Improvement
- Yellow: **OPTIONAL** Staff Work Day/School Improvement
- Blue: First/Last Day of School
- Green: Start/End of School Trimester
- Orange: Non-Teacher/Non-Student Day
- Purple: *Non-Student Day – Student Led Conferences*

## Admissions & Enrollment

### ADMISSION INTO ACADEMY

During the school year, parents wishing to enroll their child into Encore are required to complete

an application and provide all necessary documentation. If space is available the parent will receive notification of their reserved space and next steps for registration. If space is not available, the child will be placed on the waiting list and called in the order they applied (based on date and time of submitted application), but within boundaries of priority preferences such as sibling preference. **Cutoff for enrollment for this school year is the end of the first trimester: Tuesday, November 27, 2017.**

During public open enrollment for the preceding school year, parents must also complete the application and provide all necessary documentation. However, if space is not available, children will be admitted on the basis of the lottery system according to the Board of Directors policy.

### **RE-ENROLLMENT**

Re-enrollment is a designated period for parents wishing to re-enroll their child. All parents will be required to complete a form to reserve their child's placement for the following school year.

### **PARENT INVOLVEMENT AND COMMITMENT**

By enrolling your child at Encore Academy, you have chosen to participate in a unique educational experience that actively involves both you and your child. We ask that you demonstrate your commitment to Encore Academy by...

- Ensuring your child will attend school on a regular basis. He/she should attend school unless he/she is unable to function at school due to illness. We also ask that you schedule vacation in conjunction with school breaks and holidays.
- Ensuring your child will be on time to school each day. Being on time is critical to minimizing interruptions to instruction and learning time for all children in a class. One child being 5 minutes late each day means a loss of two full school days in a school year for the entire class. Consider the loss over time when there are multiple tardies. Respect the need to have your child at school on time.
- Providing your child with the necessary materials and time to complete assignments requiring library references, computer access and other research materials.
- Seeing that your child is dressed properly in adherence to the dress code policy.
- Attending conferences and communicating with your child's teachers to monitor progress and to address questions and concerns as they occur.
- Reading and returning, on time, as requested, all informational materials sent home by the school and classroom teacher in order to ensure good communication.
- Adhering to policies and procedures within this handbook and at the school including behavior in the parking lot and on school grounds.
- Responding respectfully and appropriately to all staff, students, parents, and guests within the Encore community and at the school.

### **WITHDRAWAL POLICY**

1. Parent/Guardian should notify the school that the student is transferring to another school.
2. Parent/Guardian should fill out a withdrawal form, which is kept at the reception desk, letting the school know the following:
  - Address and Phone Number
  - Date of Move/Transfer

The Capitol Encore Academy - Inquire. Imagine. Innovate. Inspire.

- Name of the new school OR homeschooling information
  - Reason(s) for withdrawal
3. Parent/Guardian is expected to:
- Return all school materials and textbooks
  - Settle all outstanding debts
  - Collect all personal items
  - Turn in withdrawal request form
4. Parent/Guardian can request an exit interview/meeting with administration to discuss concerns, if applicable. Administration may request an exit interview/meeting with parent/guardian, but they are not required to oblige.

\* If the Academy receives a records request from a new school, the Academy will contact the student's parent/guardian to inquire about the situation if this process is not completed as stated.

In the event that the above is not completed and/or returned, the student's records transfer may be delayed and the last report card will not be mailed to the parent/guardian.



# ACADEMICS



## Academics

### GRADING

Kindergarten through third grade will utilize the mastery of standards key:

**4 Exceeding standards**

**3 Meeting standards**

**2 Progressing toward standards**

**1 Limited or no progress towards standards**

4<sup>th</sup>-8th grade will utilize the school Academic Key:

**A 94 - 100 A - 93 - 90**

**B+ 89 - 87 B 86 - 84 B - 83 - 80**

**C+ 79 - 77 C 76 - 74 C - 73 - 70**

**D+ 69 - 67 D 66 - 64 D - 63 - 60**

**E 59 and below**

*Students should be bringing home their planner every single day. Please review any notes or assignments with your child and sign the planner for them to return the following day. Failure to have a signed planner will result in disciplinary action and it will lower the grade your child receives for "Responsibility".*

### HONOR AWARDS

At the end of each trimester, special recognition is given to those students who have achieved excellence in the areas of innovation, inquiry, imagination, and inspiration. These awards recipients will be chosen by staff members and peers. Students will also be able to be recognized for attendance as well as outstanding character.

### ACADEMIC and BEHAVIORAL PROBATION

Any student that does not maintain a C average will be placed on academic probation. Students on academic probation may not attend social field studies participate in any after school activity, or receive other student privileges until their academics have reached the average required or appropriate behavior or citizenship is another area of focus at Encore Academy.

A student may be placed on behavioral probation if they are consistently and repeatedly sent to the Principal. A student may also be placed on behavior probation because of involvement in serious incidents at school including but not limited to fighting, insubordination, bullying, etc. Students on behavioral probation may not attend social field study or others where safety and the reputation of the school is a concern, participate in after school activities, or receive other student privileges until their behavior corrects consistently and proves otherwise.

### REPORT CARDS – CONFERENCES

Academic reports for students in grades K-8th are distributed in December, March, and June.

Parent- Educator Conferences are scheduled in approximately December and March of each school year.

Parent/guardian of students under the age of 18 are required to attend the conference to receive their child's report card. In the event the parent is unable to attend the conference a conference will be scheduled with school administration, at which time the report will be given to the parent/guardian. Please understand that if you need to schedule with the school administration it may be well after the initial conferences are scheduled. In this event, it is still encouraged that you meet additionally with your child's educator because they know best the progress of your student. *It is understood that educators shall, if necessary, arrange additional periodic conferences with parents. Conferences with educators must be scheduled during non-instructional time.*

### **APPOINTMENTS WITH EDUCATORS**

If you would like an appointment to meet with your child's educator, you may make an appointment by note or call the Academy and leave a message. Phone calls to educators during school hours are reserved for emergencies only. Advance appointments are necessary for meetings with educators.

### **PROMOTION AND RETENTION**

Encore Academy recognizes that the personal, social, physical, and educational growth of children will vary and that students should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It is the policy of Encore Academy that each student shall be moved forward in a continuous pattern of achievement and growth that is in harmony with his or her own development. Such a pattern should coincide with the system of grade levels established by the Board of Directors and the instructional objectives established for each.

A student will be promoted to the succeeding grade level when s/he has:

- A. Demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade;
- B. In the opinion of the professional staff, achieved the instructional objectives set for the present grade.
- C. Demonstrated sufficient proficiency to permit him or her to move ahead in the educational program of the next grade.

However, in addition to these considered factors each year, a student who by the conclusion of the 2nd, 3rd and 8th grade, has not scored within the designated grade level range on a nationally norm referenced assessment will be retained and required to repeat their current grade level in order to develop the skills necessary to succeed at the next grade level. The school principal or designee approves the final determination of promotion and Retention. In addition, the following factors are considered when making a decision for retention by the professional staff in the student's academic and social livelihood:

Student performance based on report cards, portfolio, academic records, assessments  
Discipline record  
Attendance record  
Maturity and social level  
Age of the student  
Reading level

The school principal, however, reserves the right to retain a student in the same grade when in his/her judgment, despite the objection of a parent, and in combination of the above-listed

factors, strongly suggests that a student needs to have another year of growth in order to be successful at the next grade level.

### **STANDARDIZED TESTS**

The Academy gives the following standardized tests every year:

- End of Grade/Course exams (EOG, EOC): Administered to all designated grades
- Performance Series (Scantron) assessment will be administered to each student in grades K-8. The assessments will measure their academic growth throughout the Academy year.
- Explore, Plan, ACT (EPAS) assessment will be given to 8-11<sup>th</sup> grade to assist in directing growth towards college readiness.
- Any other state designated/mandated assessment.

Parents can receive results and are encouraged to review the findings. Please call the school for an appointment.

### **ADDITIONAL INSTRUCTIONAL PROGRAMS**

The following classes are an integral part of our curriculum. All students are expected to participate in these classes:

- **Visual Art Studio**- Instruction is given to students at Encore Academy. Students will be introduced to a variety of media and art through literature, history, skill, and practice.
- **Music Studio**- Instruction is given to students at Encore Academy. Students will be introduced to a variety of music arts through literature, history, skill, and practice. An important part of this program is the opportunity for students to perform both in the class and during the Academy wide programs.
- **Acting/Film Studio**- Instruction is given to students at Encore Academy. Students will be introduced to a variety of theatrical and cinematic arts through literature, history, skill, and practice. Participation in performances and tech crew will be expected.
- **STEAM Technology Studio** - Instruction is given to all students at Encore Academy in each learning environment and in the STEAM Classroom lab. Students will apply knowledge in group activities involving creation of projects, problem solving, innovative issues, and real world situations. Students will understand how all of their subjects work together and are interconnected rather than isolated subjects.
- **Dance Studio**- Instruction is given to all students at Encore Academy. All students are required to participate. Students must have a note from home to be excused from physical education for one class period. Extended non-participation requires a physician's note. Suitable attire must be worn.

### **TEXTBOOKS AND SUPPLIES**

Students are responsible for the proper care of all books and supplies issued each year through the Academy. Students who lose books or damage Academy property will be assessed a replacement fee or repair cost to offset the replacement or repair cost. All costs are to be paid prior to receiving all report cards or the transfer of student records.

### **HOMEWORK**

Homework is a very necessary and integral part of a child's education. The purpose of homework is to reinforce those skills and concepts taught in the learning environment. Homework also includes work not finished during class time. Parental support and cooperation are very important in this area. Helping students with their homework shows you are interested in their education.

Each educator is responsible for the classroom homework policy. This is to ensure age-appropriate requirements. Please note that homework can come in many forms and while the Academy recognizes that age appropriate learning also consists of social and family activities at home, we request your support and cooperation while we try to find the best ways to reinforce learning at home. When traditional forms of homework are not necessary, the educators may have alternative projects and such instead. Please direct all homework questions to your student's educator.

