



# ACS

**Alamance Community School**

*Find meaning, develop empathy, create solutions*

**ALAMANCE COMMUNITY SCHOOL**

**Parent Student Handbook**

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[www.alamancecommunityschool.net](http://www.alamancecommunityschool.net)

**Mission:** Alamance Community School is committed to helping students become engaged citizens by finding meaning in learning through exploring real-world problems and creating innovative and exciting solutions.

**\*\*DISCLAIMER:** *The information & policies in this handbook are subject to change, especially during COVID-19. ACS Families & Staff will be notified promptly of any modifications or changes. If this document/site is linked or bookmarked, please make sure to refresh the link.\*\**

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## School Essentials

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### Mission

Alamance Community School is committed to helping students become engaged citizens by finding meaning in learning through exploring real-world problems and creating innovative and exciting solutions.

### Alamance Community School Honor Code

The purpose of the Honor Code at School is to build a community of honor, empathy, respect, and trust among administrators, teachers, students, parents, and staff.

### Alamance Community School (ACS) Honor Code

As our mission states, we want all of our students and staff to be engaged and good citizens who value honor and empathy and demonstrate integrity each and every day. At ACS, we value empathy and trust, therefore we expect ACS students to serve and help members of our community by demonstrating a positive attitude and by respecting other people and school property on and off campus.

**Honor:** Having high moral standards of behavior; being judged by other people as possessing good qualities or character.

**Integrity:** Possessing the quality of being honest and fair.

**Lying:** Purposefully being dishonest or misleading to a fellow student, teacher, or administrator.

**Cheating:** Receiving unauthorized help on work; copying another person's work or answers on assessments. Asking other students to provide information such as questions posed or material covered on tests, quizzes or other assignments already taken or completed by the other student. Plagiarizing is a form of cheating:

**Plagiarism:** Passing off another's work or ideas as your own or intentionally failing to cite sources for information that is not widely known. Ignorance of proper citation procedures is not an acceptable excuse for failing to cite sources.

Plagiarism includes:

1. Excessive parental assistance on homework or projects.
2. Forgery or falsification of documents.
3. Lying, outwardly and/or by omission.
4. Aiding others who are violating the ACS Honor Code.
5. Taking property that does not belong to you without permission.
6. Not abiding by the rules and/or guidelines outlined by the ACS Technology Use Policy.

**Stealing:** Taking another person's belongings or ideas (plagiarism) without permission or providing proper citations.

**Disrespectful of People or Property:** Being rude, defiant, or unkind to another person; vandalism or misuse of school, student or staff property.

**Inappropriate Use of Technology:** Loading unauthorized programs or viewing non-approved websites.

### Student Honor Pledge:

"As a valued and honorable member of Alamance Community School, I promise to uphold the Honor Code of my school to promote honor, empathy, and integrity. I pledge not to lie, cheat, steal, be disrespectful of people or property or use technology inappropriately. "

Each ACS student is honor bound to report immediately all violations of the Honor Code of which the student has first-hand knowledge; failure to do so is itself a violation of the Honor Code. All students, staff, and other employees of ACS are responsible for familiarity with and support of the Honor Code. Any student or staff member may charge a student with a violation of the Honor Code. Charges are presented to the Managing Director/Principal or Assistant Principal. Hearings, administrative conferences and other proceedings regarding alleged violations of the Student Code of Conduct (including, but not limited to, allegations of violation of the Honor Code) shall be conducted in accordance with applicable North Carolina law.

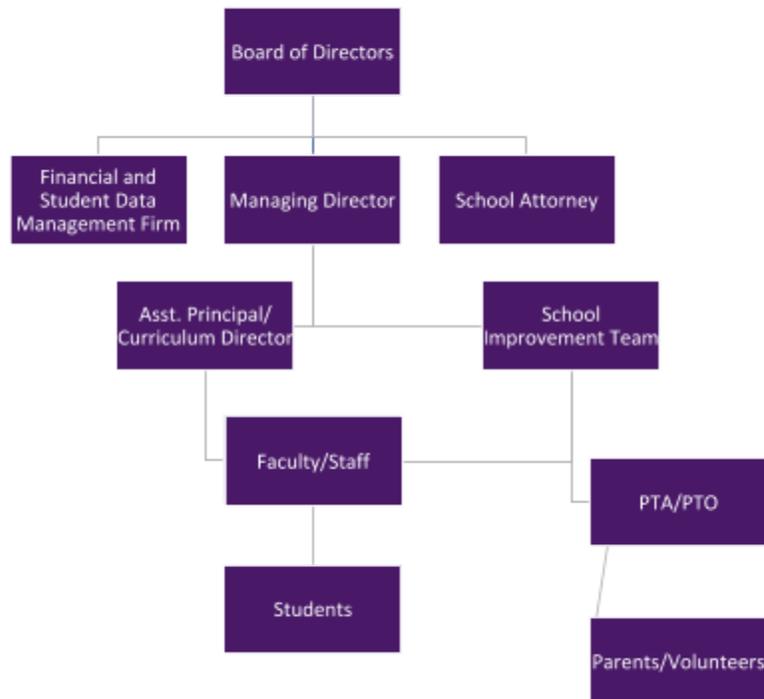
## School Governance

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### Board of Directors

ACS is a non-profit organization. As a non-profit, ACS is governed by the Board of Directors. In accordance with the bylaws, the Board of Directors has between five and nine members. The Board ensures that the school is achieving its mission, creates and follows board policies, oversees the strategic plan for the school, and approves and tracks the annual budget. The board is also responsible for the hiring and termination of employees at the recommendation of the Managing Director. The board usually meets on the third Monday of each month at 5:30 PM with the specific meeting dates available on ACS's website. All board meetings are open to the public and the agenda for each meeting will be posted on the School website three days in advance of all regularly scheduled meetings. Citizens may address the Board during the 30-minute period set aside for this purpose at the beginning of its regular action meeting. The Board Chairperson will grant 1- to 3-minutes to speak per person, depending on the number of citizens wishing to address the Board. Anyone who would like to make a public comment must email the Board Chair or Board Secretary 24 hours before a board meeting to request a spot on the agenda.

### School Organization Chart



## Non-Discrimination

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### Equal Education Opportunities

ACS provides equal education opportunities for all students and does not discriminate based on age, race, color, gender/gender identity, sexual orientation, religion, physical disability, family status, socioeconomic

background, national or ethnic origin, or any other protected class in the administration of its policies and programs. ACS adheres to the legal obligations and requirements under all state and federal laws, including without limitation, Title IX, section 504 of the Rehabilitation Act of 1973 and the Individuals with Disabilities Act Amendments of 1997, including identification, evaluation, and provision of an appropriate education.

### **Compliance with Other Laws**

ACS shall comply with all applicable federal and state laws and regulations, including but not limited to such laws and regulations governing employment, environment, disabilities, civil rights, children with special needs, transportation, and student records. ACS shall comply with § 115C-218.75 and meet the same health and safety requirements required of a local school administrative unit. ACS shall meet all applicable health and safety laws and regulations, whether federal, state or local. Neither the State Board of Education nor the local board of education assumes the duty to oversee the operations of ACS except as may otherwise be required to monitor the charter school for compliance with applicable laws and regulations.

## **Academics & Curriculum**

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### **School Calendar**

The Managing Director shall recommend and the Board shall adopt a school calendar by March 15th before the start of each school year and may present a calendar adoption for 2 consecutive years. The Managing Director or designee shall appoint a calendar committee to consider options and get feedback. The calendar shall comply with applicable laws concerning educational instruction time. ACS's calendar is available on the ACS website at <https://www.alamancecommunityschool.net/school-calendar>.

### **Academic Honesty**

Academic honesty is required by Alamance Community School and any form of academic dishonesty is a violation of the school's Honor Code. Academic dishonesty is defined as cheating; working with another person(s) without permission, copying someone else's work, sharing your work with others, unauthorized use of notes or books on examinations, tests or quizzes; giving or receiving information on examinations, tests, quizzes, classroom assignments, lab assignments, homework assignments or any other work without the approval of the instructor; forging a parent signature; and plagiarism. Plagiarism is defined as intentionally using another person's words, thoughts or ideas as one's own without proper citation. Any act of academic dishonesty could result in loss of credit for the assignment and/or other disciplinary action.

## **Academic Standards**

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### **Grading at School**

The policy of ACS is to strive for a consistent and fair evaluation of each student. To ensure the effectiveness of the policy, ACS believes that students' grades should reflect their academic performance. While attendance and behavior may influence a student's learning, they should be reported separately and not a part of the student's grade.

Teachers shall compare each student's performance against the standards and not against the performance of others. All assessments and assignments shall be aligned with the standards outlined by North Carolina's Department of Public Instruction. On-going assessments drive instruction. These assessments are tools that guide teachers in

their efforts to make instructional decisions, differentiate instruction and promote student learning at the highest level. ACS teachers use a variety of assessment techniques including project rubrics, performance-based tasks, anecdotal notes based on oral discussions and/or written responses, cooperative group work, portfolios, and the more traditional paper-and-pencil assessments.

Kindergarten – Fifth Grade students will not receive traditional letter grades on their report cards. However, they will receive a Standards Based Report Card. A Standards Based approach allows parents and students to understand more clearly ACS's educational program as well as strategies to support student success. Traditional grades often measure many different factors - how well students do in comparison to their classmates and/or how well behaved they are in class. Standards based evaluations measure how well an individual student is doing in relation to grade level standards and skills, not the work of other students.

Teachers use the results of the on-going assessments to determine a student's present level of performance and in relation to the mastery of grade level content. The report cards will provide meaningful and relevant information, detailing each student's social/emotional and academic development. In a Standard Based Report Card, grades reflect four levels of performance. They are: E - Exceeds grade level expectations with consistency and accuracy; S - Meets grade level expectations with consistency and accuracy; P – Making progress/developing- indicates the student is approaching and occasionally meets the standards for the current grade level; and C – Concern - indicates the student has not yet met minimum level standards.

A Middle School Grading Policy will be developed involving all stakeholders during the 2022 - 2023 school year before adding Sixth Grade.

### **Report Card Policy**

All ACS students will receive a Report Card three times per year - at the end of each Trimester marking period which is approximately 12 weeks long. A Progress Report will be distributed to families at the midpoint of every trimester.

Parents/Guardians of students with disabilities in the Exceptional Children's Program must also be informed of their child's progress toward his or her annual Individual Education Plan (IEP) goals at least as often as their non-disabled peers receive progress reports and report cards. A statement specifying the method and frequency of the progress of an EC student is reported and included in the student's IEP.

Kindergarten – Fifth Grade students will receive a Standards Based Report Card. Please see the ACS Grading Policy for more information regarding the Standards Based Report Card.

### **Student Promotion Policy**

**Students at ACS are required to meet applicable promotion standards. Promotion decisions are based upon multiple criteria as mandated by current state law and State Board of Education policies. What follows is a summary of processes reflective of required standards. In the event these procedures and state policy differ, state regulations will take precedence. North Carolina General Statutes § 115C-83.7., § 115C-83.9**

**Promotion decisions shall be based on promotion criteria as defined by current State Board of Education policy. The Managing Director/Principal has the authority to promote or retain students in accordance with state and the school's promotion standards. North Carolina General Statutes § 115C-83.7., § 115C-83.8, § 115C-83.9, § 115C-105.41**

**The Managing Director's decision is to be data based using multiple criteria including benchmark and summative assessments (local and state), portfolios and artifacts in order to support promotions and retention decisions. The sole use of state and/or federal mandated assessment results for promotion decisions is prohibited.**

### **Student Retention Policy**

Students at ACS are required to meet applicable promotion standards. Promotion and retention decisions are based upon multiple criteria as mandated by current state law and State Board of Education policies. The goal is for all students to master the grade level material each year. The teachers at ACS will be responsible for assessing each student throughout the school year in order to track their progress towards mastery and keeping records of such progress.

If a teacher has a concern about a student's academic progress or behavior they will bring the concern directly to the Student Assistance Team, which is also called the Multi-Tiered System Support (MTSS) Team. The MTSS Team includes the School Counselor or MTSS Director, the general education teachers, the Managing Director and/or his/her designee.

The MTSS Team will discuss the teacher's concern and will then create an intervention plan. The teacher will communicate the details of the plan with the parents. If a teacher has a concern about the promotion of a student, the teacher will communicate their concern to the MTSS team. If necessary, the teacher, parent, student and MTSS team will meet to discuss the details of the student's academic progress and an additional intervention plan will be put in place.

Any student being considered for retention must have already been referred to the MTSS Team. At the end of the school year, the Managing Director will review all of the data in the student's file and a final decision will be made about promotion or a "gift of time" (retention) for the student.

Pursuant to state law, third graders who fail to achieve reading proficiency may not be promoted unless a statutory exception applies. Parents of impacted students will be informed of the law's application. Any parent who wishes to learn more about this law and its application should contact their child's third grade teacher, the Curriculum Director, or the Managing Director.

The Managing Director/Principal has the authority to promote or retain students in accordance with state and the school's promotion standards. North Carolina General Statutes § 115C-83.7., § 115C-83.8, § 115C-83.9,§ § 115C-105.41

### **State Testing & Accountability**

All ACS staff will follow the ACS Testing Security & Materials Policy and Plan. All ACS students in grades 3-8 will take the North Carolina required state tests. These tests include the following:

- 3<sup>rd</sup> Grade- Beginning of Grade test (BOG) for reading
- 3<sup>rd</sup>-8<sup>th</sup> Grades- End of Grade tests (EOG) for reading and math
- 5<sup>th</sup> & 8<sup>th</sup> Grade
  - Science EOG
  - Math I EOC (if applicable)

## Curriculum

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Alamance Community School will follow the NC Standard Course of Study <http://www.dpi.state.nc.us/curriculum/> for English Language Arts, Mathematics, Science and Social Studies. These standards outline state, national, and international benchmarks for achievement for all students. Teachers at ACS help students realize these achievement goals through research-based and developmentally appropriate methods and best practices in education. Effective classroom instruction in all subject areas at all grade levels includes the use of small group activities, project-based learning, classroom workshops, integrative units, authentic experiences and reflective and formative assessments.

### **Reading Workshop, Phonics, & Word Study**

ACS will use the NC Standard Course of Study in Reading and follow the Reading Workshop Model from Teachers College at Columbia University and will use the Fountas and Pinnell *Guided Reading Mini-Lessons Book* in addition to the Fountas and Pinnell Phonics & Word Study curriculum. In Reader's Workshop, students will develop strong reading skills through the use of: Mini-lessons, Small guided reading groups, Read alouds, Conferencing, Independent reading, Literature response, Purposeful share, and Literacy workstations.

### **Writing Workshop**

ACS will use the NC Standard Course of Study in Writing and follow the Writing Workshop Model from Teachers College at Columbia University. In Writer's Workshop, students are invited to live, work and learn as writers. Students learn writing craft techniques and to observe their lives and the world around them while collecting, drafting, revising, editing, and publishing. Students are given time to write, applying the skills and strategies they've learned to their own writing projects. As students write, the teacher provides feedback. Feedback is given through one-to-one conferences and small group instruction, and includes instructional compliments and teaching.

### **Math Workshop**

We will use the NC Standard Course of Study in Math and follow a Math Workshop Model. We will pull from multiple resources to meet the math standards, including *Math in Practice* by Sue O'Connell, math talks, math tasks, and the NCDPI math resources. First, students will have a math mini-lesson. Next, students rotate through math workstations, including a small-guided math group with the teacher on the student's instructional level.

