

Highlights and Changes in the 2017-2018 TCEA Student Handbook

Attendance

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

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

- 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).
- Students should arrive at school between 7:30 am and 8:00 am, however students will not be permitted to enter the building until 7:30am, unless they are in the before school program.
- 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.

Tardies/Absences

- Classroom doors shut at 7:51 am 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.
 - A letter will be sent to the student's parent/guardian on the **3rd** unexcused absence.
 - 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.
 - If the student reaches **10** absences, 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.

Before School Care

- 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.

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 and will be held from 3:30pm to 6:00pm. The program rates are \$15/day, \$65/week or \$225/month. Payment must be submitted in advance.

After School Dismissal

- Please refer to the carpool dismissal procedure for where your student can be picked up. 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.
- 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.



Second Chance Breakfast

- 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.

Lunch

- Each student will have twenty-five minutes to complete his or her lunch. The first ten minutes of every lunch are quiet "Eat & Think" time. Students are expected to follow the Lunch Room Behavior Code and respect all adults that are Encore staff or parent volunteers when enforcing this Code.
- Each student must have a prepaid account to purchase any items in the lunchroom. This can be prepaid online, through www.parentonline.net, or at the school by check or money order. The school **does NOT** accept cash.
- If a student does not have a positive balance in their account, they will be given a cracker pack and juice as a substitute for lunch.
- There are no refrigerators or microwaves for student use.

Cell Phones

- 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.

Friday Folders

- 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.

Uniforms

- Encore Logo Uniform shirts must be purchased by the school selected vendors. Approved uniform Monday-Thursday is an embroidered polo shirt or other school t-shirt.
- Dance Attire:
 - Capitol Encore Academy t-shirt (purple, green or white)
 - black leggings under shorts/skirt (girls)
 - black sweat/athletic pants or shorts (boys)
- 1st-8th Grade: Any uniform violation will cause student to move to next step
 - **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/or lose ability to participate in Spirit Day for remainder of the school year.



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)***

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.