### **REQUEST FOR HOMEWORK**

**A request for homework for a child that is ill should be made in the morning.** This will allow time for the educator to organize the materials. Homework may be picked up in the office at the end of the day. Our educators will make every effort to have homework ready to be picked up in the office at the end of the day. Please remember that much of the learning at Encore Academy is done in a hands-on and experiential way and many times cannot be sent home to be completed.

That is why it is vital that all students are at school as much as possible.

### **COMMUNICATION**

Each week, students will take home "Friday Folders" containing important information from the school, which will help families attend events and continue an awareness of school activities. Check the school website, <http://www.capitolencoreacademy.org/> and our Facebook page for updated information on the Academy and student activities.

### **STUDENT RECORD "RIGHTS"**

The Federal "Family Educational Rights and Privacy Act of 1974" provides parents or guardians of students under the age of 18 the right to examine official records, files, and data relating to the student. If you wish to review your child's record, please contact the office.

### **STUDENT RECORDS**

The Board of Directors for Encore Academy believes that all student records shall be treated as confidential and exist primarily for local Academy use or as otherwise stipulated. To request a review of your student's records, a parent/guardian must contact the main office to schedule an appointment. To request a hardcopy of your student's records a parent/guardian must submit the request in writing to the main office. The Office Manager will then contact the parent/guardian of when the request can be reasonably fulfilled, not to exceed 15 days.

In situations where the parents of a student are divorced or separated, each parent custodial and/or non-custodial has equal rights to their child's records unless a court order specifies otherwise. The Academy's personnel shall not recognize private agreements between the student's parents.

Parents shall have an opportunity to appeal to the Superintendent to challenge the content of their child's school records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students; to provide an opportunity for the correction or deletion of any such inaccurate, misleading or otherwise inappropriate data contained therein; and to insert into such records the parent's written explanation of the content of such records. To request an appeal, the parent/guardian must submit a written request to the superintendent explaining what content the parent is challenging. The Superintendent will review the request and schedule a meeting with the parent.

Any eligible parent/guardian or student may inspect the records of the student during regular Academy office hours with a scheduled appointment. The district reserves the right to interpret selected records to students and/or parent/guardians at the time of the inspection.

If circumstances prevent a parent/guardian from exercising their right to come to the Academy to review a student's education records, the Academy will provide a copy of the requested records to the requesting party following the procedure above. The Academy will not destroy any educational records if there is an outstanding request to inspect and review a student's records.

Whenever a student attains 18 years of age, the consent required of and the rights accorded to the parents of the student shall thereafter only be accorded to the student. Parents/guardians are responsible for updating the Academy when an emergency phone number and address information has been changed.

## DRESS CODE



# Dress Code

## DRESS CODE OVERVIEW

*Dress codes are in place to make the daily emphasis on learning and not on clothing attire. Take pride in how you look at all times. Uniforms can help keep you safe and prevent you from being judged by others for not looking a certain way. They also create a serious, distinguished look that tells the world YOU are about business. Always be mindful of your personal appearance – it speaks volumes about your character.*

## DRESS CODE

Our basic standards regarding student dress are based on cleanliness, neatness, modesty, safety and minimizing learning distraction. Uniforms are to be worn at the Academy by all students in first grade and above, except on announced “Dress Up” days.

Kindergarten students are not required to wear uniforms, but uniforms are available for purchase for interested Kindergarten parents. Kindergarten students must be in attire that meets school safety and educational guidelines. **No open - toe shoes, heels, controversial pictures or sayings, tank tops, spaghetti straps, or shorts/skirts shorter than 2 inches above the knee, etc.**, will be permitted. Kindergarten students who wear these items will remain in the office until proper attire is provided by the family.

Encore Logo Uniform shirts must be purchased by the school selected vendors. They can be ANY COLOR that is offered by our selected vendors for any grade level. Information for ordering is available on the Capitol Encore Academy website or from the main office during school hours. Pants, skirts, and sweaters can be purchased at any store; however, they must meet the requirements stated below.

## School Uniform Requirements

### **Shirts:** (Shirts must be tucked in)

- Long/Short Sleeve Polo – Embroidered with Encore logo in various colors; purchased from school vendor
- School T-shirt (screen print logo, field day shirts, etc)
- Cardigan Sweaters – Standard colors: solid navy, black, white (Can be, but does not require purchase from vendor)
- Black Logo Embroidered Fleece – Purchased from Vendor; Not required to wear, but can be worn during school day on cold days.
- Undershirts – Solid colors can be worn under short/long sleeve polos
- Winter Coats will be permitted at recess and for entrance in and out of the building, but will otherwise be hung up and not worn throughout the school.

### **Bottoms:** (Pants should fit at waist or belt required to eliminate sag)

- Pants – Navy or Black cotton/polyester dress slacks style similar to school vendor site (does not need to be purchased from school vendor)



The Capitol Encore Academy - Inquire. Imagine. Innovate. Inspire.

-Shorts/Skirts/Skort/Jumpers – Navy or Black cotton/polyester dress skirt appropriate finger-tip length and style similar to school vendor site (does not need to be purchased from school vendor)

**Shoes:**

Comfortable, closed-toe shoes, no heels – solid Navy, Black, Brown, or White. (Shoes containing minimal different colored thread or minimal colored logo or a color on the sole will be acceptable, as long as the shoes are 95% one color. If you have questions about shoes, please contact school administration.)

**Socks/Tights:**

-Socks must be worn with shoes. Socks that are ankle high or shorter can be any color; however, knee high socks must be White, Navy or Black.

-Tights/leggings can be worn under skirts and jumpers – standard solid colors Navy, Black, White, Brown.

**Dance Uniform:**

Appropriate clothing will be necessary for dance class. **All** students will participate in dance class.

- Capitol Encore Academy t-shirt (purple, white, or green ONLY)

- black leggings under shorts/skirt (girls)

- black sweat pants (boys)

\*Black athletic pants/shorts are also an option, as long as they are 95% black.

**Friday Spirit Day:** Fridays are Encore Spirit Days. Fridays promote spirit in growth as a learner in life. We want to encourage and support our students' current and future learning through this spirit of pride. They have different guidelines described below.

-Spirit Day Jeans: Jeans can be worn on Fridays – any color, but no holes

-Spirit Day Shirts: Spirit shirts are any TCEA School shirt, chosen college shirt, military shirt, or program shirt that student participates in (ex: CFRT play performance shirt, dance academy shirt, etc.). The student should be a participant in the organization and be showing their pride and spirit for what they've done or belong to.

-Spirit Day Shoes: On Fridays, any closed-toe, no-heel shoes can be worn with spirit wear.

**-. No open - toe shoes, heels, controversial pictures or sayings, tank tops, spaghetti straps, or shorts/skirts shorter than 2 inches above the knee will be permitted.**

Students can choose to wear the regular school uniform if they do not want to participate in Spirit Day attire. Fundraiser "Dress Up" Days will be scheduled periodically throughout the school year. On these days, specific guidelines for attire will be sent home ahead of time. Students that choose to participate will be required to follow those guidelines.

**Ordering Information:**

<http://pressforwardinspirations.com/>

or

<http://www.companycasuals.com/thecapitolencoreacademy>

**Dress code policy will be enforced for all students-**

**CONSEQUENCES:**

1<sup>st</sup>-8th Grade: Any uniform violation will cause student to move to next step (i.e. no uniform shirt causes step 1 and no school shoes next time will move student to step 2).

**Step 1:** Verbal reprimand (text, phone, email) by teacher to parent (with documentation).

**Step 2:** Warning letter sent home by the teacher to be signed by parent and student and silent lunch.

**Step 3:** Student calls home to parent for change of clothes. If change of clothes cannot be provided, a parent conference must be scheduled contingent to the student attending class the next day.

**Step 4:** In-House Suspension and student receives an unexcused absence.

**Step 5:** Out of School Suspension and lose ability to participate in Spirit Day for remainder of the school year.

## BEHAVIOR/ DISCIPLINE

# Behavior/Discipline

## GENERAL PURPOSE OF SCHOOL DISCIPLINE

School discipline has two main goals: (1) ensure the safety of staff and students, and (2) create an environment conducive to learning. Serious student misconduct involving violent or criminal behavior defeats these goals and often makes headlines in the process. However, the most common discipline problems involve non-criminal student behavior.

These less dramatic problems may not threaten personal safety, but they still negatively affect the learning environment. Disruptions interrupt lessons for all students, and disruptive students lose even more learning time. It is important to keep the ultimate goal in mind while working to improve school discipline. As education researcher Daniel Duke (1989) points out, "the goal of good behavior is necessary, but not sufficient to ensure academic growth." **Effective school discipline strategies seek to encourage responsible behavior and to provide all students with a satisfying school experience as well as to discourage misconduct.**

Recent research tells us that children are "hardwired" from birth to connect with others, and that children who feel a sense of connection to their community, family, and school are less likely to misbehave. To be successful, contributing members of their community, children must learn necessary social and life skills. Positive discipline is based on the understanding that discipline must be taught and that discipline teaches.

The tools and concepts of positive discipline include:

**Mutual respect.** Adults model firmness by respecting themselves and the needs of the situation, and kindness by respecting the needs of the child.

**Identifying the belief behind the behavior.** Effective discipline recognizes the reasons kids do what they do and works to change those beliefs, rather than merely attempting to change behavior.

**Effective communication and problem solving skills.**

**Discipline that teaches** (and is neither permissive nor punitive).

**Focusing on solutions instead of punishment.**

**Encouragement (instead of praise).** Encouragement notices effort and improvement, not just success, and builds long-term self-esteem and empowerment.

## STUDENT RESPONSIBILITIES

Each student has the responsibility to:

- Respect the inherent human dignity and worth of every individual.
- Be informed of and adhere to all rules and regulations established by Encore Academy and implemented by school administrators, teachers, and support staff for the welfare and safety of all students.
- Study diligently and strive to reach the highest possible level of academic achievement.
- Be punctual to school and classes.
- Refrain from slanderous remarks and obscenity in verbal and written expression.
- Dress and present oneself in a manner that meets the standards of health, cleanliness, safety, and the Encore Academy Dress Code.