### **Project Based Learning/PBL**

Project Based Learning/PBL at ACS can take many forms. All of our extensive grade level projects will be aligned with the NC Essential Science and Social Studies standards and encompass many subject areas, connecting multiple fields of thought, and span most of the trimester.

Other projects might be a "passion" project, a topic that the teacher and students want to investigate further. "Passion" projects are usually a couple of weeks in length. Field experiences (field trips) and guest experts are key components in Project Based Learning (PBL) and are a part of ASC's project work curriculum. All projects, however, offer rich educational experiences in which children are engaged in meaningful work that matters to them through tasks and inquiries designed to meet educational standards. Meaningful projects have several key components:

- ❖ A need to know that provides an authentic reason for learning
- ❖ A driving question to focus investigations and provide purpose and challenge
- ❖ Student choice among options for learning and presentation
- ❖ 21<sup>st</sup> century skills including collaboration, critical thinking and technology
- ❖ Opportunities for inquiry and innovation
- ❖ Opportunities for achieving best work through feedback, revision, and reflection
- ❖ Public exhibition of work

Through these experiences, students practice and develop the habits of mind and characteristics of life-long learners including persisting, thinking flexibly, striving for accuracy and precision, questioning and posing problems, creating, imagining and innovating, and thinking interdependently.

### **Responsive Classroom**

At ACS, we will use a system of classroom management called Responsive Classroom (RC). RC's main goal is promoting optimal student learning and creating a caring community of students and staff. It is a research-based program that shows students learn best when they feel safe, challenged, and happy. The main components of RC are Morning Meeting, Hopes and Dreams, Rule Creation, Guided Discovery, and Logical Consequences. During the first six weeks of school, students spend time learning the rules, routines, and procedures that will foster our students as independent learners and will help our classrooms run smoothly. Morning Meeting is an opportunity to connect with classmates and build a strong classroom community. Morning Meeting, students will gather on the carpet and have time to greet each other and share any news they might have. In addition, students will work together to create a set of classroom rules that encourage responsibility and kindness. When children are involved in setting the standards for their classroom behavior, it is more meaningful to them. Guided Discovery allows students to explore new materials and classroom activities in an organized fashion, under the guidance of the teacher. The use of Guided Discoveries will help to make sure that students know how to properly care for materials in their classroom. Sometimes students make choices that are not acceptable. When this happens, we will use Logical Consequences; we will respond to the student's misbehavior in a way that encourages the student to correct the situation and learn from their mistakes without losing their dignity.

### **Specials**

Students rotate through specials' classes to gain exposure to other disciplines and enrich their experiences. Specials are: Art, Music, PE, Science, and Lego/Engineering.

### **Services for Academically or Intellectually Gifted Children**

ACS utilizes a differentiated curriculum model for all students. By implementing a workshop model in reading, writing, and math, having small guided reading and math groups based on a student's instructional level in reading and math, individual writing conferences that focuses on each student's needs in writing, in addition to the differentiated literacy and math work stations, the ACS teachers are able to meet every student's individual needs within the classroom.

However, the school administration and the classroom teacher shall develop an ACS AIG plan or ACS Differentiated Education Plan (DEP) to meet the needs of currently identified academically or intellectually gifted (AIG) students attending ACS and to provide appropriate educational services to such students.

During the first year of operation (2020-2021), ACS DEP's will be developed only for currently identified AIG students. The administration shall include parents/guardians, members of the school community, community representatives, and other appropriate persons in developing the plan.

During the second year of operation (2021-2022), the administration will consult with the Board of Directors to determine if a formal AIG Plan needs to be submitted to the State Board of Education. If the Board decides that a formal AIG Plan should be submitted, the school administration will appoint a committee of teachers, administrators, parents, and community members to develop and write a plan. The plan would be presented to the Board for review and approval during the 2022-2023 school year and submitted to the State Board of Education for final approval.

## Student Records

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All student records shall be up-to-date and shall be maintained with appropriate measures of security and confidentiality. ACS abides by the Family Educational Rights and Privacy Act of 1974 (FERPA) with regard to the procedures for inspection, review and disclosure of student records as set forth in 20 U.S.C. § 1232g, 34 C.F.R. Part 99. Records protected by this policy include any recorded information directly related to a student and maintained by ACS. Student records do not include the records of school personnel that are in the sole possession of the maker and which are not accessible or revealed to any other person except a temporary substitute for the person who made the record.

The official record shall contain, as a minimum, adequate identification data including date of birth, attendance data, grading and promotion data, and such other factual information as may be deemed appropriate by the ACS board. The official record of each student enrolled at ACS shall be permanently maintained in the files until after the student graduates, or should have graduated, from high school. Student official records will also contain any notice and notice of any suspension of more than 10 days (long-term suspension) or exclusion and the conduct for which the student was suspended or excluded. Each student's official record also shall include notice of any long-term suspension or expulsion imposed pursuant to G.S. 115C-390.7 through G.S. 115C-390.11 and the conduct for which the student was suspended or expelled. The Managing Director or the Managing Director's designee shall expunge from the record the notice of suspension or expulsion if the following criteria are met:

- the student graduates from high school or is not suspended or excluded during a two year period following the student's return to school after the suspension or exclusion;
- the Managing Director determines that maintenance of the record is no longer required to maintain safe and orderly schools; and,
- the Managing Director determines that the maintenance of the record is no longer needed to adequately serve the student.

The Managing Director shall expunge a notice of long-term suspension or exclusion from the student's record if all of the above criteria are met and a request for expungement is made by a parent, legal guardian, custodian, student who is at least 16 years old or student who is emancipated. Additional rights of parents and eligible students concerning a student's special education records are explained in the Handbook on Parents' Rights and the North Carolina Policies Governing Services for Children with Disabilities.

ACS will adhere to all federal laws relating to maintaining student files. The following information regarding The Family Educational Rights and Privacy Act (FERPA) comes from the US Department of Education website (<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>).

### Student Records Request & Withdrawal Procedures

North Carolina Public Schools, along with ACS, use an electronic student database. Once a student is registered to attend another school, a request is sent to ACS, and records are released to the school. Once we receive a student record request, the student is dropped from our enrollment and the position is filled with another student.

## FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents and eligible students have the right to inspect and review the student's education records maintained by the school. ACS is not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. ACS may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If ACS decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, ACS must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows ACS to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

ACS may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. If a parent would prefer that ACS not release directory information about his/her student, s/he must inform the Managing Director in writing.

ACS employees, contractors and volunteers are exposed to confidential information daily. Information concerning children and their families should be treated as confidential information, including personally identifiable information from students' education records. The ACS staff with access to this information do not have the right to give this information to anyone who does not have a legitimate professional reason for access. Teachers or other staff members can be held liable for the individual release of information. Staff members are not permitted to discuss information about their students in open areas or where parents or other students have access. Anything said in meetings discussing students is considered confidential.

A student's name should not be placed in the subject box of an email. Their names should also be treated as confidential. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

If you have questions regarding FERPA or have received a request for educational records, please contact the Managing Director. See FERPA: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

## Right to Know Under the Every Student Succeeds Act

Parents of students have the right to know the professional qualifications of ACSs classroom teachers. Parents can ask for certain information about their child's classroom teachers, and ACS will give this information to parents in a timely manner if they ask for it. Specifically, parents have the right to ask for the following information about each of their child's classroom teachers and ACS:

- Whether the State Department of Education has licensed or qualified the teacher for the grades and subjects he/she teaches
- Whether the State Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances
- The teacher's college major
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees
- Whether any teachers' assistants or similar paraprofessionals provide services to their child and, if they do, their qualifications
- The School Improvement Plan
- Qualifications of your child's teachers
- Professional development opportunities for teachers and assistants to ensure highly qualified personnel
- Opportunities for parent involvement and input
- The Title I Parent Involvement Plan (if applicable) and School Parent Involvement Plan
- School Report Card

## The Protection of Pupil Rights Amendment

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights concerning student privacy, parental access to information, and administration of physical examinations to minors. These include the right to:

- Consent before students are required to submit to a survey, which is funded in part or in whole by a program of the U.S. Department of Education, that concerns one or more of the following protected areas ("protected information survey"):
  1. Political affiliations or beliefs of the students or student's parent
  2. Mental or psychological problems of the students or the student's family
  3. Sexual behavior or attitudes
  4. Anti-social, demeaning, illegal, or self-incriminating behavior
  5. Critical appraisals of others with whom respondents have close familial relationships
  6. Legally-recognized privileged relationships, such as with lawyers, doctors, or ministers
  7. Religious affiliations, beliefs, or practices of the students or parent
  8. Income, other than as required by law, to determine program eligibility
- Receive notice and an opportunity to opt a student out of the following:
  1. Any other protected information survey, regardless of funding
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the School or its agent, and not necessary to protect the immediate health and safety of the students (except for hearing, vision, scoliosis, or any other physical exam or screening permitted or required under state law)
  3. Any activity involving the collection, disclosure, or use of personal information or the marketing, selling, or distributing of such information to others
- Inspect the following, upon request and before administration or use:
  1. Surveys created by a third party before their distribution by ACS to its students
  2. Instruments used to collect personal information from students for marketing, sales, or other distribution purposes
  3. Instructional material used as part of the educational curriculum

ACS will both directly notify parents of the specific or approximate dates (if such events are planned and/or scheduled) of the above activities and provide an opportunity to opt a student out of participating in them. Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, D.C. 20202-5920

## School Attendance

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At ACS, every day is essential to the learning process; therefore we encourage every student to be at school every day. Students are responsible for collecting and making up any work that they missed while they were out of school. Parents may arrange to either pick up work in advance of a planned absence or can come by the school after an absence to pick up the child's work.

### Compulsory Attendance

Every parent/guardian or other person of a child between the ages of 7 and 16 years enrolled at Alamance Community School, or a child younger than seven if enrolled in school, shall cause such child to attend school continuously for a period equal to the time which ACS shall be in session. No person shall encourage, entice, or counsel any such child to be unlawfully absent from school. The parent/guardian or custodian of a child shall notify the school of the reason for each known absence of the child.

### Lawful Absences

Absences are considered Excused Absences in accordance with State law and will be excused for the following reasons:

1. Illness/injury
2. Quarantine
3. Death of an immediate family member
4. Medical or dental appointments (a note from doctor/dentist office is required to verify appointment)
5. Court proceedings
6. Religious observance
7. Inclement weather

Absences must be documented and lawful in order to be considered excused. Please do your best to inform the school of your child's absence by emailing the Administrative Assistant by 9:00 am. A hard copy of the excuse may also be given to the office or child's teacher upon the student's return. At any point in the year that a student's excused absences are for an illness or injury, the Managing Director/Principal may require a statement from the student's physician in order to excuse future absences. Unexcused absences will be handled in the following manner:

### Grades K – 8:

Number of Unexcused Absences	Follow Up
0-4	No Action
5-9	Letter sent home; Intervention conference with parent/student and the School Counselor/MTSS Director
10+	Required conference with Administration including the Managing Director and discussion

	regarding potential action in court for truancy violations as well as involvement of the Department of Social Services
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### **The Ten-Day High School Attendance Policy**

(This policy is in place to clearly identify the School's policy for dealing with a middle school student taking a high school level course and is interested in dropping a course after the School year has begun.) *A high school course consists of ninety (90) class meetings. The following shall result in denial of credit for a high school course: Ten (10) unexcused absences; Twenty-three (23) overall absences.*

### **Student Chronic Absenteeism**

Student chronic absenteeism is a risk factor for adverse student outcomes. "Student Chronic Absentee" is a student who is enrolled in a North Carolina public school for at least 10 instructional days at any time during the school year, and whose total number of absences is equal to or greater than 10 percent of the total number of days that such student has been enrolled at such school during such school year. Student chronic absenteeism refers to missing an excessive number of instructional days, for any reason— excused, unexcused, disciplinary – that a student is at risk of falling behind.

### **Daily Attendance**

To be marked present for the day, a student must be present for 50% of the day. However, attendance to each class may affect whether or not a student receives credit for the course (see the "Ten-Day High School Attendance Policy, above).

### **Make-Up Work for Absences**

Students are responsible for, and they are permitted to, make up all work missed during absences. All work must be made up unless the teacher or an administrator determines that extenuating circumstances would support an extension of time. At the elementary level, the teacher will work with the student and the parent for making up missed assignments, quizzes and tests and completing them within a specified time period. Generally, no homework assignments will be given out prior to a student's pre-planned absence (i.e. trips). Students who are absent due to a suspension from school will be provided an opportunity to complete work and take any tests that were missed.

At the middle school level, the student is responsible for finding out which assignments, quizzes and tests were missed and completing them within the specified time period. Also, any student with 20 or more absences in one or more classes during a school year is subject to failure of the grade. For high school level coursework, any student with 10 or more absences in any class in a school year is subject to failure of that class. If the Managing Director determines that retention or failure of a high school course is necessary based on attendance, the parent/guardian and student will be notified in writing. The parent/guardian or student shall have ten (10) school days from the date of receipt of such notification to appeal the Managing Director's decision pursuant to the School/Parent Grievance Procedure.

### **Tardy/Late Pick-up Policy**

Students are expected to arrive at school on time. Students are considered tardy if they are not in their classroom by the beginning of the school day. Tardiness is only excused for medical and dental appointments or to comply with court ordered attendance at a legal proceeding. In all such instances, for the tardy to be excused proper documentation is required. Students tardy due to illness will only be excused with parent communication – verbal (in person or over the phone) or via written note. All students must be supervised at all times while on campus. Parents who arrive after the carline has ended at 3:45 infringe on the time of the classroom teacher or ACS staff who must change their afternoon schedule to accommodate. Though emergency late pick-ups are understandable, routinely

picking up students late will receive the same consequences as tardies. Tardies and Late Pick-ups will be tracked by the classroom teacher, the Administrative Assistant, the Counselor/MTSS Director, and the Managing Director. The table below outlines the consequences for tardiness or late pick-ups.

Students will be sent to the ACS/Genesis Athletics after care program if their parent/guardian is late picking them up in the afternoon. Though emergency late pick-ups are understandable, routinely picking up students late will result in an aftercare charge. For students not picked up in the afternoon carline by 1:50 on Mondays and 3:50 Tuesday - Friday, will be taken to the ACS/Genesis Athletics after care program. For the first late pick up, there will be no charge. For the second late pick up, there will be a \$5.00 charge. For the third late pick up there will be a \$10.00 fee. Subsequent late pickups, parents/guardians will be charged an after care fee to be determined by how often this occurs and how late the student is picked up.

Number of Occurrence(s)	Action to be Taken
0-4	<b>No Action</b> *Late pick-ups (2nd time -\$5.00 fee 3rd time-\$10.00 & additional late pick-ups will be charged an after care fee)
5-9	*Tardy Letter home to parent/guardian and student. *Late pick-up may need to have a conference with an administrator.
10-19	<b>Required conference with the Attendance Committee that includes the Classroom Teacher, the Assistant Principal, and the School Counselor/MTSS Director</b>
20+	<b>Parent/guardian and student required to conference with the Managing Director. The Managing Director will determine next steps.</b>

### Early Dismissals from School

Early dismissals from ACS are considered tardies and are subject to the Attendance and Tardy policies above. Please remember, teachers are still instructing in the classrooms until the end of the school day and early dismissals interrupt instruction. We encourage parents to make appointments for their child outside of school hours; however if you must pick your child up from school early please notify your child’s teacher and the front office by emailing the teacher and administrative assistant in advance. Parents must sign students out in the main office.