The Capitol Encore Academy - Inquire. Imagine. Innovate. Inspire.

- Help maintain and improve Encore Academy's school environment, preserve school property and exercise the utmost care while using school equipment and facilities.
- Conduct oneself in an appropriate manner while in attendance at all school sponsored and/or related events.
- Continue to be, or strive to become, more actively involved in one's education and personal growth.

### **ACADEMY WIDE RULES:**

The Academy's ultimate goal is to produce students that are respectful, responsible, and resourceful.

Respectful students are polite and use manners. They use appropriate language and appropriate voice levels when talking in the building and to others. They listen to and follow the direction of authority figures. They walk in the building. They keep their hands, feet, and objects to themselves. They keep a comfortable distance away from other peoples' personal space. They allow the teacher to teach and minimize disruptions to the learning environment. They use safe measures and decision making when dealing with themselves, other students, staff, parents, and the school. They utilize good communication skills when dealing with others including listening and responding appropriately to concerns.

Responsible students make decisions to follow rules appropriately. They behave in a safe way for themselves and others. They care about the cleanliness of their school environment and take pride in helping to keep it clean. They make sure they are in proper uniform when they leave for school in the morning and remain in proper uniform throughout the school day. They make sure they have all they need for the day including finished homework, signed papers, and a lunch and are prepared to learn. When a choice or decision has the potential for negative consequences, responsible students admit wrongdoing and are accountable for their actions.

Resourceful students are able to problem solve. They utilize people, places, and things to find answers to problems that they are having. They seek the appropriate help when they need it including adults that are on staff and the closest to get to. They help others when they can by getting an appropriate adult, or informing an appropriate adult if another student or person needs help. They try to use conflict resolution strategies to solve student to student issues appropriately and when that doesn't work they seek help of an appropriate adult. If they are in immediate danger they use good decisions to get out of it as soon as possible and then inform the nearest appropriate adult.

### ***Specific School Rules:***

#### **1) Be prepared to learn:**

Including: being on time, bringing all necessary school materials (including completed homework), not disrupting the learning environment, and taking care of other business outside of the classroom.

#### **2) Follow the direction of the teacher or staff members in charge:**

Including: teacher directives, classroom and school rules, requests to sit down or in a specific seat, requests to take notes, read, or any academic tasks or behavioral tasks, etc.

#### **3) Be respectful:**

Including: using your manners, cleaning up after yourself, being nice and cooperative to the teacher, other staff, other students, guests, and self, using appropriate language at all times throughout the school, talking in an appropriate tone and level when speaking with authority,

students, and guests within the building and classrooms, keeping hands, feet, and objects to self, keeping an appropriate distance from the personal space of others, and taking appropriate care of the school facility, furniture, grounds, and materials.

**4) Be safe:**

Including: walking at all times both in the school and outside, upon dismissal and at arrival, keeping hands, feet, and objects to yourself, do not spit or bite others, keeping an appropriate distance from others, and keeping toy weapons at home – (guns, knives, handcuffs, etc. are NOT PERMITTED)

**CLASSROOM RULES:**

Each educator has the opportunity to add or enhance the Academy Rules within the confines of their classroom. This is in order to make the learning environment age appropriate to promote growth and success.

**STUDENT BEHAVIOR CODE**

Students are expected to follow the rules and regulations of the Student Behavior Code. The Academy will uphold the code and will exercise proper discretion as it pertains to each incident. For further information on expulsion and due process, see the main office.

Self-discipline is our goal for all of the students of Encore Academy. To encourage the development of this virtue, positive reinforcement will be used. Students are expected to follow the rules and regulations of Encore Academy. The Academy will uphold the code and will exercise proper discretion as it pertains to each in student.

**DEFINITION OF DISCIPLINARY ACTIONS:**

**Conference with student:**

Conferences are held for all disciplinary problems. Usually it is also a first step for minor violations

resulting in a warning being issued. All behaviors and resolutions will be documented.

**Parent Conferences:**

A parent conference can be personal or by phone. This can be used as a second disciplinary action or can be required for other violations. All conferences and resolutions will be documented.

**Referrals:** If a resolution is not created, student will be referred to school administration by any staff member within the school. All students will be responsible for returning their referral with a parent/guardian signature by the next school day. If not returned they may be asked to serve an in-house suspension until all required paperwork is returned.

**Detention:** May be served during lunch, classroom celebrations, and before or after school for unacceptable behavior.

**In - School Suspension:** For chronic irresolvable or major discipline problems, a student will remain in the office for the entire duration. They will work on given class work and a writing assignment given to them by the administrator without talking. They are to ask permission to leave for any reason and will be required to eat their lunch in the office. They are to make up all missed assignments and have the same number of days to complete it as they are absent. They will receive an unexcused absence for any time served. It is the teacher's discretion to assign full or partial credit for the work completed.

**Rules for In - House Suspension**

1. Students will sit in their assigned seats given to them by the office staff.
2. While in the in-house room there will be no talking, note writing or any other type of

communication.

3. Students are responsible for keeping their area clean. Any waste can be kept on their desktop until their break time or end of the school day.
4. Students are not allowed to leave their seat unless they have permission to do so.
5. Restroom and drinking fountain breaks will be at 10:00 and 1:00 only and will be limited to 5 minutes. If abuse of this privilege occurs they can lose the remainder of their privileges.
6. There is no food allowed in the in-house room except for the designated lunch period.
7. If a student refuses to follow the in-house rules they will be given an out of school suspension.
8. If a student is absent the scheduled day of in-house or misses any part of the day, they will make up any absent time the next day in attendance.

**Suspension:** For chronic, irresolvable or severe discipline problems. A student who is suspended out of school will be required to remain in the office until picked up by a parent or guardian. While in the office they will follow the same routine as an In-School suspension. Once serving their out of school suspension they are not to be on school grounds during or after school or attend any after school activities. They are to make up all missed assignments and have the same number of days to complete it as they are absent. They will receive an unexcused absence for any time served. It is the teacher's discretion to assign full or partial credit for the work completed.

**1. Short- Term Suspension (G.S. 115C-390.5)**

(a) The principal shall have authority to impose short-term suspension on a student who willfully engages in conduct that violates a provision of the Code of Student Conduct authorizing short term suspension.

(b) If a student's short-term suspensions accumulate to more than 10 days in a semester, to the extent the principal has not already done so, he or she shall invoke the mechanisms provided for

in the applicable safe schools plan adopted pursuant to G.S. 115C-105.47(b)(5) and (b)(6).

(c) A student subject to short-term suspension shall be provided the following:

- (1) The opportunity to take textbooks home for the duration of the suspension.
- (2) Upon request, the right to receive all missed assignments and, to the extent practicable, the materials distributed to students in connection with the assignment.
- (3) The opportunity to take any quarterly, semester, or grading period examinations missed during the suspension period. (2011-282, s. 2.)

**2. Long - Term Suspension (G.S. 115C-390.7)**

(a) A principal may recommend to the superintendent the long-term suspension of any student who willfully engages in conduct that violates a provision of the Code of Student Conduct that authorizes long-term suspension. Only the superintendent has the authority to long-term suspend a student.

(b) Before the superintendent's imposition of a long-term suspension, the student must be provided an opportunity for a hearing consistent with G.S. 115C-390.8.

(c) If the student recommended for long-term suspension declines the opportunity for a hearing, the superintendent shall review the circumstances of the recommended long-term suspension. Following such review, the superintendent (i) may impose the suspension if it is consistent with board policies and appropriate under the circumstances, (ii) may impose another appropriate penalty authorized by board policy, or (iii) may decline to impose any penalty.

(d) If a teacher is assaulted or injured by a student and as a result the student is long-term suspended or reassigned to alternative education services, the student shall not be returned to that teacher's classroom unless the teacher consents.

(e) Disciplinary reassignment of a student to a full-time educational program that meets the academic requirements of the standard course of study established by the State Board of Education as provided in G.S. 115C-12 and provides the student with the opportunity to make timely progress towards graduation and grade promotion is not a long-term suspension requiring the due process procedures described in G.S. 115C-390.8. (2011-282, s. 2.)

**Expulsion from the Academy:** In extreme cases expulsion from the Academy may be necessary. A student who is expelled may not return to the school for a time period equivalent to one full academic school year (G.S. 115C-390.11) At the time a student is expelled under this section, the student shall be provided notice of the right to petition for readmission pursuant to G.S. 115C-390.12.

**Due Process for Disciplinary Action**

The Encore Board of Directors assumes its responsibility to assure every student’s right to an equal education opportunity. The Board further assumes its responsibility to assure an atmosphere conducive to learning and the expression of individual responsibility while protecting the individual rights of all students in accordance with standards of due process required by law and accepted standards of fairness. These procedures include a notification of discipline and an opportunity for students to explain their version of what happened. When discipline involves long-term suspension or expulsion, students may also request a formal hearing. This procedure is not designed to deal with ordinary classroom discipline. The law requires that all teachers “maintain good order and discipline” and the Board joins with parents and students in supporting every reasonable effort of teachers to meet this obligation.

**DISCIPLINARY ACTIONS AND MINIMUM PENALTIES:**

Every student has the innate right to an education free from being threatened in any fashion. In addition, every teacher has the right to teach, just as every student has the right to learn. Any disruption to this process will not be tolerated. The following is a list of some unacceptable student behaviors and the suggested *minimum* starting penalties. Should a violation not be listed, administrative discretion will be exercised and a proper penalty imposed for the violation.

**Violations may have different circumstances and therefore administrative discretion may be imposed to apply appropriate consequences and penalties to each individual situation to ensure fairness.**

***If a student misses class for an in school or out of school suspension, they are responsible for speaking with their teacher and making up the work from the class period(s) they missed.***

Offense	Definition	K-3 Minimum Penalty	4-8 Minimum Penalty
Dress Code Violation	Out of compliance with proper Encore uniform, defined in handbook (untucked shirt will be treated as	Refer to Dress Code section of handbook	Refer to Dress Code section of handbook



	insubordination)		
Rough housing/verbal confrontation	Exhibiting physically aggressive or unsafe behavior, including acting carelessly and putting others in danger; instigating or engaging in verbal confrontations where abusive, vulgar, irreverent, lewd, or indecent conduct, including gestures, pictures, stories, or language used	-Removal from class for designated period of time -Parent contact -Parent conference if necessary	-Removal from class for designated period of time -Parent contact -Up to 5 day out of school suspension
Fighting	An extreme act of physical aggression that is designed to seriously harm or injure another person	-1 day suspension -Referral to counselor/social worker -Days may increase with the number of violations	-1 day out of school suspension to expulsion depending on severity of the situation -Days will increase with multiple violations -After 10 days automatic referral for expulsion
Insubordination	Deliberate refusal to obey a reasonable request or order by Academy personnel, documented by the Academy personnel and submitted to the office	-Removal from class for a designated period of time -Parent contact -Parent conference if necessary	-Removal from class -Appropriate form of suspension -Continued violation warrants dismissal from Academy
Disrespect to Authority	To use inappropriate voice tone, voice level, language, insinuations, mockery, gestures, threats, intimidation, etc.	-In house suspension to out of school suspension -Referral to counselor/social worker -Days may increase with number of violations	-Referral to counselor/social worker -1 day out of school suspension up to dismissal from Academy -Additional day for each additional occurrence up to 10 with referral for expulsion
Harassment	To disturb persistently;	-Removal from	-1 day out of school

	torment as with troubles or cares; bother continually; pester; persecute (Please refer to section on bullying for additional information)	class for a designated period of time - Parent conference -Referral to counselor/social worker	suspension up to expulsion -Notification to authorities if appropriate -Referral to counselor/social worker
Serious Threats	Written or verbal threats towards self, another person's life or wellbeing, or the school	-Removal from class for a designated period of time -Investigation by Administrative staff and when necessary contact to local authorities and child protective services -Parent contact -Recommendation for counseling evaluation if appropriate	-Immediate removal from class -Investigation by Administrative staff -Minimum 3 day suspension- not to return to school until psychological evaluation determined not a threat to self or others. Required to make up all missed assignments if eligible to return to school -Notification to authorities and child protective services if appropriate
Sexual Harassment	The making of offensive sexual advances, touching of personal areas, or of sexually offensive remarks, gestures, or acts that make another person feel uncomfortable	-Parent Notification -Removal from class -Referral to counselor/social worker -Recommendation for counseling evaluation	-1 day out of school suspension up to expulsion -Notification to authorities if appropriate -Referral to counselor/social worker
Forgery	Falsely making or altering a writing by which the legal rights or obligations of another person are apparently affected; simulated signing of another person's name to any such writing whether or not it is also the forger's name	-Parent notification -Dependent upon what and how forgery occurred, loss of some form of school privilege to suspension	-Administration determined appropriate form of suspension for situation -Parent notification -Notification of authorities if appropriate

Profanity or Obscenities	The use of abusive, vulgar, irreverent, lewd, or indecent conduct, including gestures, pictures, stories, or language	-Parent notification -Time out of class to in-school suspension	-1 day of out of school suspension to expulsion
Cell Phone	Possessing or using a cell phone for any purpose during school hours	-1 <sup>st</sup> offense the item will be taken and released only to a parent or legal guardian -2 <sup>nd</sup> offense the item will be kept until the last day of school and released only to a parent or legal guardian -Refusing to surrender a cell phone will result in further disciplinary action	
Bullying	Harassment or Bullying is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts-i.e. internet, cell phone, personal digital assistant (pda), or wireless hand held device) that is reasonable perceived as being motivated either by any actual or perceived characteristic such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or mental, physical, or sensory disability or impairment or by any other distinguishing characteristic. This also includes ANY behavior that could be perceived as being aimed at intimidating, threatening, or coercing another person. Such behavior is considered harassment or bullying whether it takes place	-Parent notification -Removal from class for a designated period of time to suspension and in extreme cases expulsion -Referral to counselor/social worker	-3 days of out of school suspension to expulsion -Recommendation for counseling evaluation if appropriate

	<p>on or off school property, at any school sponsored function, or in a school vehicle.</p> <p><u>Encore Academy adheres to a ZERO TOLERANCE BULLYING POLICY.</u></p>		
Stealing	<p>To take (the property of another or others) without permission or right, esp. secretly or by force</p>	<p>-Return of items or cost of missing items                      -Parent notification                      -Time out of class                      -Loss of some type of school privilege                      -Recommendation for counseling evaluation if appropriate</p>	<p>-Return of items or cost of missing items                      -In school suspension to out of school suspension                      -Days may increase with the number of violations                      -Recommendation for counseling evaluation if appropriate</p>
Plagiarism and Academic Dishonesty	<p>To copy or present someone else's work as your own OR to not be able to distinguish your work from a group of students you are working with</p>	<p>-Consequence is determined by Encore Academy staff and may include withholding credit until the student retakes the class or reproduces the assignment</p>	
Skippping Class/Loitering	<p>Being out of class during instructional time without a pass, arriving 5 or more minutes late to class without a pass, or not attending class without proper authorization; being present in unauthorized areas in the building or school grounds</p>	<p>-Parent notification to removal from class</p>	<p>-1<sup>st</sup> offense: Parent notification                      -2<sup>nd</sup> offense: In school suspension to 2 days out of school suspension</p>
Gambling/Gambling Paraphernalia	<p>Being found in possession of gaming paraphernalia such as dice, chips, etc.; exhorting and/or collecting money under betting or unwarranted circumstances</p>	<p>-Parent notification                      -Child Protective Services notification if appropriate</p>	<p>-Up to 5 days of out of school suspension and dismissal from Encore Academy</p>

Vandalism	Deliberate defacing or destruction of school or individual student, staff, or guest property	-Student to remove or parent to pay for removal or replacement of damaged property -Time out of class	-Student to remove or parent to pay for removal or replacement of damaged property -1 day suspension to expulsion -Notification to authorities
Trespassing/Loitering	Students and parents being on school grounds 15 minutes after dismissal or after a school related function, even in a vehicle. Students and/or parents being on school grounds when banned from the school building/property	-Verbal warning; reported to local authorities -After 3 incidents, Child Protective Services will be notified -Dismissal from Encore	
Leaving school without proper authorization	Leaving the premises of the school without following check-out procedures and protocols	-In school suspension to 3 days of out of school suspension	
False Fire Alarm	Deliberately pulling or setting off the fire alarms	-Parents will be fined by the local fire department -1 day suspension	-Parents will be fined by the local fire department -3 day suspension to expulsion
Possession/Usage of Weapon	Any instrument of attack used to cause serious harm to another	-Contact authorities to 10 suspension and referral for immediate expulsion -Notification to Child Protective Services -Recommendation for counseling evaluation if appropriate	-Contact authorities to 10 day suspension and referral for immediate expulsion -Notification to authorities and Child Protective Services -Recommendation for counseling evaluation if appropriate
Alcohol	Possession of an intoxicating liquid containing some form of alcohol	-Contact Child Protective Services -Appropriate disciplinary action	-5 day suspension to expulsion -Notification to authorities and Child

		and/or out of school suspension to expulsion -Recommendation for counseling evaluation if appropriate	Protective Services
Drugs/paraphernalia	Possession of chemical substances, illegal or otherwise, that affects the central nervous system causing changes in behavior and often addiction. Possession of any equipment used in making, using, or concealing such a substance.	-Notification to authorities and Child Protective Services -Appropriate disciplinary action and/or out of school suspension -Recommendation for counseling evaluation if appropriate	-Notification to authorities to 10 day suspension and referral for immediate expulsion -Notification to Child Protective Services -Recommendation for counseling evaluation if appropriate
Tobacco	Possession and/or use of tobacco containing product including cigarettes, chewing tobacco or other	-Notification to Child Protective Services -Appropriate disciplinary action and/or out of school suspension to expulsion	-1 <sup>st</sup> offense: 3 day suspension -2 <sup>nd</sup> offense: 5 day suspension and notification to authorities -3 <sup>rd</sup> offense: 10 day suspension and notification to authorities and dismissal from the Academy
Fire Type Materials	Possession of fireworks, stink bombs, lighters, matches, smoke bombs, etc.	-Situation subjective -Parent notification -1 day suspension -Notification to Child Protective Services -Recommendation for counseling evaluation if appropriate	-3 day suspension to expulsion -Recommendation to counseling evaluation if appropriate
Compromise of public safety (teachers, staff, and students)	Exhibiting physically aggressive or unsafe behavior including acting carelessly and putting others in danger; disregard for directives	-Out of school suspension to expulsion -Notification to authorities and Child Protective Services if appropriate -Dismissal from Encore	

	and/or authoritative figure	
Weapons usage, arson, criminal sexual conduct	If a student possesses a dangerous weapon in a weapon free school zone (on school property and/or a vehicle used by a school to transport students to or from school property), or commits arson or criminal sexual conduct in a school building or on school grounds, the student must be expelled from school permanently, subject to possible reinstatement provided for in the law.	-Any student who commits a physical assault against an Academy employee or against a person engaged as a volunteer or contractor for the Academy on Academy property, on an Academy related vehicle, or at an Academy sponsored activity or event will be suspended and may be permanently expelled for a period of not less than 180 days or one full academic school year.

## PARENT GRIEVANCES

Encore Academy is committed to an equitable and timely process for grievances. A student, parent, or guardian may initiate the grievance procedure to appeal any final decision (a decision from a school employee from which no further appeal to a school administrator is available) of school personnel within the school system, as outlined in this policy. Grievances that involve an alleged violation of board policy or state or federal law or regulation by a final administrative decision may be appealed to the School Board. All other grievances may be appealed to the superintendent/designee but may only be appealed to the board at its discretion.

**Step I: Principal Conference:** A student, parent, or guardian wishing to invoke the grievance procedure shall make a written request for a conference with the principal to discuss the grievance and seek resolution according to the following guidelines:

- 1.) The request shall detail the basis for the grievance, name the specific policy, rule, or law believed to have been violated, and specify the relief being sought.
- 2.) No grievance shall be heard unless it has been filed in writing within thirty calendar days after the act or condition giving rise to the grievance.
- 3.) The principal shall grant the conference within five school days following receipt of the request. The principal will state in writing his/her position on the question to the student or parent within five school days following the conference.
- 4.) Only the parent, guardian, or someone acting in loco parentis shall be permitted to join or represent the student in the conference with the principal.