The latest time a child may be picked up for early dismissal is 30 minutes prior to the regular dismissal time. Please schedule appointments accordingly and be mindful that students may not be dismissed after these times.

### Partial Attendance for Extracurricular and Special Event Participation

Students must be present at school for at least half of the school day in order to participate in any extracurricular activities. The same applies for special events. Students must be considered present the day of the special event or evening student activity to participate in the event.

## School Operations

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### School Hours

#### **Monday: 8:15 - 1:15**

\*There will be a 2 hour Monday Early Release for staff professional development, planning, and vertical alignment every Monday. Students can go to after school care, go home, or attend an after school enrichment activity.\*

#### **Monday Morning Carline Drop-off/Arrival: 7:45 – 8:15**

#### **Monday Afternoon Carline Pick-up/Dismissal: 1:15 – 1:45**

#### **Tuesday - Friday: 8:15 - 3:15**

#### **Tuesday – Friday Morning Carline Drop-off/Arrival: 7:45 – 8:15**

#### **Tuesday – Friday Afternoon Carline Pick-up/Dismissal: 3:15 – 3:45**

The Alamance Community School calendar shall comply with applicable laws concerning educational instruction time. ACS shall follow the minimum of 1,025 hours of instruction guideline set forth by 2012 Senate Bill 187 (Session Law 2012-145), applies beginning with the 2013-2014 school year, rewrites a portion of the calendar law (General Statute 115C-84.2). Legislation: Session Law 2012-145, Senate Bill 187, Section 7A.11 regarding that charter schools must meet the requirements of 185 days or 1,025 hours of instruction.

Alamance Community School will operate on Monday: 8:15 - 1:15 and Tuesday - Friday: 8:15 - 3:15. There will be a 2 hour Monday Early Release for staff professional development, planning, and vertical alignment every Monday. The ACS Board believes in life-long learning, not only for students, but also for the ACS staff. The Monday Early Release Days are critical for ongoing professional development and planning for all staff to effectively implement the ACS curriculum. On the Monday Early Release Days, students can go to after school care, go home, or to an after school enrichment activity.

### Arrival and Dismissal

Please refer to the maps and procedures on our website which will be updated as needed each year before the first day of school.

### Carline Etiquette and Reminders

- This year, all families and staff are new to ACS and they may not understand all of the traffic logistics. Be prepared that there will be “kinks” and “tweaks” we will need to make during the first couple of weeks to ensure safety and efficiency.
- Be prepared that the first couple of weeks in the carline will take longer as everyone learns the procedures and patterns.
- As we all learn the ACS carline procedures and patterns together, we do not want our first experiences and interactions at ACS to be unpleasant. So, please be kind!
- We ask that after the first week of school that all students are being dropped off and picked up through the carline to ensure safety and efficiency.
- All students need to be ready to “pop” right out of the car in the morning carline with backpacks already on their shoulders and lunch boxes, etc. in their hands.
- As you are pulling into your unloading zone in the AM, teach your child to unbuckle quickly so they are ready to get out of the car once it stops.

- Parents are not to get out of their car to unload and load their child. Parents may pull up and over to the side in a designated area and assist their child, if needed.
- The student's car seat needs to be behind the passenger seat so that the child can unload quickly and doesn't have to climb over other passengers in the car.
- Do not block the crosswalks or the entrances in AM and PM carline. We need to keep the crosswalks open so students and staff can cross safely and the entrances and exits are open so cars or emergency vehicles can enter and exit.
- DO NOT use your cell phones during the carline. This means no talking, texting, or checking emails/Facebook. If one of our carline staff sees you on your cell phone, they will ask you to put up your phone, or to pull around to the front office to drop off or pick up your student.
- Please be kind to all staff, parents, students, and volunteers in the carline. Everyone is working very hard to ensure that the carline is as quick as it can be and that it is safe!
- Do not cut in front of someone to avoid having to wait in the carline. This type of behavior is inconsiderate and often makes the driver that has been following the rules and waiting their turn very angry.
- Please be understanding and respectful to our carline staff if they notice that you or another driver is breaking one of the carline rules. We are doing this to ensure that our students and drivers are safe!! Our goals are to make the carline safe, quick, and efficient!

### **Third Party Rides**

Consistent with ACS's policies, parents and guardians must provide ACS with the identity, by name, of persons permitted to pick up their children from school and students will only be released to such designated individuals. ACS does not condone students leaving campus in third-party car services and, specifically, ridesharing services whose own policies explicitly prohibit minors from using them such as Uber and Lyft. ACS will not allow any student to be picked up from school in a third-party car service, such as Uber or Lyft, unless a parent/guardian is in the car, and will turn away such ride sharing services from the school.

### **Dress Code**

The purpose of the ACS dress attire policy is twofold. As an aspect of a student's personal education, it helps develop positive self-image and promotes a sense of personal responsibility. As an organizational benefit, this policy keeps our focus on the academic process, minimizes disciplinary disruption and assures the safety of our students. In this context, student dress should demonstrate modesty, be appropriate to an academic setting, and contribute to a sense of school pride.

Presenting a bodily appearance or wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive or obscene, or which endangers the health or safety of the student or others is prohibited. Examples of prohibited dress or appearance include - but are not limited to - hats and headgear of any kind, exposed undergarments or cleavage; excessively short or tight garments; bare midriff shirts; strapless shirts; attire with messages or illustrations that are lewd, indecent or vulgar, or that advertise any product or service not permitted by law to minors; see-through clothing; any adornment such as chains or spikes that reasonably could be perceived as or used as a weapon; or are reasonably likely to create a substantial and material disruption to the educational process or to the operation of the school, including but not limited to items that are reasonably expected to intimidate other students on the basis of race, color, national origin, sex, gender identity, sexual orientation, disability, age, religious affiliation or other protected category.

The Managing Director/Principal shall exercise appropriate discretion in implementing this policy, including making reasonable accommodations to these rules for religious, cultural, or medical reasons.

If a student's dress or appearance violates this dress code it will result in a level 1 infraction and students may be required to change. Dress up days are encouraged for project celebrations, special events and other occasions as noted on the calendar and directed by school leaders.

### **College Day & ACS Spirit Day:**

To promote school spirit, we will have College Day on Thursdays and ACS Day on Fridays. College Day Thursdays are days that all staff, students, and parents can wear their favorite college apparel. Beside classroom and office doors, we will display small signs stating where our staff attended college/university. We hope these activities will promote great conversations about different colleges and college attendance. Last, but not least, every Friday is ACS Spirit Day! All are encouraged to wear their ACS apparel and/or our school colors of purple and gray to show school spirit and pride!!

### **Field Experiences/Trips and Overnight Trips**

Field experiences/trips are an important part of enhancing a student's learning experience. ACS provides field experience/trip opportunities that provide academic value or community building time for our students. Teachers plan field experiences/trips to reinforce or extend the curriculum, provide an engaging way to learn new material, and enhance Project-Based Learning (PBL). Field trips/experiences must include all students and are never planned as rewards or incentives. Field experiences/trips are an extension of the instructional day and are an essential part of our PBL and empathy/service curriculum.

Often parents volunteer or are asked to be chaperones for a field experience/trip. Due to the responsibilities of a chaperone to supervise the students in their care, we are not able to accommodate bringing additional children that are not in the designated class. Therefore, parent chaperones are not to bring siblings that are not in the designated class.

No ACS student will be permitted to leave a field trip early except in the case of an emergency or unless requested by a member of the ACS staff for disciplinary reasons. All students must remain with the group for the duration of the field experience/trip.

Students and families should be aware that any student who chooses to participate in a school-sponsored field trip is subject to search of their room or belongings if there is a reasonable suspicion that the student may be in violation of school policy or law. Local law enforcement may also be called to investigate if there is a belief that the student's behavior violated the law. Students who have been involved in serious disciplinary action may lose the opportunity to participate in future field trips scheduled in the same school year.

### **Overnight Trip Parent and Student Expectations**

Overnight trips are optional for all students. Students not in good academic and behavior standing will not be able to attend trips as they are offered. Deposits and payments made towards trips are nonrefundable as vendors are paid well in advance of trips and will not refund the money to the school. Student accommodations will be made on trips per the student's IEP or 504 Plan, but special accommodations for dietary requests, rooming preferences, and parent or student desires will not be honored. If students are unable to participate on the overnight trip without accommodations identified in their 504 Plan or IEP, the parent must attend the trip at their own cost and provide any accommodations that are needed.

### **Personal Items**

The School will not accept responsibility for the personal items of students. We expect students to leave belongings that are not necessary for their education at home. Any personal items that staff members judge to be unsafe, inappropriate for ACS, or interfering with students' educational focus will be confiscated and held in the office or

remain in the possession of a staff member until the parents retrieve them. Such items may be subject to search. ACS shall not be responsible for any items lost or damaged while in its possession.

### **Destruction of School Property**

A student shall not intentionally cause or attempt to cause substantial damage, as determined by school officials, to school property or steal or attempt to steal school property either on school grounds or during a school activity, function or event off of school grounds. Damage or theft involving school property will result in disciplinary action up to and including exclusion from school. The parents or guardians will be asked to pay for the property that the student has damaged or destroyed. Students who have outstanding fines may be prohibited from all non-required activities (i.e. athletics, dances, parking, field trips, etc.)

### **Student Deliveries**

To protect the integrity of the classroom environment, we do not accept the delivery of flowers or gifts for students in the main office. In addition, every effort should be made to refrain from dropping off forgotten items. We believe in encouraging student responsibility and would encourage parents not to come back to the school with forgotten items unless absolutely necessary.

### **Inclement Weather & School Closing Procedures**

Given that many families and staff will drive to the school from various parts of Alamance County and surrounding counties, ACS will follow the Alamance Burlington Public Schools Inclement Weather Policy in the event of inclement weather. Alamance Burlington Public Schools has the resources and personnel to determine if the roads in Alamance County are safe to travel. The Managing Director will make all decisions regarding school delays or closures due to inclement weather. The Managing Director will consult with the Board for all other school closings. ACS may or may not follow the direction of Alamance Burlington Public Schools as it relates to other types of school closures. School cancellation or a delayed opening will be communicated through an email to all parents and staff. The information will also be posted on our website and text messages will be sent via School Connects for anyone that has signed up to receive them. Because ACS has built in additional instructional school hours over the state minimum requirement of the 1025 instructional hours, ACS may not have to make up some of the inclement weather days. The Managing Director will inform the parents, students, and staff if the school is required to make up a missed school day.

Additionally, the Managing Director has the ability to call for an early dismissal if there are concerns about the road conditions or the safety of the children. Parents should ensure that their emergency contact information is updated for communication regarding inclement weather delays.

### **Posting or Publishing Student Pictures and Information**

Parents, employees and volunteers shall not post any pictures of students on Facebook, Twitter, Instagram or any other form of social media or on the internet unless the Managing Director or Principal has approved such posting. This applies to all ACS functions, whether or not conducted on school property, including field trips. Nothing in this policy shall prohibit a parent from taking and posting pictures of their own child, provided no other students are featured in such pictures. ACS reserves the right to post pictures and images of current and former students on its website, official Facebook page or for any other school purpose. Parents who do not wish to allow ACS to use their child's picture or image must fill out the Publicity Consent Form and turn it into the front office.

### **Gender Equity Policy (Title IX)**

ACS certifies compliance with Title IX of the Education Amendments of 1972, as amended, 20 U.S.C 1681 et seq. (Title IX), and its implementing regulation, at 34 C.F.R. Part 106, which prohibits discrimination based on sex.

ACS, as a recipient of federal financial assistance from the United States Department of Education, is subject to Title IX and does not discriminate based on gender in employment or any educational program or activity it operates.

Complaints or grievances regarding discrimination and harassment based on gender should be delivered in writing to the Managing Director (unless the complaint or grievance involves the Managing Director, in which case it should be delivered to the Chair of the Board of Directors) and should provide specific details regarding the event, the date of the event, and the parties involved. The complaint will be considered confidential and will be expeditiously investigated by the principal with the assistance of ACS's legal counsel as necessary and appropriate. ACS's comprehensive policy on Title IX complaints is set forth in the Student Discrimination, Harassment and Bullying Policy below.

### **Free and Reduced Price Lunches**

Application forms for free and reduced-price meals, along with any explanatory materials, shall be sent to all students' homes by the administration during the first week of school. Additional copies shall be made available in the Counselor's office. The information provided on each application is confidential, and may be used only for the purpose of determining eligibility for free or reduced-price meals. Applications may be submitted at any time during the school year. In certain cases, foster children may also be eligible for these benefits. If a family has foster children living with the family and wishes to apply for meals, the family should be directed to contact the school principal.

The Managing Director or designee shall review all applications for free or reduced-price meals and determine eligibility. Eligibility forms are to be signed by the Managing Director or designee.

### **Emergency Data**

Every family must complete the Emergency Information form during the first two weeks of school. Please communicate any changes to the information throughout the year by emailing the front desk administrator with changes.

The Emergency Information form includes the following information:

- Home address
- Home phone number
- Alternate phone numbers (work, cell)
- Names and phone numbers of people we are authorized to contact in case of an emergency
- Names and phone numbers of people who are authorized to pick the student(s) up from school

### **Instructional Time**

Every minute of instructional time is valuable at ACS, so we do not allow class time to be interrupted. If you need to speak to your child's teacher, you must make an appointment ahead of time. No visitors will be given access to any classroom unless the visitor has made prior arrangements for their visit.

### **Fundraising**

**Purpose: To provide parameters to ensure all fundraisers conducted at School are directly related to assisting ACS and/or enhance learning opportunities.**

In order to foster an environment that is focused on learning and student growth, ACS will only allow fundraisers that are directly related to school improvement, school community development or learning enhancement.

*Approval:* All fundraisers must be approved by the school administration prior to implementation.

*Frequency:* There may be no more than two school-wide fundraisers conducted each semester of the school year.

*Purposes of Fundraising:* The following are acceptable fundraising purposes:

- Fundraisers where proceeds go directly towards enhancing ACS facilities or other budget needs.
- Fundraisers where proceeds reduce field trip costs or other student costs as they pertain to school-related opportunities.

- Fundraisers for charities or causes will only be conducted if there is a direct tie to a school service project in which ACS students are involved.

*Restrictions:* The following are to be avoided in the context of any ACS fundraisers:

In the instance of approved school fundraisers, students and staff may not be required to participate in selling any type of product.

### **Donors Choose and Internet/Social Media/Crowdsourcing Policy**

All fundraising, grants and monies intended to be raised for School, or any classroom, activity, athletics or club or project, through organizations such as Donors Choose or any like organizations or other internet/social media/crowdsourcing must be pre-approved by ACS. Please contact the Director for such approval. Only the Director or his/her designee has the authority to approve such requests. If the project is for technology or equipment, the technology will remain with ACS if and when the teacher leaves.

### **Volunteers**

The staff at ACS welcomes volunteers! Parent volunteers are very important to the success of our school. All volunteers must adhere to the volunteer requirements outlined below as per our Volunteer Policy. Volunteers must sign in at the front office and a volunteer visitor badge must be worn at all times if volunteering during school hours. All volunteers are expected to abide by all of the school policies set forth in this handbook.