**Step II: Appeal to the Superintendent:** If the grievance is not resolved at Step I, the student, parent, or guardian may appeal the principal's decision in writing to the superintendent. The appeal must be made within five school days following receipt of the principal's written response in Step I. The superintendent or his/her designee shall review the grievance within five days following receipt of the appeal. If the superintendent or his/her designee determines that

additional time is needed to develop the factual record, the grievance may be put on hold for fifteen additional days (or longer if by mutual agreement) to allow time for investigation. A written response shall be made to the student, parent, guardian, and principal from the superintendent or his/her designee within ten school days following the review.

**Step III: Appeal to the School Board:** If the grievance is not resolved at Step II, and involves an alleged violation of state or local board policy or state or federal law or state rule by a final administrative decision, it may be appealed in writing to the School Board. This written appeal must be made within ten school days following the written response from the superintendent at Step II and state in the appeal the reasons you think the administrative decision is not justified and provide any extenuating circumstances you wish the Board to consider. The board's consideration of these appeals will take place in closed session and will be limited to the written record unless the board determines that additional information is necessary. The board may affirm, reverse, or modify the decision of the superintendent. The Step II decision will be reversed if the board determines that there has been a material violation of board policy or state or federal law or regulation, or that the decision is unsupported by substantial evidence in view of the entire record as submitted. The board shall offer a final written decision within thirty days.

*For all other Academy policies approved by the Board of Directors, schedule a time to meet with the Principal.*

### **ENCORE ACADEMY'S ZERO TOLERANCE BULLYING POLICY**

The Capitol Encore Academy prohibits bullying or harassment of any student or employee of the Academy. Bullying or harassment of any type will not be tolerated. All students and employees have the right to feel respected, secure and safe while participating in school and school related activities. The school policy requires that:

- All incidents of bullying or harassment be reported to the designated administrator.
- All allegations of bullying or harassment are investigated in a timely manner.
- Parents of both parties (the alleged bully and the target) are notified that the investigation is occurring.
- Parents are notified of the outcome of the investigation.
- Interventions and disciplinary consequences will be provided to a student who has committed an act (or acts) of bullying.
- The student that is the target of the behavior receives appropriate interventions and follow up.

**\*Bullying**, including cyber bullying, means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve, but is not limited to: teasing, threats, stalking, theft, destruction of property, social exclusion, intimidation, physical violence, public or private humiliation, cyber bullying, sexual, religious, or racial harassment.



## **ENCORE ACADEMY'S ZERO TOLERANCE POLICY**

Encore Academy and Encore Academy's Board of Directors, endeavors to ensure that Encore Academy is a safe place for teaching, learning and working. In order to achieve this goal we have instituted a **Zero Tolerance Discipline Policy**. Regardless of circumstances these policy guidelines will be followed. Encore Academy will notify the police and take swift and appropriate disciplinary action for the following infractions:

### **Physical Assaults Against Academy Personnel:**

Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence. Any student who commits a physical assault against an Academy employee or against a person engaged as a volunteer or contractor for the Academy on Academy property, on an Academy bus or other Academy related vehicles, or at an Academy-sponsored activity or event will be suspended and may be permanently expelled for a period of not less than one hundred eighty (180) days or one full academic school year.

### **Physical Assaults against Students:**

Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence. The Academy board or designee of the Academy board shall **expel** any student from Encore Academy if an Academy student:

- Possesses a dangerous weapon
- Commits arson
- Commits criminal sexual conduct

Any student in 6<sup>th</sup> grade or above may be suspended or expelled for the following:

- Physical assault against another student
- Physical assault against an Academy Staff or Official (expel)
- Verbal assault, as defined by Academy board policy, against an Academy Official or Staff member
- Bomb threat or similar threat
- Other serious in nature offense which significantly jeopardizes the student, other students, staff, guests, or the Academy

### **Verbal Assaults:**

Verbal Assault means a threat of an immediate harmful or offensive touching, coupled with apparent immediate ability to commit same, and which puts a person in a reasonable apprehension of such touching, or, the use of offensive language directed at a person, where such language is likely to provoke a reasonable person to physical violence, a bomb threat (or similar threat) directed at an Academy building, another Academy property, or an Academy related event. For purposes of this policy, the definition of assault also includes written threats. Any student in grade 6 or above who commits a verbal assault on Academy property, on an Academy bus or other Academy related vehicle, or at an Academy sponsored activity or event against an Academy employee or against a person engaged as a volunteer or contractor for the Academy shall be suspended or expelled, depending upon circumstances, for up to one hundred eighty (180) days or one full academic school year.

### **Criminal Sexual Conduct:**

Criminal sexual conduct means sexual penetration or touching of a person's intimate parts. Intimate parts are defined as the breast, buttock, inner thigh, and groin or genital area, without consent:

Any sexual touching of person's intimate parts: With or without consent

Any sexual touching of a person under 10 years old

## **SEXUAL HARASSMENT POLICY**

For the purpose of this Policy, "sexual harassment" shall mean ANY unwelcome advance of a sexual nature, requests for sexual favors, and/or **verbal or physical conduct** or communication of a sexual nature.

**Sexual Harassment:** Discriminatory harassment on the basis of sex is hereby prohibited.

**Complaint Procedure: Report.** A person who believes that this Policy has been violated should promptly report the alleged violation to the school administrator/principal. All alleged violations should be reported no later than sixty days from the date the person first becomes aware of the alleged incident. However, the school reserves the right to investigate and act upon reports submitted beyond the sixty day period.

**School Action:** The school administrator/principal and a representative from the educational service provider (ESP) shall assist in the complainant to pursue effective resolution of the complaint. This may be handled through an informal or formal process, depending on the severity of the situation. In the event that the administrator or representative from the ESP or among the persons complained of, their positions shall be filled by a member of the Board of Directors, as determined by the Board.

**Informal Process:** The complaint shall be handled by an informal process unless the situation complained of is deemed so severe by the investigating team or the Board of Directors as to require a formal process, or the complainant demands a formal process, or the action complained of would constitute a criminal act if proven true. The informal process shall involve the investigating team meeting with the alleged offender and all other persons or parties as it deems appropriate, this includes meeting with the student without a parent/guardian present. The alleged offender(s) shall be informed of the complaint and the complainant has requested resolution. If the complaint is resolved to the satisfaction of all parties, no further action will be taken unless required by law or if deemed appropriate by the investigating team. If all parties are not satisfied with the action taken, a formal complaint can then be made by any of the parties.

**Formal Complaint:** A formal complaint must be signed and clearly state the nature of the alleged offense, the name of the alleged offender and the specifics (including time, date and location of the incident(s)). The formal complaint must be filed with the investigating team. If the investigating team deems that the circumstances require action, the complaint will be investigated in a timely and thorough manner to protect the rights of both the complainant and the alleged harasser(s). In the course of the investigation, the following process will be followed:

- a. The investigating team will attempt to convene as soon as is reasonably possible after the filing of the formal complaint.
- b. The investigating team will attempt to gather all appropriate facts in as timely a manner as is reasonably possible.
- c. The investigating team will report to the board at the next regularly scheduled board meeting, or if the investigating team and the Board President deem appropriate, at a special meeting of the board.

d. The board shall determine appropriate action to be taken.

**Sanctions:** The person(s) who is found to have violated this Policy may be subject to sanctions which may include, but need not be limited to, suspension, removal from school environments/activities/events, expulsion from the school, banishment from the campus, and/or dismissal from service at the school. Violators may also be subject to civil action or criminal prosecution.

**Confidentiality:** Discretion will be exercised. However, there can be no guarantee of confidentiality or anonymity since any investigation will involve discussions with other parties. Information about the complainant giving rise to the complaint will be reviewed only as investigatory and disciplinary processes require, or as otherwise required by law or courts having competent jurisdiction.

Confidentiality will be observed to the extent permitted by law and to the extent consistent with protecting the welfare of the School Community and the interest of the school. However, the investigating team, the Board and/or the school administrator/principal may report the incident to appropriate authorities as they deem necessary or appropriate.

### **CHILD ABUSE OR NEGLECT**

Child abuse or neglect means harm or threatened harm to a child's health or welfare by a parent, or legal guardian, or any other person responsible for the child's health or welfare, or by an educator or educator's abide.

**Suspected child abuse and or neglect must be reported to FIA. (See Encore Academy's Child Abuse and Neglect policy)**

## SCHOOL-WIDE POLICIES



## School-Wide Policies

### **CELLULAR PHONES, MP3 Players, IPODs, and Other ELECTRONIC DEVICES**

The telephones are for the Academy business and emergencies only. Students will be permitted to use the telephone for emergency purposes only. Students should take care of information business with parents prior to coming to school. During school hours, students are not permitted to use cellular phones, video games, or social media. Failure to follow policy will result in disciplinary action and forfeit of device to the Academy until the end of the school year. Encore will not accept responsibility for personal items of students lost, stolen, or confiscated.

- First offense: the item will be taken and released to the student at the end of the day.
- Second offense: the item will be confiscated and released only to a parent or legal guardian.
- Third and continual offenses will be considered insubordination and handled according to the code of conduct under insubordination in addition to confiscation of the item and parent signature for release. Refusing to surrender a cell phone or other device used in an unauthorized way will result in further disciplinary action.

### **STUDENT CAMERAS**

For the safety and well being of all of our students, student cameras are not permitted at school unless they have received administrative approval for a specific event or educational need. We recognize the importance of school day memories and will designate specific dates and events for which cameras will be permitted. This will require teacher supervision of the photographs being taken as well as administrative approval. Please understand that we want to ensure the safety and well being of every student at Encore and that circumstances such as the Internet and other predators are at large, making it a priority to protect our students and ensure you are aware of exposure of your child.

*Additionally, students should not videotape or take pictures of other students or staff members before, during, or after school without administrative approval.*

Students in possession of cameras that are not approved by administration will have their cameras confiscated and if necessary pictures deleted prior to release of camera to parent/guardian.