A volunteer is anyone who provides services, without compensation or benefits of any kind or amount, on an occasional or regular basis at ACS or ACS activities. ACS strongly encourages parent, grandparent, guardian, and community involvement in our school. The following policy assists our volunteers in being effective, satisfied, and successful school volunteers while maintaining the integrity of ACS and the health and safety of our students and teachers. Volunteers in large group functions may not be subject to all of the same requirements to serve.

1. All volunteers at ACS are required to:
  - a) Have a Sex Offender Registry Check on file dated within the last two calendar years.
  - b) Have a background check performed through ACS's third party vendor on file dated within the last two calendar years.
  - c) Comply with this policy.
2. The Managing Director or his/her designee will formally approve every volunteer application, and volunteers must be placed on the Authorized Volunteer list before volunteering their services at the school. All administrative staff will have a copy of the Authorized Volunteer list and will prohibit any person not on this list from volunteering at ACS.
3. Information collected during the screening process for volunteers will be treated as confidential to the extent allowed by the law.
4. The Managing Director or his/her designee will review all criminal background checks. No person who has been convicted of crimes against children, sex crimes, or serious crimes of violence will be allowed to volunteer at ACS. The Managing Director will evaluate other criminal records on an individual basis. If a criminal history presents itself in a review, the Managing Director shall determine whether the results of the review indicate that the volunteer (i) poses a threat to the physical safety of students or personnel, or (ii) has demonstrated that he or she does not have the integrity or honesty to fulfill his or her duties as a volunteer. The Managing Director shall document the decision.
5. All volunteers must report directly to the school office when they arrive and should sign in. The school office will provide an official badge identifying the volunteer that must be worn at all times.
6. All volunteers must be at least 18 years of age unless they are supervised by another responsible adult as approved by the Administrator or his/her designee.

7. Volunteers work in partnership with, under the supervision of, and at the request of ACS administration and staff. Volunteers are expected to abide by all Board policies, procedures, and ACS rules when performing their assigned responsibilities. The Managing Director or his/her designee shall make volunteers aware of all applicable policies, procedures, and rules at the Volunteer Orientation before they begin their first volunteer assignment.
8. Volunteers will not have access to confidential information in student records except as allowed by federal and state laws and regulations. Volunteers will be responsible for maintaining confidentiality regarding information seen and heard while working as a volunteer. If there is a safety concern or an emergency situation, it must immediately be communicated to someone in authority at the school.
9. Volunteers shall not use information learned or acquired in the course of volunteering for any reason other than in furtherance of their volunteer efforts at the school. For example, if a volunteer is a class parent and receives parent email information to communicate with parents, the volunteer shall not share parent email addresses with others and shall not use such email addresses to communicate with parents about anything other than for the purpose of serving as class parent.
10. Volunteers are to serve as positive role models. ACS volunteers must always:
  - Use appropriate language
  - Dress appropriately
  - Discuss age-appropriate topics
  - Refrain from inappropriately touching students
11. Volunteers are prohibited from disciplining students. Behaviors requiring discipline should be reported immediately to the appropriate teacher or staff member.
12. Volunteers are prohibited from administering medications of any kind to students.
13. Volunteers should refrain from giving students gifts, rewards, or food items of any kind without the permission of ACS personnel.
  - a. Volunteers are expected to be prompt and dependable. Volunteers should notify the school office if an illness or emergency prohibits them from attending a volunteer assignment.
  - b. Volunteers may not take students off school property without the written permission of parents and school personnel.
  - c. Volunteers must leave children not enrolled at ACS at home when volunteering.

ACS does not tolerate any kind of racial, ethnic, disability, or gender discrimination or sexual harassment by volunteers of the school and it is expected that all volunteers will comply with ACS's policies related to such matters.

### **Visitors Policy**

All visitors at ACS must sign in at the front office. All visitors are required to wear a visitor badge while on campus. Once a visitor has checked in they will then be escorted to their destination. All visitors must abide by the policies set forth in the ACS Parent-Student handbook at all times.

Parents, grandparents and siblings are welcome to join the student during lunch on designated days. The child's teacher will communicate the days of the week that are open for visitors during lunch. Visitors and volunteers should notify the teacher if they plan to visit during so they can plan accordingly and/or let them know of any changes to their daily schedule.

Sometimes parents/guardians ask to observe in a classroom. To observe a class, a parent/guardian must make an appointment directly with the Principal/Managing Director or his/her designee to visit a class for this purpose. Unexpected visits disrupt classroom instruction and routines, student attention shifts away from the assigned task, dynamics change, and the teachers may have to refocus the lesson.

## **Smoking and Tobacco Use on Campus**

ACS is a smoke and tobacco free campus. In keeping with ACS's intent to provide a safe and healthy work environment, smoking and other tobacco use is prohibited on ACS property at all times. This policy applies equally to all employees, parents, students, volunteers, contractors and visitors. This policy also includes the use of e-cigarettes and vape pens.

## **Weapons**

Weapons of any kind are expressly prohibited on school grounds or during school events. Weapons are defined to include any firearm, knife, destructive device, and/or any item (regardless of its nature) used to threaten or cause actual harm. ACS's comprehensive Weapons Policy can be found in the ACS Operations and Board Policy Manual available on ACS's website.

## **Drug and Alcohol Use**

ACS is dedicated to maintaining a safe educational environment. Thus, ACS has implemented a drug and alcohol free work environment policy, which prohibits anyone from being under the influence of alcohol or illegal/misused drugs on school grounds or attending a school related event. Alcoholic beverages are never to be possessed or consumed on school grounds, at school events, or during field trips. Alcoholic beverages are never to be possessed or consumed in vehicles of transportation owned or operated on behalf of ACS, or by their drivers while they are responsible for the operation of such vehicles. The use, sale, transfer or possession of alcohol, illegal drugs, hallucinogens, stimulants, sedatives, controlled substances, or drug paraphernalia on school property, at ACS events or on field trips is prohibited. This includes the misuse of prescription drugs, including medical marijuana, or any mood altering substances while on ACS property, at an ACS event, on field trips or in circumstances the school believes will adversely affect ACS's operation or safety.

## **Threats and Violence**

Our policy is to strive to maintain a school environment that is free from intimidation, threats or violent acts. This includes, but is not limited to, intimidating, threatening or hostile behaviors, physical abuse, vandalism, arson, sabotage, use of weapons, carrying weapons of any kind onto school property, or any other act, which, in ACS's opinion, is inappropriate to ACS. In addition, jokes or offensive comments regarding violent events will not be tolerated and may result in disciplinary measures.

## **School Safety**

ACS shall comply with § 115C-218.75 and meet the same health and safety requirements required of a local school administrative unit. ACS shall meet all applicable health and safety laws and regulations, whether federal, state or local. ACS has a Safety/Emergency/Crisis-Management Plan and will have a Crisis Management/Safety Team that will create and manage the following procedures by outlining the actions and responsibilities of staff and administration in addressing the following issues:

- Evacuation Fire
- Evacuation Non-Fire
- Hazardous Materials
- Lockdown-Perimeter
- Lockdown-Full
- Serious Medical Emergency
- Severe Weather (tornado; hurricane; etc.)
- Public Health Emergency (COVID-19/Coronavirus)
- Student in Crisis

The Managing Director oversees the Crisis Management/Safety Team and it is the responsibility of the Managing Director to ensure that the procedures are current and applicable and that all applicable parties are aware of the procedures. The Managing Director is also responsible for ensuring drills occur on a regular basis.

These procedures will be reviewed annually by the Crisis Management Team and any changes or revisions will be made by the Managing Director. The Managing Director is responsible for communicating these procedures to the Board of Directors.

### **Pesticide Notification**

ACS aims to control pest populations and to reduce the use of active pesticides throughout the school by implementing an integrated pest management program. The health and safety of all persons within the school's facilities are of primary concern. To the greatest extent practicable, ACS will notify parents in advance of pesticide applications. A parent can also request to be notified 72 hours before the application is to take place. Please contact the ACS office if you wish to be notified or wish to review ACS's pest management program or records.

### **Hazardous Chemicals**

ACS will take all necessary steps to protect its students and staff from hazardous chemicals or other potentially dangerous materials, and it will comply fully with all required inspections, laws, ordinances, and regulations regarding hazardous chemicals.

### **Fire and Safety Regulations**

ACS will submit to all fire and safety inspections by state, county, and municipal authorities as required by law. ACS will also obtain all necessary certificates and licenses prior to opening for each school year.

### **Video Monitoring**

ACS recognizes that the use of video monitoring/surveillance systems may be warranted to maintain campus security, to increase student and employee safety and to assist with the enforcement of the school's policies and rules concerning student and employee conduct, safety and security.

School buildings and grounds may be equipped with video monitoring devices, but such devices shall not be placed where there are reasonable expectations of personal privacy such as in locker rooms, changing rooms, nursing and health room areas or bathrooms.

#### **Use of Video Recordings**

- Video recordings will only be utilized for official ACS business.
- A video recording of actions by students may be used by administrators or the Board as evidence in any disciplinary action brought against students arising out of the student's conduct on or about school property.
- The video surveillance recordings may not be used in connection with instructional observations of professional staff. This policy does not prohibit the administration from establishing other methods of videotaping lessons for the purpose of instructional observation.
- Video surveillance recordings of students, staff and/or others may be reviewed for the purpose of determining adherence to school policy and rules.
- Such recordings may be used to detect or deter criminal offenses that occur in view of the camera(s) and may be shared with law enforcement officials.
- Video surveillance recordings will be released to others only in accordance with applicable state and/or federal law or regulation.

## **Family & School Communication**

Teachers are expected to communicate with parents on a regular basis. Teachers are expected to meet with parents at parent-teacher conferences. At the parent conferences, teachers should review the academic progress of the student. Students will be included in each parent conference as appropriate. ACS believes it is important for the student to take personal responsibility for his or her own education, when developmentally appropriate. Students should be encouraged to tell their parents about their own educational progress. At the conferences, teachers should take the time to explain all academic data to the parents and answer any questions the parents might have about their child. We expect that all staff will respond to parent emails or phone calls within two school days. Any electronic communication to groups of parents shall be done using the blind-copy function so as to protect the email addresses of parents. All email communications sent to parents or other staff must be done from their school email address.

ACS encourages the involvement of parents in their child's education. If a parent/guardian has a concern regarding their child, they are asked to first contact the child's teacher. As a parent/guardian, they may request a conference with the teacher at any time. Arrangements should be made directly with the child's teacher. If they feel that the concern has not been handled by the appropriate teacher then the parent may contact the child's Principal/Managing Director.

### **Resolution of Student Issues in the School:**

If a parent/guardian wishes to meet to resolve a classroom/student issue, ACS encourages the parent/guardian to contact the following in this order:

1. Student's Classroom Teacher
2. School Counselor (for social/emotional issues)
3. Principal/Managing Director

## ACS Campus Expectations Policy

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**Purpose: To establish shared expectations for the ACS community and encourage frank respectful engagement.**

At ACS, we want to have a supportive and friendly parent body. We believe that educating children is a process that involves partnership between parents, teachers, staff, and the ACS community. We understand and value the importance of sustaining a good working relationship between our parents and our educators to equip children with the necessary skills for adulthood. We greatly appreciate the commitment that our parents have made in choosing to entrust the education of their children to ACS, and thank them for their support of our unique programming through which we engage our students daily. As we welcome and encourage parents/guardians to participate fully in the life of our school, and so we can continue to flourish, progress and achieve in an atmosphere of mutual understanding, the purpose of this policy is to provide a reminder to all parents, guardians and visitors to our school about their expected conduct. Parents, guardians and visitors are expected to:

- Respect the caring and empathetic spirit of ACS.
- Understand that teachers, staff, and parents need to work together for the benefit of their children.
- Demonstrate that all members of the ACS community should be treated with respect and therefore set a good example in their own speech and actions.
- Use effective communication with ACS staff, administration, and board members that cultivate open dialogue while seeking peaceful solutions to issues.
- Communicate with the ACS staff with an open mind to help resolve any issues of concern.

**In order to support a peaceful and safe School environment, ACS cannot tolerate parents, guardians and visitors exhibiting the following:**

- Disruptive actions which interfere or threaten to interfere with the operation of a classroom, an employee's office, board meeting, School event, field trip, car line or parking lot, office area or any other area of the School grounds (including social media postings or discussions with community members regarding ACS or a staff member).
- Using loud/or offensive language, swearing, cursing, using profane language or displaying temper on or in the sight of campus.
- Threatening to do actual bodily harm to School staff, board member, visitor, fellow parent/guardian or student regardless of whether or not the action constitutes a criminal offence.
- Damaging or destroying School property.
- Abusive or threatening emails, texts, voicemails, phone messages or other written communication.
- Defamatory, offensive or derogatory comments regarding ACS or any of the pupils, parents, staff, or board on Facebook or other social sites. Any concerns you may have about ACS must be made through the appropriate channels by speaking to the class teacher, or the administration team, so they can be dealt with fairly, appropriately and effectively for all concerned.
- The use of physical aggression towards another adult or child. This includes physical punishment against your own child on School premises.
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences).
- Carrying weapons, smoking, and consuming alcohol or other drugs whilst on the ACS property.

## **Media (Utilizing the Alamance Community School name or brand)**

All media utilizing the ACS name or brand (e.g. logo, mascot, etc.) must have approval by the ACS Managing Director and/or the ACS Board of Directors and shall be linked to ACS's official websites.

### **Misuse of the Brand (Defined):**

The Board of Directors encourages parents and students to voice their concerns. It is important that any concerns you may have are made through appropriate channels as set forth in the student/parent handbook which includes speaking to the class teacher, the principal, Managing Director, or the Board of Directors, so they can be dealt with fairly, appropriately and effectively for all concerned. We consider the use of social media websites used to fuel campaigns and complaints against ACS Board, staff, students, and in some cases other parents not in the best interests of the children or the whole School community.

Nothing in this policy is intended or should be construed to interfere with or infringe upon any rights, obligations, or responsibility under state or federal law, including but not limited to free speech rights. Furthermore, nothing in this policy is intended or should be construed to discourage or interfere with any individual's right or decision to participate in a proceeding with any appropriate federal, state or local government agency, or to prohibit any individual from cooperating with any such agency in its investigation.

## **Grievance Policy For Parents/Students**

**Purpose: To provide the procedures parents/students will follow when they have an issue at the School that constitutes a grievance.**

This policy is in place to respond to parent/student grievances. It is expected that any parent/student with an issue should try to resolve the issue by using open communication with the teacher. This means that if a parent or student disagrees with any policy or procedure within the classroom, the first level of grievance is their student's Teacher. If the student/parent is not satisfied with the teacher's response, they should then set a meeting with the grade-level Principal. At that meeting, the teacher, student, grade-level Principal and parent must be present and the issue at hand will be fully discussed. If the parent or student wishes to pursue the matter further, they may then meet with the Director. Similarly, if a parent/student disagrees or has an issue with a policy or procedure at the School, the parent/student should set a meeting with the Director. If the parent/student feels that their issue is still a concern after meeting with the Director and the issue meets the definition of a grievance set forth below, the parent/student may initiate the grievance procedures as described below. Many issues that a parent/student has with the classroom, teacher or School will not rise to the level of a grievance and appropriate resolution will be found with the teacher and/or grade-level Principal.