### **LAPTOP COMPUTERS**

Students are permitted to bring laptop computers to school for academic purposes. In grades K-8 administrative approval is required prior to bringing in the laptop for use at the school.

**Encore Academy does not assume any responsibility for the safety of personal computers on school grounds (including breakage or theft).** Classroom teachers hold the final authority for laptop use in the classroom and may confiscate a laptop at any time if they determine that a student is not using the computer appropriately or if the student is causing a distraction. *Students who use laptops for personal (non - academic) purposes during the school day will be prohibited from bringing their laptop to school or using an Academy laptop during the school day for the duration of the academic year.*

## **INTERNET USE POLICY**

Encore Academy adheres to the federal requirements and guidelines stipulated under Title XVII—Children's Internet Protection Act.

### **A. Educational Purpose**

Encore Academy Internet system has a limited educational purpose. Activities that are acceptable

include classroom activities, career development, and high-quality personal research. Encore Academy has the right to place reasonable restrictions on material you access or post through the

system. You are expected to follow the rules set forth in the Encore Academy disciplinary code and the law in your use of the network. *Students who use laptops for personal (non - academic) purposes during the school day will be prohibited from bringing their laptop to school or using an Academy laptop during the school day.*

### **B. Internet Management**

Embracing the Internet as a critical and essential component in today's world is essential if our students are to become functional members of society. The benefits attained by the advancement

of technology bring with it associated costs and a wide range of risks, in particular, the exposure of

student to inappropriate material and people. As part of our commitment to Internet security, we offer a firewall (a web-blocker application program). This has the ability to block objectionable material and captures the window when questionable material is accessed.

### **C. Unacceptable Uses**

The following uses are considered unacceptable:

#### *1. Personal Safety and Personal Privacy*

Students will not post personal contact information. This includes students address, school address, telephone number, and name on the Internet. This includes other people as well as the student. Students will promptly disclose to the teacher any message or website that is inappropriate or makes students feel uncomfortable. *Additionally, students should not videotape or take pictures of other students or staff members before, during, or after school without administrative approval.*

***Students will not post any information or disrespectful or administratively deemed harmful comments regarding other students, Encore staff members or the school in general.***

#### *2. Illegal Activities*

Students will not attempt to gain unauthorized access to Encore Academy Network or to any other system through the network beyond authorized access. Students will not attempt to deliberately disrupt the computer system or destroy data by spreading computer viruses or by any other means. Students will not use the network to engage in any other illegal act, such as arranging for illegal activities or threatening the safety of other people.

#### *3. System Security*

No software is to be downloaded on the computers at any time without explicit consent of the system administrator.

#### *4. Inappropriate Language*

Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages. Students will not use obscene, profane, vulgar, rude, threatening or disrespectful language. Students will not post information that could cause damage or a danger of disruption. Students will not engage in personal attacks, including

prejudicial or discriminatory attacks. Students will not harass another person. Students will not knowingly post false or defamatory information about another person or organization.

#### *5. Respecting Resources*

Using the computer systems and Internet is a privilege. Students need to respect the computer by using it appropriately.

#### *6. Plagiarism*

Students will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own.

#### *7. Copyright*

Students will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, students should follow the expressed requirements. If students are unsure or have questions, they should ask a teacher.

#### *8. Inappropriate Access to Material*

Students will not access material that is designated for adult use only or is profane or obscene, that advocates illegal or dangerous acts, or discrimination towards other people. If students mistakenly access inappropriate information, they should immediately tell the teacher. This will protect students against a claim that they have intentionally violated the rules.

### **D. Disciplinary Actions**

Students should only expect limited privacy in the contents of personal files or records of Web research. Routine maintenance and monitoring of the network may lead to discovery that you have violated the Policy, the school disciplinary code or the law. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the Encore Academy disciplinary code or the law.

Encore Academy will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school.

### **E. Limitation of Liability**

Encore Academy makes no guarantee that the functions or the services provided by or through the school Network system will be error free or without defect. Encore will not be responsible for any damage that may be suffered, including but not limited to, loss of data or interruptions of service. The school is not responsible for the accuracy or quality of the information obtained through or stored on the system. The school will not be responsible for financial obligations arising through the unauthorized use of the system. Parents or guardians will be responsible for any harm to the system as a result of intentional misuse.

### **LOST AND FOUND**

All found articles of clothing or miscellaneous articles will be placed in the lost and found area (see front desk for location). Each Friday, all the lost and found items will be removed and donated to a local charity organization. To help alleviate the problem of lost articles, **PLEASE PUT YOUR CHILD'S NAME ON ALL CLOTHING AND PERSONAL ITEMS (i.e., lunch boxes, water bottles, purses, etc.)**.

### **STUDENT SOLICITATION**

Students may solicit only for the Academy-sponsored activities. All Academy activities at the elementary level discourage door-to-door solicitation in the community. There will be no exchange of money among students for any purpose unless authorized by the office.

### **THE ACADEMY CELEBRATIONS**

All celebrations are at the discretion of each educator and the academy administration. If you

choose to have your child not participate in an activity, please speak with your child's educator. If the activity is due to religious or other beliefs an opt-out activity will be provided for your student.

At Encore Academy we try to recognize celebrations and traditions of many different cultures. Understanding cultural diversity is an integral part of society. If you have other suggestions for educators or the school in regards to celebrations and traditions of different cultures please let us know and we will be happy to consider the additions. The celebration of birthdays is left up to the classroom teacher. However, all treats must be store bought and have the ingredients listed. Also invitations to outside parties will not be distributed unless there is an invitation for every student.

## **FIELD STUDIES**

The purpose of a field study is to give students a better understanding of their culture and acquaint them with real life experiences. Students are expected to follow all the Academy rules and policies and pay for any cost incurred. For those who cannot afford such studies, some funding and/or fundraising options may be available. Please notify the office in such cases. If a Field Study Permission Form is not submitted by a parent/guardian in the proper time frame, if the student is not in proper uniform, or a student has had behavior which may jeopardize the safety of self, others, or the school, the child may not attend the study. Students not attending will still be expected to attend school and will be provided parallel learning activities.

Student safety is the main priority on field studies. Sponsoring and chaperoning adults are expected to adhere to Academy policies and procedures on the field study as well as sign a chaperone agreement provided by the classroom teacher specifying specific expected chaperone behavior. Sponsors and chaperones should acquaint themselves in advance with those students who have medical conditions, which may need emergency care. The classroom teacher must accompany the group and adequate male/female supervision should be provided.

*Responsibilities of Parents Chaperoning Field Studies:* Parents play an important role in making a field study successful. Field studies are planned to supplement the content through a "hands-on" experience. In preparing for a field study, the following points need to be understood by parent chaperones.

1. The classroom teacher is the final authority for all field study preparations including: volunteers, schedules, student discipline, and learning objectives.
2. Chaperones are required to remain with their assigned group for the duration of the field study. Chaperones are never to leave any student in their care unsupervised.
3. Situations involving student discipline should be reported immediately to the classroom teacher. Chaperones should rely on positive reinforcement redirection until the classroom teacher can be contacted. Chaperones should never touch a student in a physically aggressive way or speak to them disrespectfully.
4. Chaperones may not participate in smoking of tobacco products or consumption of alcoholic beverages during the entire duration of the field study. If this cannot be adhered to then please do not volunteer we will not tolerate this type of participation.
5. Since the field study is viewed as an extension of the regular classroom, all Encore Academy discipline codes apply.
6. Parents who offer to supervise on a school field study must understand that their full attention is needed to ensure the students' safety. Therefore, siblings are not permitted on school field studies.
7. We also only permit a certain number of chaperones and do not permit additional parents



and family members to meet us at field study locations. A group that is too large makes it difficult for us to ensure safety and appropriate learning experiences for our students.

### **SCHOOL SPONSORED AFTER SCHOOL ACTIVITIES**

After school activities offer a wide range of social and skill learning opportunities in addition to or to enhance the general curriculum. Encore Academy understands the importance of the after school program to the growth of students and also recognizes the importance of enforcing academic standards. All after school activities require students to maintain their academic grades and appropriate behavior during school and after school. Students may be placed on probation or removed from the after school activity based on this criteria. Please refer to "Academic Probation" for details.

After school activities also offer a social learning experience for students. Encore students and spectators are expected to behave in accordance with school policies and procedures for conduct at home and away events. Furthermore, any student or spectator not adhering to these policies and procedures will be asked to leave the event and may not be permitted to return to future after school events.

Encore Kids College classes and other school clubs formed by staff members will be posted and available to all students to register. Some criteria may be required such as, specific age, prior game knowledge, etc. Some fees may apply. See bulletin boards in the hallway and Friday Folder information for more details on Encore's athletic program and after school clubs.

**Students absent from school the day of a scheduled after - school or evening sponsored activity/event will NOT be allowed to participate in that activity/event.**

### **STUDENT COUNCIL**

The Board of Directors acknowledges the importance of offering students the opportunity to participate in self-government within the Academy. Students have the right to organize, conduct meeting, and elect officers and representatives and petition to the Board. The Board of Directors recognizes the Student Council as the official voice of the student body and for the purpose of:

- Giving students practical experience in organizing, planning and affecting outcomes
- Developing student leadership Providing a learning experience in democratic decision making
- Offering another avenue toward the realization of the goals of Encore

*The Student Council will also be advised by staff members and required to post meeting minutes in the school hallway.*

### **ATHLETICS AND AFTER SCHOOL CLUBS**

Athletics and other school clubs formed by staff members will be posted and available to all students to register. Some criteria may be required such as, specific age, prior game knowledge, etc. Some fees may apply. See bulletin boards in the hallway for more details on Encore's athletic program and after school clubs.

#### ***Sports Eligibility***

In order to be eligible for participation in interscholastic athletics, students must have passed 4 of 5 classes from the previous trimester. Students must be currently passing 4 of 5 classes during the trimester of participation as well. (Per State regulations) Please see the Encore Athletic Handbook for specific guidelines on eligibility and athletic procedures. Students who have an interest in participating in sports at the college level must become

familiar with NCAA guidelines for participation. These guidelines specify requirements regarding: GPA, ACT/SAT scores, applications and visits. Additionally, many of these guidelines are changing. Athletic candidates must complete a CLEARINGHOUSE form.