1. **Definition of a grievance:** a grievance is defined as a formal written complaint by a parent/student stating that a specific action has violated a School policy, board policy, or law/regulation. A complaint under Title IX is not grievance and this policy does not apply to such complaints.
2. **Time Limits:** A grievance will only be heard if the complaint has been filed within fifteen days of the meeting with the Director. The fifteen-day deadline may be extended at the discretion of the Director.
3. **The grievance process is as follows:**

**Step 1:** If the parties are not satisfied with the decision of the Director, and the grievance meets the definition set forth above, the parent/student must submit a letter in writing stating the School policy, board policy or law/regulation that was violated including details of the actions and the place, date and time of the violation. The parent/student should make all efforts to include any details about the event that may be helpful in the decision making process. The written letter should be submitted to the Director of the School and to the Chair of the Board of Directors. If the Director of the School is implicated in the grievance, the grievance should only be submitted to the Chair or the Vice Chair of the Board of Directors.

**Step 2:** The Board will review the facts and notify the parties in writing (email accepted) if further action is necessary. If the Board considers the matter should be heard, the parties will be called to meet with the Board. After the hearing, any decision of the Board will be communicated to the Director and the parent/student who filed the grievance within five school days, The Board's decision concerning the grievance is final.

### **Technology Use at School**

While at ACS, students will have access to a variety of technology. It is the expectation of the school that all school owned tablets and laptops remain at the school. All students in grades 5 and above and all parents must sign and adhere to the Technology Acceptable Use Policy.

### **Electronic Devices**

Cell phones and all other electronic devices must remain turned off and in backpacks throughout the school day unless authorized by a staff member. This includes cell phones, PDAs, iPods, MP3 players, video equipment, cameras, and gaming devices. Any electronic device used during the day will be confiscated and returned to a parent/guardian at the end of the school day. Second-time offenders will receive further consequences and will lose future electronic device privileges. Please reference our discipline policy for additional information regarding disciplinary action as it relates to the use of personal electronic devices. ACS will not be responsible for lost, stolen, or broken items.

The possession of such electronic devices at ACS or during school events constitutes the consent to the search (either in the presence of the students possessing the device(s) or outside that students' presence) and confiscation of the device(s) by school personnel. Confiscated devices may be returned to the parent/guardian at the end of the school day. Any exceptions to this general rule sought by parents for specific health or safety concerns should be brought to the attention of the Managing Director. The Managing Director's determination is final.

### **Telephone and Cell Phone Usage**

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

Students bringing cell phones to ACS must keep them in their backpack turned off throughout the school day unless directed by a Staff member. Please do not call or text your child's cell phone as it is against ACS policy for students to use them during school hours.

Students who disregard the cell phone policy during the school day are subject to the phone being held in the office for a parent to retrieve at the end of the school day. If there is a 2nd offense, the phone can be picked up in the office by a parent and the student and the parent will need to meet with an Administrator. Additional consequences for violations of this policy may be administered at the discretion of the grade-level Principal and/or Managing Director.

If during state testing a student is found to be in possession of ANY electronic device, it will be reported to the Regional Accountability Office and the device will be held until their investigation is completed.

Cell phones are not the responsibility of the faculty and staff at ACS.

### **Technology Use Policy**

Students are offered access to the ACS computer network for creativity, communication, research, and other tasks related to the academic program. All use of computers, furnished or created data, software, and other technology

resources as granted by ACS are the property of the school and are intended for school business and educational use. Students are to use the computer network responsibly. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and using the school's computer network and technological resources.

1. **Privacy:** ACS reserves the right to monitor Internet traffic and to retrieve and review any data composed, sent, received, or stored using its network or Internet connections, including e-mail. Users do not enjoy any expectation of privacy when using any technology or transmissions originating within or around ACS property.
2. **Cyber Bullying:** ACS prohibits cyber-bullying, an act involving the use of information and communication technologies, including but not limited to email, text messages, blogs, instant messages, personal Websites, online social directories and communities (e.g., Facebook, Instagram, Wikipedia, YouTube, etc.), video-posting sites, and online personal polling Websites, to support deliberate or repeated hostile behavior, by an individual or group, that is intended to defame, harm, threaten, intimidate, or harass students, staff members, or the school during or outside school hours and on or off school premises. Cyber bullying will be handled in accordance with the Student Discrimination, Harassment and Bullying Policy.
3. **Materials and Language:** Use of or accessing profane, abusive, pornographic, obscene, and/or impolite materials or language is not permitted. Accidental access should be reported to the instructor immediately. Intentional circumvention of web-filtering is prohibited.
4. **Installing/Copying:** Students are not to install or download any hardware, software, shareware, or freeware onto any media or network drives. Software installed by anyone other than the network administrator will be removed. Downloading of non-work related files is permitted only with an instructor's permission. Students may not copy other people's work or intrude into other people's files. All copyright laws must be respected. Use of any other organization's network or technology resources via the network requires the instructor's permission and must comply with the rules appropriate for that network.
5. **Access:** Users may not access the computer network without proper authorization. Hacking is expressly prohibited. Users are to use their own username and password when using a computer. Users must log off the computer when they are finished with their work and are not to log on to a computer for someone else or tell others their password. Students are to notify the instructor if someone else is thought to know his/her password.
6. **Data Protection:** Users must not attempt to damage or destroy equipment or files. Though efforts are made by ACS to ensure the safety and integrity of data, the school makes no warranties of any kind, either expressed or implied, for the service it provides. ACS will not be responsible for any damage to data.
7. **Storage:** Users are to delete their files and materials they no longer need.
8. **Printing Resources:** Paper and toner are costly, and excessive use is wasteful. Documents must be proofread before printing. Users are to print only the needed part(s) of documents. Students must obtain permission from an instructor before printing documents.
9. **Passwords:** Students are reminded not to share their password with anyone except a parent or guardian. Students should not use login IDs and passwords belonging to other students or faculty and staff members.

10. **Email:** Email correspondence on the ACS system, the laptop, or making use of the student's assigned email account is the property of ACS. Documents and other files created by the students and located on the laptops or the ACS computer system are also property of ACS.
  
11. **Daily Student Expectations:** For Upper Elementary & Middle School Students who are assigned laptops are responsible for making sure their computer batteries are completely recharged before classes start for the day. Students will also bring their computer to school every day. Failure to do so may result in a failing grade on assignments that require the use of the computer for that day. Students are only permitted to use computers during class when authorized to do so by a faculty member and only for the purpose stated by the faculty member.

The following consequences will apply if a student violates this policy. Any of the below consequences may be enforced alone or in conjunction with one another by the school against the violating student.

1. Revocation or limitation of computer access privileges
2. Temporary or permanent confiscation of the student computer
3. Disciplinary action as provided for in the student handbook
4. Any other sanctions or remedies provided by law

### **Third Party Applications and Sharing of Student Data**

ACS will utilize a number of 3rd-party applications to facilitate school operations, classroom management, and student learning. Use of these applications typically requires sharing of student data with the operating company. All data sharing complies with The Family Educational Rights and Privacy Act of 1974 (FERPA), and use is reasonably monitored for compliance with the Technology Acceptable Use, Internet Acceptable Use, and Social Media policies. The North Carolina General Assembly has mandated that NC public schools aggressively adopt and improve digital learning methods and strategies, and digital learning has become an integral part of the classroom in public schools across the country. ACS feels the educational benefit provided by these applications and the internet in general outweighs all possible disadvantages. As such, we do not seek explicit guardian consent to the use of technology and the sharing of student data. By enrolling a student at ACS, the parent/guardian(s) implicitly consent(s) to the student's supervised use of technology, including the internet and 3rd-party applications.

ACS utilizes Google's G Suite for Education extensively for both staff and students. ACS provides students with access to applications in both the Core Services and Additional Services categories. By enrolling a student at ACS, the parent/guardian(s) implicitly consent(s) to the student's supervised use of these applications.

### **Internet Acceptable Use Policy**

**ACS provides internet access to support education and research. Access to the Internet is a privilege subject to restrictions set by the Board of Directors. For students and staff, violation of any provisions in the Acceptable Use Policy (AUP) may result in disciplinary action and/or cancellation of access to the ACS network. This policy applies to all Internet access on ACS property, including Internet access using mobile devices, and including access by staff, students, and visitors to the ACS campus.**

Students' internet usage is permitted only in the presence and supervision of a teacher or other designated adult.

Although ACS uses resources to protect against exposure to inappropriate material, there is always a risk of students accessing such materials. Although it may still be possible to access inappropriate material, ACS feels the educational benefit provided by the Internet outweighs any possible disadvantages. We encourage parents to talk with their students about sites and material which the parents believe are inappropriate. ACS cannot accept responsibility for enforcing specific parental restrictions that go beyond those imposed by the school.

The Children's Internet Protection Act (CIPA) is a federal law enacted to address concerns about access to the Internet and other information. Under CIPA, schools must certify that they have certain internet safety measures in place. These include measures to block or filter pictures that (a) are obscene, (b) contain child pornography, or (c) when computers with internet access are used by minors, are harmful to minors. ACS monitors online activities of minors and to address (a) access by minors to inappropriate matter on the Internet and World Wide Web, (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online, (d) unauthorized disclosure, use, and dissemination of personal information regarding minors, and (e) restricting minors' access to harmful materials. ACS certifies that it is in compliance with CIPA.

Students are prohibited from using or accessing internet sites containing pornographic, violent or other unacceptable content either at school or at home using school-owned computers/technology/electronic devices. Accessing, producing, posting, displaying or sending offensive messages, music or images, including images of exposed body parts is prohibited. Offensive material includes but is not limited to obscene, profane, lewd, vulgar, rude or sexually suggestive language or images.

Students who bring their own devices to campus are encouraged to take reasonable precautions to ensure the security of those devices. This includes operating system updates and virus scanning.

### **Safety and Ethical Use**

Any internet user must take reasonable precautions to protect him or herself online. Students, staff, and visitors should use the following guidelines:

#### **Email, forums, instant messaging, and other online messaging**

- Never share personal information online. This includes, but is not limited to: real full name, postal address, social security number, and passwords. Sharing the information of another individual, especially minors, is unethical, strictly forbidden, and may be unlawful. In the case of students, the privacy of student educational data is protected by the Family Educational Rights and Privacy Act (FERPA). When in doubt, do not release student data and consult a school administrator for further advice.
- Special care must be taken when sending mass emails. Email addresses themselves are private information, and improper mass emailing can result in inadvertent sharing of addresses. Improper mass emailing can also allow recipients to reply to the mass message and send their own messages to the entire group. This is preventable by using a blind carbon copy (Bcc) feature or a mass emailing service. It is the responsibility of all ACS staff and students to use Bcc or a mass emailing service and to protect private information and data when sending mass emails.

#### **Unauthorized access / hacking and general unlawful activity**

- Gaining or attempting to gain unauthorized access to ACS resources, or using ACS resources to gain or attempt to gain unauthorized access to outside systems is unethical, unlawful, and forbidden. This includes bypassing the internet filter without permission or purposefully gaining access to material that is harmful to minors.
- Assuming the online identity of another individual for any purpose is unethical and forbidden.
- Use of ACS resources for any unlawful purpose, including, but not limited to, copyright infringement, is unethical and forbidden.

#### **Academic integrity**

- Students are expected to follow all Board and school handbook policies regarding academic integrity when using technology.

## Harassment and Cyberbullying

Cyberbullying may involve any of these behaviors:

1. Accessing, producing, posting, sending, or displaying material that is offensive in nature on the Internet
2. Harassing, insulting, or attacking others on the Internet
3. Posting personal or private information about other individuals on the Internet
4. Posting information on the internet that could disrupt the school environment, cause damage, or endanger students or staff.
5. Concealing one's identity in any way, including the use of anonymization tools or another individual's credentials/online identity, to participate in any of the behaviors listed above.

The principals will determine whether or not specific incidents of cyberbullying have impacted the School's climate or the welfare of its students and appropriate consequences will be issued. ACS is not responsible for electronic communication that originates off-campus but retains the right to impose discipline, where appropriate, for off-campus communication or conduct that substantially disrupts the educational environment at ACS. Cyber bullying will be handled in accordance with the Student Discrimination, Harassment and Bullying Policy.

## Possible BYOD Program in the Future at ACS

BYOD stands for "Bring Your Own Device." It is a strategy for providing personal computing in business and education where the end user (employee, student), as opposed to the organization, provides, owns, and maintains his/her own device. It is typical in universities and colleges, and is gaining in popularity in K-12 education and businesses. Each student in grades 5-8 may be required to provide his or her own device for personal use both at school and at home, with exceptions for families with demonstrated financial hardship. Given various health crises, access to a computer will be essential to learning at ACS.

## Social Media Policy

**Purpose: This policy is meant to outline the guidelines for use of social media for all staff, contractors, volunteers and the Board.**

At School, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

**This policy applies to all persons who work or volunteer for ACS. In addition, ACS expects students, parents and other members of the ACS community to follow the posting guidelines set forth herein.**

## Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity Website, Web bulletin board or a chat room, whether or not associated or affiliated with ACS, as well as any other form of electronic communication.

The same principles and guidelines found in ACS policies and these basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job or

educational performance, the performance of others or otherwise adversely affects students, parents, suppliers, volunteers, people who work on behalf of School or School's legitimate business/education interests may result in disciplinary action up to and including termination.

### **Be respectful**

Always be fair and courteous to fellow teachers or staff, volunteers, students, parents, suppliers or people who work on behalf of School. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage students, parents, volunteers, staff, or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or School policy.

### **Be honest and accurate**

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about ACS board members, fellow workers, students, parents, volunteers, suppliers, and people working on behalf of School.

### **Post only appropriate and respectful content**

- Maintain the confidentiality of School private or confidential information. Such information may include information regarding the development of systems, processes, know-how and technology. Do not post internal reports, policies, procedures or other internal business/School-related confidential communications. Do not post information about individual students or families and be sure to maintain the confidentiality, as is protected and required under state or federal law.
- Do not create a link from your blog, website or other social networking site to a School website without identifying yourself as an employee or volunteer of ACS.
- Express only your personal opinions. Never represent yourself as a spokesperson for School. If ACS is a subject of the content you are creating, be clear and open about the fact that you are an employee or volunteer and make it clear that your views do not represent those of ACS, fellow workers, parents, students, suppliers or people working on behalf of ACS. If you do publish a blog or post online related to the work you do or subjects associated with ACS, make it clear that you are not speaking on behalf of ACS. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of Alamance Community School."

### **Student Pictures and Information**

Parents, employees and volunteers shall not post any pictures of students on Facebook, Twitter, Instagram or any other form of social media or on the internet unless the Director has approved such posting. This applies to all School functions, whether or not conducted on school property, including field trips. Nothing in this policy shall prohibit a parent from taking and posting pictures of their own child, provided no other students are featured in such pictures. ACS reserves the right to post pictures and images of current and former students on its website, official

Facebook page or for any other School purpose. Parents who do not wish to allow School to use their child's picture or image must fill out the Publicity Consent Form and turn it into the front office.

### **Retaliation is prohibited**

ACS prohibits taking negative action against any employee or volunteer for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee or volunteer who retaliates against another employee or volunteer for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

### **Media contacts**

Employees and volunteers should not speak to the media on ACS's behalf. All media inquiries should be directed to ACS's Managing Director or Board.

## **Student Code of Conduct**

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### **Student Expectations**

ACS requires good manners, respect for self and others, appreciation for property, honesty, punctuality, reliability and responsibility from all students, staff, parents and community participants. Vital to creating this climate is our social/emotional curriculum delivered during Morning Meetings, Closing Circles, and throughout the school day utilizing Responsive Classroom practices and techniques. It is ACS's intention to use positive reinforcement and to promote ethical responsibility.

### **ACS's expectation for student behavior are based upon the following governing principles:**

1. Students will act with courtesy, consideration, tolerance, and patience in all interactions with others both at school and during school-sponsored activities.
2. Students shall treat school property and facilities with care and respect.
3. Students shall treat the property of others with care and respect.
4. Students will follow ACS's Honor Code and be honest in all academic and social situations.
5. Student behavior will reflect positively upon ACS.

Good discipline is imperative to the success of the school: it is helping a student adjust to the requirements of his/her environment rather than punishment for his/her not having adjusted, it is turning unacceptable conduct into acceptable conduct, and it is not humiliating or embarrassing. The ultimate, unique achievement of good discipline is self-discipline on the part of the student. Each teacher/team has a plan for managing student behavior that incorporates effective strategies consistent with the purpose and principles established by Board policies regarding student behavior. Teachers are encouraged to seek positive, innovative and constructive methods of correcting and managing student behavior in an effort to avoid repeated misbehavior and suspension.

Consequences for violating the policies in this handbook, teacher/team standards, or rules may include, but are not limited to the following:

- Parental involvement
- Loss of privileges
- Behavior improvement agreements (contracts)
- Individual or small group sessions with an administrator
- Detention during lunch or before/after school

- Exclusion from extracurricular activities
- Suspension or exclusion from ACS

ACS is not required to engage in progressive discipline. Some offenses are so serious they warrant more severe consequences including, but not limited to, immediate suspension and/or recommendation for longer-term consequences.

This Student Code of Conduct is not to be seen as all-inclusive. The administration reserves the right to amend or add to these lists as unique situations arise. The administration further reserves the right to deviate from the stated disciplinary action(s) based on unique or aggravating factors.

Failure to follow the instruction of a teacher, administrator or other school official and any conduct in violation of any written rule, policy or procedure or code of ACS will result in appropriate disciplinary measures.

## DEFINITIONS

- **Short-Term Suspension:** suspension from school, school activities and school grounds for a period of up to ten (10) school days.
- **Long-Term Suspension:** suspension from school, school activities and school grounds for more than ten (10) school days, but less than exclusion.
- **Exclusion:** Permanent removal of the student from school, school activities and school grounds. A charter school student who has been excluded may return to his local educational agency pursuant to North Carolina law.
- **Expulsion:** Permanent termination of the student-school relationship. This applies only to students 14 years of age or older whose continued presence constitutes a clear threat to the safety of other students or school staff.

## CLASS I OFFENSES

Result: Determined by the Managing Director/Principal

- Tardies
- Dress Code violations
- Littering on school property
- Repeatedly refusing to complete school assignments
- Violation of the Technology Use Agreement
- Repeatedly neglecting to bring computer, notebook, pencil and/or other learning materials to class

## CLASS II OFFENSES

Result: In School Suspension or Short/Long-term Suspension or as determined by the Building Principal

- Repeatedly committing Class I offenses
- Failure to comply with other assigned consequences
- Deliberately disrupting the normal educational process in the classroom
- Failure to attend an assigned class without a valid excuse, skipping school or cutting classes
- Use of profanity and/or an obscene gesture
- Lying to or deliberately deceiving a teacher or a staff member
- Willfully leaving the classroom or school grounds without permission
- Inappropriate public displays of affection
- Failure to follow instructions of school staff
- Unauthorized or inappropriate use of any electronic device while on school property not associated with the educational process during normal school hours.
- Throwing objects in the classroom or on school grounds

- Repeated tardiness
- Use of inappropriate language
- Insubordination
- Violations of the Honor Code such as cheating and/or plagiarism
- Possession and/or distribution of pornography
- Taking unauthorized or inappropriate photos or videos of another individual
- Bullying/harassment
- Any conduct committed off-campus that (a) if committed on campus would constitute a Class II offense and (b) has a reasonable relationship to school operations

### **CLASS III OFFENSES**

Result: Suspension or possible disciplinary hearing for repeated and/or severe behavior, which could include but would not be limited to a Long-Term Suspension or Permanent Exclusion from attending School.

- Committing a combination of or repeated Class I and/or Class II offenses
- Trafficking, possessing and/or using tobacco/nicotine products on school property or at a school-sponsored event including the use or possession of electronic cigarettes or paraphernalia.
- Stealing or possessing stolen property
- Threatening to physically harm or attack another student, staff member or adult on school property or at a school-sponsored event
- Physically striking or attacking a student, staff member or adult whether as an individual act or with the assistance of others
- Possessing, handling, transferring or bringing a weapon or ammunition (including a toy weapon; example – toy gun, toy knife) on school property or at a school-sponsored event
- Creating or encouraging other students to join in a disturbance, so as to cause the disruption of normal school operations
- Possessing, selling, exchanging, distributing, attempting to purchase, using or being under the influence of alcohol, illegal drugs, drug paraphernalia, or any substance purported to be an illegal drug, prescription medicine or alcohol on school property or at a school-sponsored event. This includes distribution of or purposely taking more than the prescribed amount of medically necessary prescription medication
- Touching or conduct perceived as sexual or inappropriate in nature
- Damage/destruction/vandalism/arson of or trespassing on school property
- Hazing
- Bomb threat/hoax, false alarms
- Possession or use of explosives, fireworks, sparklers, smoke/stink bombs on school grounds or at a school-sponsored event
- Any conduct committed off-campus that (a) if committed on campus would constitute a Class III offense and (b) has a reasonable relationship to school operations
- Creating or encouraging other students to join in a disturbance, so as to cause the disruption of normal school operations

Note: Any student who inadvertently possesses or finds a weapon or illegal substance or stolen property, which may subject the student to exclusion, may or may not be recommended for these sanctions if the student voluntarily surrenders the property to a school staff person prior to discovery by another person. This should be done as soon as the student realizes that he/she is in possession of the weapon, substance or stolen property.

Any student who has been given out-of-school suspension three or more times in the same academic year may be recommended for exclusion.

ACS and its employees shall follow applicable rules concerning the discipline of students who qualify under relevant special education laws.

The Principal/Managing Director shall have the authority to suspend a student for up to ten (10) school days at a time (*i.e.*, a Short-Term Suspension). There are no appeals for short-term suspensions of 10 days or less.

For Class III offenses, the Managing Director/Principal may recommend a Long-Term Suspension, and/or Exclusion, and/or participation in a Behavioral Contract. Decisions as to Long-Term Suspensions and/or Exclusion shall be made by the Managing Director after appropriate written notice to the involved parties and a hearing, if one is requested. In the absence of the Managing Director, the Board Chair shall appoint a hearing officer. Student appeals from the decision of the Managing Director or hearing officer shall be heard by a panel of three Board members who shall be appointed by the Board Chair. Appeals must be made in writing to the Board Chair within ten (10) days of the decision of the Managing Director or hearing officer. The hearing of the panel will occur at the next regularly scheduled Board meeting date, unless the family is otherwise notified. Decisions of the Board panel shall be final, and there will be no further appeal to the full Board of Directors.

ACS's disciplinary procedures will be exercised in a manner consistent with state and federal law, including the Gun Free Schools Act, the Individuals with Disabilities Education Act and the Rehabilitation Act of 1973. The disciplinary procedures applicable to students with disabilities and those who have Section 504 accommodation plans are available on the school's website.

## **Prohibition Against Discrimination, Harassment and Bullying Policy**

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It is the policy of Alamance Community School that students should not be subjected to forms of unlawful discrimination, harassment, bullying, or hazing, while at school or school-sponsored activities. Furthermore the policy's intent is to address the issue in a proactive manner through the establishment of a system for educating students and staff at ACS regarding the identification, prevention, intervention, and reporting of such antisocial acts. ACS acknowledges the dignity and worth of all students and strives to create a safe, orderly, caring and inviting school environment to facilitate student learning and achievement. ACS prohibits discrimination on the basis of age, race, color, national or ethnic origin, religion, disability, sexual orientation, gender/gender identity, family status, socioeconomic background, creed, or any other characteristic prohibited by law. ACS will not tolerate any form of unlawful discrimination, harassment or bullying in any of its educational or employment activities or programs.

### **A. PROHIBITED BEHAVIORS AND CONSEQUENCES**

#### **1. Discrimination, Harassment and Bullying Students**

Students, employees, contractors, volunteers and visitors are expected to behave in a civil and respectful manner. ACS expressly prohibits unlawful discrimination, harassment, bullying, and hazing. Students are expected to comply with the behavior standards established by board policy, the Code of Student Conduct and any applicable laws. Any violation of this policy is serious and ACS shall promptly take appropriate action. Students will be disciplined in accordance with the ACS student behavior management plan. Based on the nature and severity of the offense and the circumstances surrounding the incident, the student will be subject to appropriate consequences and remedial actions ranging from positive behavioral interventions up to, and including, expulsion.

When considering if a response beyond the individual level is appropriate ACS will consider the nature and severity of the misconduct to determine whether a classroom or school-wide response is necessary. Such classroom or school-wide responses may include staff training, harassment and bullying prevention programs and other measures deemed appropriate by the Managing Director or designee to address the behavior.

#### **2. Retaliation**

ACS prohibits reprisal or retaliation against any person for reporting or intending to report violations of this policy, supporting someone for reporting or intending to report a violation of this policy or participating in the investigation of reported violations of this policy. After consideration of the nature and circumstances of the reprisal or retaliation and in accordance with applicable laws, policies and regulations, the Managing Director or designee shall determine the consequences and remedial action for a person found to have engaged in reprisal or retaliation.

## **B. APPLICATION OF POLICY**

This policy prohibits unlawful discrimination, harassment and bullying by students, employees, volunteers, contractors and visitors. This policy is intended to apply to students vis a vis other students, faculty, staff, volunteers/visitors or contractors. ACS's policies on unlawful discrimination and harassment as applied to employees, volunteers/visitors, and contractors can be found in the School's Employee Handbook. This policy applies to behavior that takes place:

1. In any school building or on any school premises before, during or after school hours;
2. On any bus or other vehicle as part of any school activity;
3. During car line;
4. During any school-sponsored activity or extracurricular activity;
5. At any time or place when the individual is subject to the authority of school personnel;
6. At any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in the schools; and
7. While using school or personal electronic communications.

## **C. DEFINITIONS**

For purposes of this policy, the following definitions apply:

### **1. Discrimination**

Discrimination means any act or failure to act that unreasonably and unfavorably differentiates treatment of others based solely on their membership in a socially distinct group or category that is protected by law, such race, color, national origin, sex, disability, or age or by association with a person who has or is perceived to have one or more of these characteristics. Discrimination may be intentional or unintentional.

### **2. Harassment**

a. Harassment is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication that:

- 1) Places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
- 2) Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits. "Hostile environment" means that the victim subjectively views the conduct as harassment or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is harassment or bullying. A hostile environment may be created through pervasive or persistent misbehavior or a single incident, if sufficiently severe. Harassment and bullying include, but are not limited to, behavior described above that is reasonably perceived as being motivated by any actual or perceived differentiating characteristic that is protected by law or motivated by an individual's association with a person who has or is perceived to have a differentiating characteristic that is protected by law, such as race, color, religion, national origin, sex, disability or age. Examples of behavior that may constitute bullying or harassment include, but are not limited to, verbal taunts, name-calling and put-downs, epithets, derogatory comments or slurs, lewd propositions, exclusion from peer groups, extortion of money or possessions, implied or stated threats, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons. Legitimate age-appropriate pedagogical techniques are not considered harassment or bullying. Harassment, including sexual or gender-based harassment, is not limited to

specific situations or relationships. It may occur between fellow students or co-workers, between supervisors and subordinates, between employees and students, or between non-employees, including visitors, and employees or students. Harassment may occur between members of the opposite sex or the same sex.

b. Sexual harassment is one type of harassment. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- 1) Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's academic progress or completion of a school-related activity;
- 2) Submission to or rejection of such conduct is used in evaluating the student's performance within a course of study or other school-related activity; or
- 3) Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance, limiting a student's ability to participate in or benefit from an educational program or environment, or creating an abusive, intimidating, hostile or offensive educational environment. Sexually harassing conduct includes, but is not limited to, deliberate, unwelcome touching that has sexual connotations or is of a sexual nature, suggestions or demands for sexual involvement accompanied by implied or overt promises of preferential treatment or threats, pressure for sexual activity, continued or repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal remarks about an individual's body, sexually degrading words used toward an individual or to describe an individual, sexual violence, or the display of sexually suggestive drawings, objects, pictures or written materials. Acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex, but not involving sexual activity or language, may be combined with incidents of sexually harassing conduct to determine if the incidents of sexually harassing conduct are sufficiently serious to create a sexually hostile environment.

c. Gender-based harassment is also a type of harassment. Gender-based harassment may include acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex or sex-stereotyping but not involving conduct of a sexual nature.

### **3. Bullying**

Bullying means unwanted, aggressive behavior that involves a real or perceived power imbalance. Bullying may also place a student in actual and reasonable fear of harm to his or her person or damage to his or her property. Bullying behavior is often repeated, or has the potential to be repeated, over time. Bullying includes intentional actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose or any action that involves a real or perceived power imbalance. Bullying can also include behavior that constitutes harassment or sexual harassment and can include cyberbullying. For Cyberbullying: See the Technology Use and Internet Use policy sections.

### **4. Hazing**

North Carolina law makes it unlawful for any student in attendance at any school in the State to engage in hazing, or to aid and abet any other student in the commission of this offense. For the purpose of this section hazing is defined as follows: "to subject another student to physical injury as part of an initiation, or as a prerequisite to membership into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group."

### **5. Electronic Communications:**

Electronic communications apply to employee and student emails, text messaging, instant messaging, chat rooms, blogging, websites and social networking websites (i.e. Snapchat or Instagram). Employees are required to report any actual or suspected violations of this policy. Students, parents, volunteers, visitors or others are also strongly

encouraged to report any actual or suspected incidents of discrimination, harassment or bullying. Reports may be made anonymously, and all reports shall be investigated in accordance with that policy.

#### **E. TRAINING AND PROGRAMS**

The Managing Director or other designated Title IX Coordinator shall establish training and other programs that are designed to help eliminate unlawful discrimination, harassment and bullying and to foster an environment of understanding and respect for all members of the school community. Information about this policy and the related complaint procedure must be included in the training plan. The training or programs should:

- (1) Provide examples of behavior that constitutes unlawful discrimination, harassment or bullying;
- (2) Teach employees to identify groups that may be the target of unlawful discrimination, harassment or bullying; and
- (3) Train school employees to be alert to locations where such behavior may occur, including locations within school buildings, campus wide locations, on cell phones and on the Internet.

#### **F. NOTICE**

The Managing Director or designated Title IX Coordinator is responsible for providing effective notice to students, parents and employees of the procedures for reporting and investigating complaints of unlawful discrimination, harassment and bullying. This policy will be posted on the School's website, and copies of the policy are available at the front office. Notice of this policy will appear in all student and employee handbooks and in any School publication that sets forth the comprehensive rules, procedures and standards of conduct for students and employees.