## **SOCIAL EVENTS**

The Board of Directors recognizes the value of student social events in enhancing and enriching the educational experience for the children at Encore. The Board of Directors along with the administrative staff will make school facilities available and provide appropriate staff to conduct the student social event after approval by the principal.

School social events, which take place outside school facilities, must be approved by administration. As voluntary participants in school social events, students are held responsible for compliance with the rules set forth for their conduct, and infractions of those rules will be subject to the same disciplinary measures applicable during the regular school day.

Participation at school events is not a right; it is a privilege and as such will be denied to any student who has demonstrated disregard for the rules of the school, including students on suspension and academic probation.

## **ENCORE KIDS COLLEGE**

**Encore Kids College Vision:** The vision of Encore Kids College, through a joint collaboration with local artists and organizations, is to provide access to the arts and creative practices for K-12 children in our community. We believe access to enrichment and creative activities will assist in promoting not only increased skill, but also a positive lifestyle for children. Offering choices to students to participate in creative opportunities encourages growth in both arts and academics. In addition to fostering student learning, TCEA wants to support and encourage the use of the local resources by establishing relationships between the school, family, and community.

**Program Logistics:** Encore Kids College serves an after-school resource, provided by TCEA for all children in our community. Similar to a college catalog of courses, Encore Kids College will offer a variety courses during after-school hours. Students are not required to attend TCEA to attend these programs, but priority is given to TCEA students. Instructors are not required to be, but may be, employees of TCEA. Instructors of these courses include artists, teachers and organizations from the community who are able to use TCEA facilities to provided courses to these students. All are expected to uphold ethical and safety practices to affiliate with Encore Kids College.

Encore Kids College will offer multiple arts disciplines, creative practices and similar courses. Courses will be offered in session increments Monday through Friday between 3:00 and 6:00pm. The instructor of the course sets tuition, fees, schedule, and course content. Parents and students will select options available based on age, content, day/time, and any other eligibility requirements set by instructors.

Parents must enroll students with Encore Kids College in order to register in a specific course, such as Art Studio or Guitar Lessons, for example. This is similar to registering for a community college, prior to being able to register for a specific course with the individual instructor. This is for safety and accountability of students.

The Capitol Encore Academy - Inquire. Imagine. Innovate. Inspire.

Parents will then contact the instructor directly to pay the organization/instructor, fill out additional forms as required by the instructor and communicate any questions or concerns relating specifically to the course. TCEA does not receive payment from students or instructors for EKC programs.

For more information and updates about Encore Kids College, please consult the school website.

## **FUNDRAISING**

The Board of Directors acknowledges that the solicitation of funds from students must be limited since compulsory attendance laws make the student a captive donor and may also disrupt the program of the school.

The Board of Directors will permit student fund-raising by students in school, on school property, or at any school-sponsored event only when the profit is to be used for school purposes or for an activity with the school. All fundraisers are required to post in the school hallways the following: 1) group coordinating the fundraiser, 2) contact name, 3) purpose of the fundraiser, 4) fundraising goals, 5) amount collected, 6) how the fundraising dollars were spent. Fundraisers may be denied based on the discretion of the administrative office. The school Superintendent or Principal must approve all fundraising.

# STUDENTS WITH SPECIAL NEEDS



# Students with Special Needs

## **SPECIAL EDUCATION/EXCEPTIONAL CHILDREN POLICY**

### **The Capitol Encore Academy Exceptional Children Services Policy:**

The goal of The Capitol Encore Academy is to provide high quality educational services to students with disabilities by implementing Exceptional Children (EC) programs, utilizing research and standards-based interventions, instruction, and assessments in the least restrictive environment with the goal of preparing students to become independent, productive, and successful members of their community. Services are provided in accordance with the federal mandates of the Individuals with Disabilities Education Act (IDEA) and North Carolina policies governing services for children with disabilities.

### **Service Description:**

Encore Academy students who meet NC state Exceptional Children eligibility criteria will receive educational services in accordance with NC state law. Exceptional Children (EC) services will be provided within the Least Restrictive Environment (LRE), based on identified educational need. Exceptional Children services emphasize maximized participation in typical settings for students three through twenty-one years of age.

Students receive EC services in typical school settings from highly qualified professionals, provided in varying amounts of time depending on individual need. Implementation of services range from consultation within the general education environment to specially designed instruction with related services. All service decisions are specified within an Individualized Education Program (IEP) developed by the multidisciplinary team (referred to henceforth as the Individualized Education Program Team [IEPT]), which includes the parent. To determine if EC programming is appropriate, a process will be followed in accordance with IDEA and NC law to identify eligible students. The process includes a documented intervention phase and commences with a comprehensive, multidisciplinary evaluation process.

Whenever possible, students are served in traditional school settings with assigned EC personnel and related service providers. For those students who must have a specialized setting or more intensive services in order to benefit from their EC services, additional outreach at other educational locations will be sought.

### **Service Eligibility:**

Exceptional Children's Services are provided under the following eligibility designations:

- Autism Spectrum Disorder
- Emotional Disability
- Deaf-Blindness
- Deafness
- Hearing Impairment (Hard of Hearing)
- Developmental Delay
- Multiple Disabilities
- Specific Learning Disability

Other Health Impairment  
Orthopedic Impairment  
Speech or Language Impairment  
Visual Impairment, including blindness  
Traumatic Brain Injury  
Intellectual Disability (Mild, Moderate, and Severe)

To be found eligible for EC services, the student must meet eligibility requirements as outlined by NC 1503-2.5(d). The disability must have an adverse effect on educational performance, and must require specially designed instruction.

**Personnel:**

All Encore EC personnel will be hired with the certifications and criteria as required by IDEA and North Carolina state law. All Encore EC personnel will be provided with the appropriate guidelines to execute services and are responsible for following the guidelines set forth in the Encore Academy EC Manual.

The services of a speech and language therapist, school psychologist, social worker, and occupational therapist, are available to students based on educational need and as outlined in the student's Individualized Education Program (IEP). The following special services are available to all students who qualify under state guidelines:

- Occupational Therapist: Provides services to students who need fine motor therapy.
- School Psychologist: Provides services to students who need evaluation for special education needs. Additional services may include individual or group counseling.
- School Social Worker: Provides services to students who are experiencing personal or social adjustment problems in the Academy or at home.
- Speech Therapist: Works with students who are impaired by speech and language difficulties.

**Service Guidelines:**

The board of Directors of Encore Academy wants each child to progress toward their ultimate learning potential. To the extent that an educator or parent feels that child may demonstrate evidence of a disability that may adversely affect the child's educational progress, the following board policy to evaluate a child's academic progress shall be followed:

- All students at Encore Academy will be instructed within a Response to Intervention (RTI) framework; data regarding student academic performance will be reviewed on an ongoing basis by teachers and RTI staff. If a student receives intensive academic or behavioral intervention and continues to make inadequate academic progress, a student study team (SST) meeting will be held to determine if a formal EC evaluation is needed. The student's educator, special education educator, learning specialist, school counselor or school psychologist, and principal will be in attendance at the child study meeting.
- If it is determined that a formal evaluation is needed, within ten (10) days parent(s) must be notified and a meeting will be arranged to obtain parental consent for an evaluation. The parent will be given a copy of *Procedural Safeguards: Handbook on Parents' Rights* (Public Schools of North Carolina, 2008).
- If the parent provides consent for formal testing of their child, the Academy has ninety (90) days to complete the evaluation process and hold an IEPT meeting which determines if the student is eligible for EC services.

The Capitol Encore Academy - Inquire. Imagine. Innovate. Inspire.

- After a decision is made on the student's eligibility for special education services, the IEPT meeting is held with a general education educator, special education educator, school psychologist or school counselor, principal, the student (when appropriate) and parent(s) to identify the type and frequency of services that will be provided, based on student need, and develop an IEP.
- The IEPT will convene at least one (1) time each year to review existing goals and data and revise the IEP as appropriate.
- Every three years the child must be reevaluated to determine continued eligibility for special education services and current educational needs.

The Encore Academy aspires to assist each student receiving EC supports to become an independent learner to the greatest extent possible; therefore, the long-term goal of the IEPT is to reduce the provision of special education supports to the minimal amount necessary, based on assessment of the individual student's unique needs.

## **SECTION 504**

Section 504 of the Rehabilitation Act of 1973 is designed to prohibit discrimination based on disability in any program or activity receiving federal money. This statute obligates public schools to provide equal access and equal opportunity to otherwise qualified persons with disabilities. For a student to be eligible for a 504 plan, the student must meet all three of the following criteria. It must be because of this disability that the student is unable to gain equal access and benefit from school programs and services.

The publication, *A Parent's Guide to Section 504 Of the Rehabilitation Act of 1973*, is a resource available to parents through their school.

- A physical or mental impairment (has a history of having a physical or mental impairment) that **substantially** limits one or more major life activities.

If you believe that a student may be eligible for Section 504 support, please contact Rachel Dorf-Caine (school counselor) for additional information.

## **DISCIPLINE & SPECIAL EDUCATION STUDENTS**

School officials may suspend a disabled student (as identified by IDEA 2004) for up to ten (10) consecutive school days without implementing procedural safeguards. However, a suspension in excess of ten (10) consecutive school days, or removal from the student's typical educational environment for ten (10) cumulative school days due to a series of behaviors that constitute a pattern, is considered by NC state law to be a "change in placement" (NC 1504-2.7) for which procedural safeguards must be implemented. (Any serious behavior violation meeting criteria for "Special Circumstances" as outlined in NC 1504-2.1(g) is subject to immediate removal of up to forty-five (45) days to an interim alternative educational setting).