#### **G. COORDINATOR**

The Managing Director or designee shall appoint one or more individuals to coordinate the School's efforts to comply with and carry out its responsibilities under federal non-discrimination laws. These responsibilities include investigating any complaints communicated to ACS alleging noncompliance with Title VII or Title IX of the Civil Rights Act, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and/or the Boy Scouts Act, or alleging actions which would be prohibited by those laws. The Managing Director or designee shall publish the name, and phone number of the compliance coordinator in a manner intended to ensure that students, employees, parents and other individuals who participate in the School's programs are aware of the coordinator.

#### **H. RECORDS AND REPORTING**

The Managing Director or designee shall maintain confidential records of complaints or reports of unlawful discrimination, harassment or bullying. The records will identify the names of all individuals accused of such offenses and the resolution of such complaints or reports. The Managing Director also shall maintain records of training conducted and corrective action(s) or other steps taken by ACS to provide an environment free of unlawful discrimination, harassment and bullying. The Managing Director shall report to the Board all verified cases of unlawful discrimination, harassment or bullying under this policy.

#### **I. EVALUATION**

The Managing Director or designee shall evaluate the effectiveness of efforts to correct or prevent unlawful discrimination, harassment and bullying and shall share these evaluations periodically with the Board.

#### **J. REPORTING**

1. For bullying, there are multiple ways to report incidents of bullying. Students and families may report directly to any teacher, principal, Managing Director or school counselor verbally, via email or in writing. It can also be reported using the [Bullying Report Form](#) that is linked on the School website.
2. For discrimination, harassment, and sexual harassment complaints, students or their parents should contact the grade-level Principal, Managing Director and/or Title IX coordinator immediately and file a complaint.

## K. INVESTIGATION PROCESS

1. The Title IX coordinator is charged with ensuring that all such complaints are timely, impartially, and appropriately investigated in accordance with applicable law.
2. Every effort will be made to ensure the confidentiality of the complainant. There may be times where confidentiality may not be possible for ACS to conduct a thorough investigation. There may also be instances where ACS has a legal obligation to report certain information it receives to state or local authorities.
3. While the timeframe for completing an investigation into individual complaints may vary depending on the circumstances, the Title IX coordinator will ensure that timeframes are reasonable and endeavor to complete any investigation, including any decision and hearing, within sixty (60) days of the filing of a complaint.
4. The Title IX coordinator shall designate an impartial investigator to conduct the investigation. The investigator shall have full authority to conduct an investigation, including the authority to interview witnesses and make a decision about the complaint. The investigator shall timely provide written notice of the outcome of the complaint to the relevant parties.
5. In the event a party is not satisfied with the investigator's decision, it may appeal that decision to an impartial hearing panel (explained below). Such appeal shall be made in writing and provided to the Title IX coordinator within five (5) days of the investigator's decision.
6. Upon appeal of the investigator's decision, the ACS Board of Directors will appoint a panel of three board members to serve as the impartial hearing panel. The hearing will be conducted in accordance with all applicable laws. All parties will have an opportunity to present witnesses and other evidence and to be represented by an attorney or third party of their choosing.
7. After the hearing, the three member hearing panel will make a decision and will provide written notice of the outcome of the appeal.

## Student Health and Wellness

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### Prevention and Control of State Reportable Communicable Diseases

Students are excluded from school in cases of certain **reportable** communicable diseases. While the list of diseases reportable to the state Division of Public Health is lengthy, the number of such diseases common to the school age child is not. This list is available upon request from the school office.

When a student is suspected of having one of those **reportable** communicable diseases, it is the responsibility of the parent to take the child to the local health department or primary health care provider for verification and treatment before that student can return to school. Students should be temporarily excluded from school if presenting symptoms of a reportable disease is present. In each case, readmission to school should also take into account whether the student is able to participate in school. In some cases, a student with a disabling disease, who is no longer contagious but may require ongoing care, may be eligible for additional services under Section 504 of the Rehabilitation Act.

A list of students who have not been vaccinated for bona fide religious or medical reasons or who have illnesses that cause immunosuppression will be maintained in the school health office so that appropriate action can be taken to protect these individuals when serious communicable disease outbreaks do occur.

ACS staff makes every effort to reduce the prevalence of disease-causing organisms through ensuring cleanliness of the environment, emphasizing frequent hand washing of students and staff, and following proper decontamination procedures of items used in mealtime and other activities. Despite those actions, the school age child is often the source and conduit for communicable diseases ranging from the "common cold" to ringworm among many. The majority of such illnesses are not among the diseases for which the state Division of Public Health, following guidelines issued by the Centers for Disease Control and Prevention, has issued mandatory isolation rules. However, the following isolation guidelines must be followed:

- See **COVID-19/Coronavirus Plan (DRAFT) on page 50 of this Handbook**

- **Fever:** The parent/guardian of any student with an oral temperature of 100 degrees will be notified and asked to pick up their child. **The student should remain at home until fever-free for 36 hours without medication.**
- **Chickenpox (Varicella):** Students are excluded until all blisters have formed scabs.
- **Head Lice (Pediculosis):** The parents/guardians of any student found with lice will be notified and asked to pick up their student. The parent/guardian may consult their medical provider or treat with an over-the-counter product. The student may return to school after receiving treatment for lice and removing nits.
- **Impetigo:** Student is excluded from school if he/she has more than three to four sores until seen by a medical provider and treated with a prescription antibiotic for a minimum of 24 hours.
- **Measles (Rubeola/Rubella):** Student is excluded until physician's approval is given and student is no longer contagious.
- **MRSA (Methicillin Resistant Staphylococcus Aureus):** All suspected cases should be referred to their healthcare provider and if possible, lesions should be kept covered while at school. Exclusion from school and sports activities should be reserved for those with wound drainage that cannot be covered and contained with a clean, dry bandage and for those who cannot maintain good personal hygiene.
- **Nausea, Vomiting, Diarrhea:** The parent/guardian of any student experiencing nausea, vomiting, diarrhea will be notified and asked to pick up their child. The student may return to school 36 hours after the symptoms have abated.
- **Pink Eye (Conjunctivitis):** A student who is exhibiting symptoms of pink eye should be evaluated by their medical provider. Students are allowed to return to school on approval of the physician. The student may return when treatment has begun, has minimal drainage & student is able to keep hands away from eyes.
- **Scabies:** Students are excluded until one (1) treatment with prescription medication has been completed for at least 24 hours.
- **Strep Throat (Streptococcal and Staphylococcal Infections):** Students are excluded from school until treated with a prescription antibiotic for 24 hours and have been fever free for 36 hours.

If a student has a communicable disease, including HIV/AIDS, hepatitis B, tuberculosis, etc.; the parents are encouraged to notify the school principal. This information will be kept confidential in accordance with the law. If notified that a student suffers from such immunodeficiency, the school principal will request that the notifying party provide information about what types of exposures might put the student at risk and what reasonable practices can be taken in the school setting to minimize the risk to the student. Whenever possible, the school principal will notify the parents or guardians of an infected or immunodeficient student (or the student himself where appropriate) of the existence of chicken pox, influenza, meningococcus, measles, tuberculosis, or other contagious diseases occurring in the school that may represent a serious threat to the student's health. Students who are removed from school as a result of such conditions will be provided instruction in an appropriate alternative educational setting.

## Immunizations

### Kindergarten and 7th Grade Health Requirements

All children in North Carolina must be vaccinated against certain diseases per General Statute (G.S.) 130A-152. Immunization records are checked when a child enters school. No student may attend any grade (Pre-K-12) without presenting a certification of immunization. The parent/guardian has 30 calendar days from the student's first day of attendance to show proof of the required immunization or provide evidence that they are in process of completing their immunizations.

Religious or medical exemptions from this law require that a statement be made on file at the school in the student's cumulative record.

Students entering Kindergarten must present a completed Health Assessment Report and up to date immunization records and students entering grade 7th have the Tdap and Meningococcal immunizations up to date. The health assessment shall be completed no more than 12 months prior to the date of school entry. Principals have both the authority and responsibility to exclude students who have not presented a health assessment report with 30 calendar days of school enrollment.

Parents will be asked to sign and provide a copy of the North Carolina Immunization and Health Assessment Requirement form when they register their child in school.

### Kindergarten Required Vaccines

Vaccine	Number Doses Required Before School Entry*
<a href="#">Diphtheria, tetanus and pertussis</a>	5 doses*
<a href="#">Polio</a>	4 doses*
<a href="#">Measles</a>	2 doses*
<a href="#">Mumps</a>	2 doses*
<a href="#">Rubella</a>	1 dose*
<a href="#">Haemophilus Influenzae type B (Hib)</a>	4 doses*
<a href="#">Hepatitis B (Hep B)</a>	3 doses*
<a href="#">Varicella (chickenpox)</a>	2 doses*

\* Please contact your child's healthcare provider for further information.

### 7th Grade/12 Year Old Required Vaccines

Adolescents should be up to date on all the vaccines required for kindergarten entry.

In addition:

- **Meningococcal conjugate vaccine (MCV) – 2 doses**
  - One dose for individuals is required entering the 7th grade or by 12 years of age whichever comes first.
  - Booster dose for individuals is required entering the 12th grade or 17 years of age beginning August 1, 2020.
  - If the first dose is administered on or after the 16th birthday the booster dose is not required
- **Tetanus, diphtheria, and pertussis (whooping cough) – Tdap**

- o A booster dose of Tdap is required for individuals who have not previously received Tdap and who are entering 7th grade or by 12 years of age, whichever comes first.
- o School Entry from 6th to 7th Grade

***If you have specific questions regarding your child, please contact your child's health care provider or your local health department.***

### **Garrett's Law**

According to 115C-218.75. General operating requirements (a) Health and Safety Standards – A charter school shall meet the same health and safety requirements required of a local school administrative unit. The Department of Public Instruction shall ensure that charter schools provide parents and guardians with information about meningococcal meningitis and influenza and their vaccines at the beginning of every school year. This information shall include the causes, symptoms, and how meningococcal meningitis and influenza are spread and the places where parents and guardians may obtain additional information and vaccinations for their children. **Garrett's law** was enacted in 2004. It mandates schools provide parents and guardians with information about meningococcal meningitis and influenza and the vaccines that protect against these diseases. The law was expanded in 2007 to mandate that information also be provided about human papillomavirus (HPV) and the vaccines available to protect against HPV. The following materials are available to support this effort:

- <https://www.cdc.gov/meningococcal/index.html>
- <https://www.cdc.gov/hpv/parents/index.html>
- <https://www.cdc.gov/flu/index.html>

Please visit <http://www.immunize.nc.gov> for more information.

### **Medication Administration**

For a student to receive prescription and non-prescription medicines at school, a parent/guardian consent and written authorization from a licensed healthcare provider are required.

Medications cannot be given to a student at school until a **Medication Administration Authorization Form** has been received. A separate form is required for each medicine. New authorization forms are required every year at the beginning of school, whenever the dose or directions change, or when a new medicine is prescribed. **It is the parent's responsibility** to provide all medicines to be given at school.

Each medicine must be in an appropriately labeled container that corresponds with the completed Medication Administration Authorization form.

Over the counter medications must be in the original nonprescription container. Please refer to the Forms Section of this handbook for the **Medication Administration Authorization Form** or you can download the form from our website under the Resources tab.

All medicine must be picked up at the end of the school year by a parent/guardian. Any medication not picked up within the given time frame will be discarded.

No student shall give to or receive from another student any medication, either prescribed or over the counter. Any such exchanges may be considered a serious offense and may result in suspension.

To protect your student's well being, there will be no exception to this policy. If you have any questions about this policy, or other issues related to the administration of medication in school or during school-sponsored activities, please contact the administrative assistant in the building. Thank you for your cooperation.

The needs of students who require medication during school hours to maintain and support their health and well-being during the educational day should be met in a safe and prudent manner.

#### **Rationale**

- Implementation of the IDEA (Individuals with Disabilities in Education Act), and amendments since enactment, has led to an increased number of children whose health problems require medication to be given while at school.
- Students with chronic illness may be dependent on routine medications, which enable them to participate more fully in all aspects of school activities and to minimize their absences.
- Students may require the administration of controlled substances during the school day in order to maximize their classroom performance.
- Some students with infections and communicable diseases are able to resume school attendance based on continuation of their medication regimen.

#### **North Carolina State Recommendations**

- A licensed healthcare provider must prescribe all medications administered by school personnel during school hours.
- All medications administered at school must have a written request/permission signed by the parent or legal guardian.
- Students with asthma and/or at risk for anaphylactic allergic reaction, may possess and self-administer medication on school property within certain parameters.

#### **Self-administration of Medications in School**

In accordance with North Carolina state law, there are a **limited number** of health conditions which may require the student to carry medications at all times. These include asthma (inhalers), diabetes (insulin or source of glucose), and severe anaphylactic allergies (EpiPen). In addition, learning to care for one's health and well-being is an important developmental milestone for all students. Parents should be informed that students who are approved to self-carry medications while at school and during school sponsored activities are independent in the management of their medication with no expected oversight from school staff.

In order for a student to self-carry a medication, the following **requirements must be met annually**:

- A. The student's parent/guardian must submit a written treatment plan prepared by a healthcare provider for managing asthma, anaphylaxis, or diabetes. Examples include: asthma action plan, diabetic treatment plan, etc. The plan must state:
  - a. The student has a diagnosis of asthma, anaphylaxis, or diabetes
  - b. Self-administration of required medications is part of the student's treatment plan
  - c. The student has been instructed in, and has demonstrated to the healthcare provider, the skills necessary to self-administer the medication
  - d. The name or type of medication that the student may self-administer while in school or during school sponsored activities
- B. The student's parent/guardian must submit a completed "**Request for Medication Administration in School**" form
- C. The parent/guardian must provide ACS backup medication that will be kept in the health office to which the student has immediate access in the event the student does not have the required medication.
- D. When medication such as asthma inhalers, diabetes medications, and emergency medications will be self-administered, an appropriate "Individualized Health Care Plan" (IHCP) will be completed by the school principal or his/her designee in partnership with the parent/guardian and student.
- E. The student must demonstrate to the school principal or his/her designee the knowledge, competence, and skills necessary to self-administer medication.
- F. Students must dispose of contaminated sharps in accordance with OSHA guidelines.

## Special Health Conditions

If your child has a health condition a **Student Health Information Form** MUST be filled out and returned to the front office, so the appropriate care can be given to your child during school hours. Please refer to the Forms Section of this handbook for the **Student Health Information Form** or you can download the form from our website under the Resources tab. Examples of health conditions that the school needs to talk to parents about include diabetes, asthma, severe allergy, seizures, sickle cell disease, etc.

The Department of Public Instruction shall also ensure that the guidelines for individual diabetes care plans adopted by the State Board of Education under G.S. 115C-12(31) are implemented in charter schools in which students with diabetes are enrolled and that charter schools otherwise comply with the provisions of G.S. 115C-375.3. Please refer to the Forms Section of this handbook for the **Medication Administration Authorization Form** (requires physician signature) and the **Diabetes and Medical Management Plan** or you can download the forms from our website under the Resources tab.

The Department of Public Instruction shall ensure that charter schools comply with G.S. 115C-375.2A. The board of directors of a charter school shall provide the school with a supply of emergency epinephrine auto-injectors necessary to carry out the provisions of G.S. 115C-375.2A. Please refer to the Forms Section of this handbook for the **Medication Administration Authorization Form** (requires physician signature), **The Student Agreement for Self-Carried Medication Form** (if the student will be keeping the epi pen in their backpack instead of the front office), and the **Severe Allergy Care Plan** or you can download the forms from our website under the Resources tab.