Before implementing a suspension for a disabled student for more than ten (10) consecutive school days, the school district must provide due process protection given non-disabled students, and must take the following steps:

1. Notify the student's parent or guardian in writing of proposed change in placement; and

2. Convene a Manifestation Determination Meeting and IEP Team Meeting to review available data and decide:
  - a. Did the disability cause, or have a direct and substantial relationship to the act of the Misconduct?
  - b. Did the District's failure to implement the IEP cause the misconduct?
3. If the answer to either of these questions is YES, Encore Academy must take immediate steps to remedy any deficiencies (as outlined in NC 1504-2.1). If the answer to both questions is NO, a suspension of more than ten (10) consecutive days or exceeding ten (10) cumulative days must be imposed. However, the school district is still responsible for providing special education services during the course of the long-term suspension and an IEPT must be convened to determine what the special education services will be.

At any stage, the parent always has the right to appeal a decision made as part of the IEPT process. In the event of an appeal, the school district must operate under the "stay put" policy allowing the student to remain in the present program. *Encore Academy will follow IDEA 2004 mandates.*

## **HOMELESS STUDENTS: MCKINNEY VENTO ACT**

**Educational Rights of Children and Youth Experiencing Homelessness:** *If you or someone you know is experiencing homelessness, please notify the school so we can help. This is not something to be ashamed of and there are many resources to assist families in this situation. Encore Academy is committed to keeping all information strictly confidential.*

### **Children and youth experiencing homelessness have the right to:**

- Go to school, no matter where they live or how long they have lived there. Students who are homeless must be given access to the same public education provided to other students.
- Continue in the school they attended before becoming homeless or the school last attended if that is their choice and feasible. The school district's local liaison for homeless education must assist you, if needed, and offer you the right to appeal a decision regarding your choice of school if it goes against your wishes.
- Receive transportation to the school they attended before they became homeless or the school last attended, if a request is made for such transportation and transportation is feasible.
- Attend a school and participate in school programs with students who are not homeless.

Students cannot be separated from the regular school program due to the fact that they are homeless.

- Enroll in school without providing a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend classes in the school of their choice even while the school and student who is homeless seek to resolve a dispute over enrollment.
- Receive the same special programs and services, if needed, as provided to all other students served in these programs.
- Receive transportation to school and to school programs.
-



These rights are established under the McKinney-Vento Homeless Assistance Act. This act is the primary piece of federal legislation dealing with the education of children and youth experiencing homelessness in U.S. public schools. It was reauthorized as Title X, Part C, of the No Child Left Behind Act in January 2002. To qualify for these rights, children and youth must be considered homeless according to the McKinney-Vento definition of homelessness.

**How does the McKinney - Vento Act define homelessness?**

According to U.S. Department of Education (USDE) guidance, people living in the following situations are considered homeless under McKinney-Vento: doubled-up with family or friends due to economic hardship; in motels or hotels due to lack of other suitable housing; in homes for unwed or expectant mothers because they have nowhere else to go; in homeless and/or domestic violence shelters; in transitional housing programs; on the streets; in abandoned buildings; in public places not meant for housing; in cars, trailers, and campgrounds; or awaiting foster care. Runaway and/or "throwaway" children and youth are also considered homeless under McKinney-Vento.

*The description above refers to people living "doubled - up".*

*What does that mean?* "Doubled-up" refers to people who are living with friends and relatives due to loss of housing, economic hardship, or a similar reason. However, families who have chosen to move into adequate housing situations with friends or relatives for reasons of cultural preference or convenience are not covered by McKinney-Vento.

*Are migrant students considered homeless under McKinney - Vento?*

Migrant students are considered homeless if they meet one or more of the definitions of homelessness under McKinney-Vento. However, migrant students should not be considered homeless simply because they are migrant.

*Are children in foster care considered homeless?*

No. The McKinney-Vento definition of homelessness includes children who are awaiting foster care placement only. Once children have been placed in foster care, they are no longer considered homeless.

**If you would like additional information on the rights of homeless students or you would like to notify us of a situation involving a homeless student, please contact the following Encore Academy Homeless liaisons:**

Alyssa Lanham  
School Social Worker  
[alanham@capitolencoreacademy.org](mailto:alanham@capitolencoreacademy.org)

Angela Hill  
Encore Academy Principal  
[ahill@capitolencoreacademy.org](mailto:ahill@capitolencoreacademy.org)

# MEDICAL POLICIES



## Medical Policies

### MEDICAL REQUIREMENTS

State Law and the Cumberland County Immunization Code require all students entering the Academy to provide evidence of having received the required immunizations for Diphtheria, Tetanus, Pertussis, Polio, Measles, Rubella, and Mumps, HIB shot, Hepatitis B, and Chickenpox or a signed statement that a child has not been immunized because of religious or other reasons. State Law and Cumberland County Immunization Code prohibit the Academy from admitting children without the required immunizations.

### INJURIES AND ILLNESS

Children should report all illnesses and injuries occurring in the Academy to their educator or supervisory personnel. Only immediate and temporary care will be given in the Academy. Parents will be notified by phone when a child needs additional care. If injury or illness is of an urgent nature, the local emergency services will be contacted. The school office will also notify the child's parent/guardian. Please use the following guidelines to determine when your child should return to school after illness:

- **Vomiting or Diarrhea** - When the child has been symptom free for 24 hours. If a student vomits or has diarrhea during the night or in the morning, keep the student home that day.
- **Flu symptoms** – When the child's temperature has returned to normal for 24 hours. This is a respiratory illness that usually starts suddenly with fever, headache, extreme tiredness, dry cough, runny or stuffy nose, and muscle aches.
- **Undiagnosed fever or rash** – When symptoms are gone for 24 hours.
- **Strep Throat or Scarlet Fever** – 24 hours after start of treatment.
- **Chicken Pox** – When old blisters have formed scabs and there are no new ones.
- **Conjunctivitis (pinkeye)** – When student has been treated with antibiotics for 24 hours.
- **Head Lice** – When head is treated and free of live lice or nits (eggs).
- **Scabies (body lice)** – 24 hours after start of treatment.
- **Impetigo** – When skin is clear or child has been under treatment for 24 hours.

By asking parents to follow these guidelines we hope to decrease the spread of infection and maintain a healthy environment for our students and staff. Please do not send medication to school with your child. All medication must be brought to the office by a parent/guardian along with a written medication administration form filled out by your physician. Your child's education and well being is our number one priority. If you have any questions, please feel free to contact the Health Office 910-433-3600.

### MEDICAL EXCUSES

A student may be excused from physical education and recess for one day with a note from parent/guardian. Extended excuses will be honored upon receipt of a physician's note. In the event of an extended excuse a physician's note may be required to return to physical education, recess, and after school activities.

### COMMUNICABLE DISEASES

Any student evidencing a rash, sores, or other physical problems with possibility of being contagious, the student will be sent to the office to be sent home. When a child is absent with a contagious disease or illness, the parent/guardian should notify the Academy office. In order for your child to be admitted back into the Academy, parents must comply with the Cumberland

County Health guidelines. Please contact the Academy office for further information.

### **ADMINISTRATION OF MEDICATION**

In accordance with Encore Academy's policy, no medication is to be in the student's possession at any time. Should children be required to take medication during the school hours, a form must be filled out by the physician indicating the name of the drug, the dosage to be taken and any other instructions that are necessary. The medication must be brought from the home by the parent/guardian or other responsible adult. The medication container must have the dispensing instructions noted on it. At school, the medication will be kept under lock and key and only the office staff will administer the medication. A record is kept of the medication that is administered to each child. A log will be kept indicating when each dose is administered to each child and signed by administering staff and when possible a witness. It is the responsibility of the High School student to come to the office to take the medication. If it needs to be distributed at a specific time during class, the parent must provide a physician's note to that specific classroom teacher.

*NOTE: Prescription inhalers and Epi-pens are not allowed in the student's possession at any time unless the Emergency Self Medication Authorization has been completed and turned into the main office. At no time should a student be sent to school with medication that does not follow these guidelines. Student's are not to self medicate while at school nor are they to possess medications to offer opportunity for other students to ingest and possibly overdose.*

### **ILLNESS AND ACCIDENTS**

If a child must go home because of an injury or illness, it is the parent/guardian's responsibility to pick up the child at school. When a situation appears to be life threatening, the staff will act on the side of caution and will call an ambulance. The cost of the ambulance is the responsibility of the parent/guardian. The situation becomes challenging if parents cannot be reached in the case of an emergency therefore, the emergency phone number becomes crucial since it is the first number the office attempts to contact.

### **POLICY FOR REPORTING SUSPECTED CHILD ABUSE**

In a perfect world, all children are loved, well cared for, safe, and treated with respect. Because our world isn't perfect, this is not true for some children. As educators and other Academy staff members, we not only have the privilege of teaching, learning from and getting to know our students, but we must take on the responsibility of listening to and helping them when they need us to. When there is reasonable cause to suspect child neglect or abuse the following policy will be followed.

#### **MAKE AN ORAL REPORT**

In accordance with the law, any Encore Academy employee who suspects child abuse or neglect will report it to Child Protective Services immediately. Suspicion can be based on many factors such as observations, bruises or marks, student report, and so on. The abuse does not have to be confirmed. After an internal investigation, the Cumberland County Department of Social Services will determine the correct course of action. The Department caseworkers will interview the student as soon as possible. Any Academy employee having knowledge of the incidents or concerns about the child on question should be prepared to share any such information with the child protection services caseworker or with any law enforcement personnel.

## Additional Information

**Complaint Procedure:** *If you have a disagreement with a teacher or the administration, you should make every attempt to settle the problem with that person, without involving others. Should it not be settled, the two should go to the next line of authority to arbitrate the difficulty (Teacher→Assistant Principal→Principal→Superintendent→Board of Directors). It is the goal of Encore Academy to respond to complaints and problems as soon as possible.*

### **BOOK BAG/LOCKER CHECK**

Random book bag and locker checks are to help prevent any illegal substances or weapons from being housed in the student possession. It is the responsibility of the school administration to check bags and lockers. The school administration may be assisted by the police and canine unit from time to time when conducting locker or personal bag checks. Encore Academy is not responsible for items that are stolen out of book bags or lockers. Students should never bring valuable expensive coats, jackets, jewelry, shoes, supplies etc. to school. Students are not allowed to share a book bag or house another student's belongings in their bag.