You can find all forms in the back of this handbook or you can download the forms from our website under the Resources tab.

### For Asthma, please print and fill out:

1. **Medication Administration Authorization Form** (requires physician's signature)
2. **Asthma Action Plan** (to be completed by the physician)
3. **Student Agreement for Self-Carried Medication Form** (if the student will be keeping the inhaler in their backpack instead of the front office)

### For Seizures, please print and fill out:

1. **Medication Administration Authorization Form** (if student requires medication, must be signed by a physician)
2. **Seizure Care Plan/Emergency Action Plan**

### For Concussions, please print and fill out:

1. Return to Learn: **Academic Accommodation Plan following Concussion** (to be completed by the physician)

## Policies for Snack and Lunch Time

- Parents and students are encouraged to pack a healthy snack.
- Lunch will be eaten in the classroom or outside. There will be space designated for life-threatening allergies for lunch, as needed. Parents are responsible for reporting to ACS, in writing, allergy information. For the **Allergy Care Plan Form**, please refer to the Forms Section of this handbook
- All trash from lunch must be disposed of in the designated classroom trash can.

## Outside Food

All food sent in or brought in by parents for the class must be purchased at the store and nut free.

Consideration for any additional classroom allergies must be given if outside food is to be used or eaten in the classroom by the whole class.

## COVID-19/Coronavirus - DRAFT - WORK IN PROGRESS

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**COVID-19** is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices (such as [handwashing](#), [staying home when sick](#)) and environmental [cleaning and disinfection](#) are critical to preventing the spread of the virus.

The more people a student or staff member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread. The risk of COVID-19 spread increases in school settings as follows:

- **Lowest Risk:** Students and teachers engage in virtual-only classes, activities, and events.
- **More Risk:** Small, in-person classes, activities, and events. Groups of students stay together and with the same teacher throughout/across school days and groups do not mix. Students remain at least 6 feet apart and do not share objects (e.g., hybrid virtual and in-person class structures, or staggered/rotated scheduling to accommodate smaller class sizes).
- **Highest Risk:** Full sized, in-person classes, activities, and events. Students are not spaced apart, share classroom materials or supplies, and mix between classes and activities.

Coronavirus has definitely impacted how we operate schools, however we know that we want our students and staff to be safe and that students learn best with face to face direct instruction. At this time, the Governor of NC has given schools permission to open with reduced capacity under Plan B, which is a hybrid model that includes some in-person instruction and some remote instruction. We have developed a plan based on the CDC guidelines and recommendations for schools, in addition to NCDPI, the EPA, and the NC Department of Health and Human Services. A virtual safety committee of staff, parents, and healthcare representatives has been formed to ensure that we follow the plan and procedures, that we stay abreast of best practices and that we can modify the plan quickly, if needed.

### Promoting Behaviors that Reduce Spread

ACS will implement several strategies to encourage behaviors that reduce the spread of COVID-19.

- ❖ Staying Home when Appropriate
- ❖ Educate staff and families about when they/their child(ren) should [stay home](#) and when they can return to school.

- ❖ The North Carolina Department of Health and Human Services (NCDHHS) has given schools specific guidelines they are required to follow. ACS will conduct daily screenings that are required by NCDHHS. This [flow chart](#) provides guidance on these screening procedures.
- ❖ [Staff and students must stay home](#) if they have tested positive for or are showing COVID-19 [symptoms](#).
- ❖ Staff and students who have recently had [close contact](#) with a person with COVID-19 must also [stay home and monitor their health](#).

The [NCDHHS Screening and Reference Guide](#) provides specific criteria for when staff and students can re-enter school. There are many different situations that can occur and each one has a specific action plan that ACS must follow. We will use this information along with the support of the Alamance County Health Department. You can also find more information in the “ACS Remote Learning & School Entry Plan Board Approved 7-16-20” document.

### Hand Hygiene and Respiratory Etiquette

- ❖ We will teach and reinforce [handwashing](#) with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff and we ask all of our families to also do this at home.
- ❖ If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol will be used (for staff and older children who can safely use hand sanitizer).
- ❖ We will encourage staff and students to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).

### Cloth Face Coverings

#### Schools are required to:

- ❖ Ensure that all students from Kindergarten through 12th grade, and all teachers, staff and adult visitors, wear face coverings when they are or may be within 6 feet of another person, unless the person (or family member for a student) states that an exception applies, is eating, or engaged in strenuous physical activity and able to maintain 6 feet distance from other people. Cloth face coverings must be worn by all students from kindergarten through 12th grade and all teachers, staff and adult visitors on buses or other school transportation vehicles, inside school buildings, and anywhere on school grounds, including outside.
- ❖ Teachers, staff, students and families can find information on [how to wear and remove cloth face masks](#) and how to properly [wash cloth face coverings](#) from the CDCs [website](#).

### Adequate Supplies

We will support [healthy hygiene](#) behaviors by providing adequate supplies, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible) and no-touch/foot-pedal trash cans. We may ask for donations of needed supplies from families, if they are able.

### Signs and Messages

- ❖ [Signs](#) will be posted in highly visible locations (e.g., school entrances, restrooms) that [promote everyday protective measures](#) and describe how to [stop the spread](#) of germs (such as by [properly washing hands](#) and [properly wearing a cloth face covering](#))

- ❖ We will broadcast regular [announcements](#) on reducing the spread of COVID-19 on over the school intercom/phone systems.
- ❖ Messages (for example, [videos](#)) about behaviors that prevent the spread of COVID-19 will be shared with staff and families on the school website, in emails, and on our school Facebook Page ([social media accounts](#)).

### **Cleaning and Disinfection**

- ❖ [Clean and disinfect](#) frequently touched surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains) within the school and on school buses at least daily or between use as much as possible.
- ❖ Students will be asked to bring their own personal water bottles. Water fountains will not be in operation for direct drinking. They may be used for refilling water bottles or cups.
- ❖ Students will be expected to bring their own school supplies (instead of having “community” supplies) and a personal container to keep the supplies. The personal container will be clearly labeled with the child’s name.
- ❖ The use of shared objects (e.g., gym or physical education equipment, art supplies, toys, games) will be limited when possible, or cleaned between use.
- ❖ ACS Bus drivers will practice all safety actions and protocols as indicated for other staff (e.g., hand hygiene, cloth face coverings). They will clean and disinfect the ACS school bus and will utilize the CDC guidance for [bus transit operators](#).
- ❖ We will develop a schedule for increased, routine cleaning and disinfection.
- ❖ Ensure [safe and correct use](#) and storage of [cleaning and disinfection products](#), including storing products securely away from children. Use products that meet [EPA disinfection criteria](#).
- ❖ Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.

### **Shared Objects**

- ❖ We will discourage the sharing of items that are difficult to clean or disinfect.
  - This could mean not having certain items available for our students in Kindergarten work stations, such as blocks, “housekeeping”, etc.
- ❖ Keep each child’s belongings separated from others’ and in individually labeled containers, cubbies, or areas.
- ❖ Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
  - Use of the LEGOs, blocks, and building materials in our LEGO engineering class will be limited, closely monitored, and cleaned in between classes.
  - Students will use individual supplies during Art class.
- ❖ Avoid sharing electronic devices, toys, books, and other games or learning aids.

### **Ventilation**

- ❖ Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to children using the facility.

### **Water Systems**

To minimize the risk of [Legionnaires disease](#) and other diseases associated with water, [take steps](#) to ensure that all water systems and features (e.g., sink faucets, drinking fountains, decorative fountains) are safe to use after a

prolonged facility shutdown. Drinking fountains should be cleaned and sanitized, but encourage staff and students to bring their own water to minimize use and touching of water fountains.

### **Modified Layouts**

- ❖ Maximization of outdoor classroom experiences and creation of outdoor learning spaces
- ❖ Seating/tables/desks will be spaced at least 6 feet apart, when feasible.
- ❖ Seats will be turned to face in the same direction (rather than facing each other) or students will sit on only one side of the tables, spaced apart.
- ❖ Create distance between children on school buses (g., seat children one child per row, skip rows) when possible.

### **Physical Barriers and Guides**

- ❖ We will provide physical guides and reminders, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least 6 feet apart in lines and at other times (e.g. guides for creating “one way routes” in hallways).

### **Communal Spaces**

- ❖ We will stagger use and [clean and disinfect](#) between use the communal shared spaces, such as the playground with shared playground equipment and the restrooms.

### **Food Service**

- ❖ Students will bring their own meals or will be served individual meals provided by our lunch vendors.
- ❖ Students will eat in classrooms or outside, while ensuring the [safety of children with food allergies](#).
- ❖ If food is offered at any event or celebration for staff or students, volunteers will be asked to provide pre-packaged items, boxes or bags for each attendee, instead of a buffet or family-style meal. We will avoid sharing food and utensils and ensure the [safety of children with food allergies](#).

### **Maintaining Healthy Operations**

#### **Protections for Staff and Children at Higher Risk for Severe Illness from COVID-19**

- ❖ We will try to limit exposure for our staff at [higher risk for severe illness](#) (including older adults and people of all ages with certain underlying medical conditions).
- ❖ We will offer options for students at [higher risk of severe illness](#) that limit their exposure risk (e.g., virtual learning opportunities).
- ❖ Consistent with applicable law, we will ensure the privacy of people at [higher risk for severe illness](#) regarding underlying medical conditions.

### **Regulatory Awareness**

- ❖ We will follow local and/or state regulatory agency policies related to group gatherings to determine if events can be held.

### **Gatherings, Visitors, and Field Trips**

- ❖ We will pursue the implementation of virtual project celebrations, group events, gatherings, or meetings, if possible, and promote social distancing of at least 6 feet between people if events are held. We will also limit group size to the best extent possible.
- ❖ We will conduct virtual parent conferences to limit the risk of infection and spread.
- ❖ We will limit any nonessential visitors, volunteers, and activities involving external groups or organizations as possible – especially with individuals who are not from the local geographic area (e.g., community, town, city, county).
- ❖ We will pursue virtual activities and events in lieu of student assemblies, special performances, school-wide parent meetings, and spirit nights, as much as possible.

### **Identifying Small Groups and Keeping Them Together (Cohorting)**

- ❖ We will ensure that student and staff groupings are as static as possible by having the same group of children stay with the same staff. This may include using a different rotation model for specials than the 5 day rotation model that is typically used or utilizing a hybrid-model of virtual and face to face, so that we can decrease risk for students and staff. For example, instead of the special teachers working with all students, K-3, a smaller number of students may receive Art for a rotation and then Music, and so on.
- ❖ We will limit mixing between groups, if possible.

### **Staggered Scheduling (we will need to receive guidance & guidelines from NCDPI)**

- ❖ If guidelines from NCDPI allows, we will stagger arrival and drop-off times or locations by cohort or put in place other protocols to limit contact between cohorts and direct contact with parents as much as possible.
- ❖ When possible and if state guidelines allow, we will use flexible worksites (e.g., telework) and flexible work hours (e.g., staggered shifts) to help establish policies and practices for social distancing (maintaining distance of approximately 6 feet) between employees and others, especially if social distancing is recommended by state and local health authorities.

### **Designated COVID-19 Point of Contact**

- ❖ We will designate a staff person to be responsible for responding to COVID-19 concerns (e.g., head of Safety Committee). All school staff and families will know who this person is and how to contact them.

### **Participation in Community Response Efforts**

- ❖ A representative from the School Safety Committee will consider participating with local authorities in broader COVID-19 community response efforts (e.g., sitting on community response committees).

### **Communication Systems**

- ❖ Consistent with applicable law and privacy policies, having staff and families self-report to the school if they or their student have [symptoms](#) of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with [health information sharing regulations for COVID-19](#)
  - (e.g. see “Notify Health Officials and Close Contacts” in the Preparing for When Someone Gets Sick section below) and other applicable federal and state laws and regulations relating to privacy and confidentiality, such as the Family Educational Rights and Privacy Act (FERPA).

- Notifying staff, families, and the public of school closures and any restrictions in place to limit COVID-19 exposure (e.g., limited hours of operation).

### **Leave (Time Off) Policies and Excused Absence Policies**

- ❖ ACS will comply with the Families First Coronavirus Response Act and to assist employees affected by the COVID-19 outbreak with job-protected leave and emergency paid sick leave. This policy will be in effect from April 2, 2020, until December 31, 2020.
- ❖ We will implement policies for return-to-school after COVID-19 illness. CDC's [criteria to discontinue home isolation and quarantine](#) will inform these policies.

### **Back-Up Staffing Plan**

- ❖ ACS will monitor absenteeism of students and employees, cross-train staff, substitutes, and volunteers, and create a roster of trained back-up staff, substitutes, and volunteers.

### **Staff Training**

- ❖ Train staff on all safety protocols.
- ❖ Conduct training virtually or ensure that [social distancing](#) is maintained during training.

### **Recognize Signs and Symptoms**

- ❖ We will conduct daily health [screenings](#) (e.g., temperature screening and/or [symptom checking](#)) of staff and students.
- ❖ The health checks will be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations. We will use examples of screening methods in CDC's supplemental [Guidance for Child Care Programs that Remain Open](#) as a guide for screening children and CDC's [General Business FAQs](#) for screening staff.

### **Sharing Facilities**

- ❖ We will ensure that the Before & After Care Program or any other organizations that may use the school facilities to also follow these considerations.

### **Support Coping and Resilience**

- ❖ We will encourage employees, students, and parents to take breaks from watching, reading, or listening to news stories about COVID-19, including social media if they are feeling overwhelmed or distressed.
- ❖ We promote employees, students, and families eating healthy, exercising, getting sleep, and finding time to unwind.
- ❖ We will encourage employees, students, and parents to talk with people they trust about their concerns and how they are feeling.
- ❖ We will ensure that anyone in our school community can get help and contact the National Distress Hotline: 1-800-985-5990, or text TalkWithUsto 66746

### **Preparing for When Someone Gets Sick**

- ❖ We will advise Staff and Families of Sick Students of Home Isolation Criteria.
- ❖ Sick staff members or students should not return until they have met CDC's [criteria to discontinue home isolation](#).

### Isolate and Transport Those Who are Sick

- ❖ Make sure that staff and families know that they (staff) or their children (families) should not come to school, and that they should notify school officials (e.g., the designated COVID-19 point of contact) if they (staff) or their child (families) become sick with COVID-19 [symptoms](#), test positive for COVID-19, or have been [exposed](#) to someone with COVID-19 symptoms or a confirmed or suspected case.
- ❖ Immediately separate staff and [children](#) with COVID-19 [symptoms](#) (such as fever, cough, or shortness of breath) at school. Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are, and follow [CDC guidance for caring for oneself and others](#) who are sick.
- ❖ An Isolation room will be equipped with a cot and minimal furnishings to enable easy disinfection. This room will be used for holding staff or students that are symptom positive. The health room will hold PPE and supplies for isolation. School staff should use [Standard and Transmission-Based Precautions](#) when caring for sick people at the school. See: [What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection](#).
- ❖ We will establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility.

### Clean and Disinfect

- ❖ We will close off areas used by a sick person and will not use these areas until after [cleaning and disinfecting](#).
- ❖ We will wait at least 24 hours before cleaning and disinfecting, if possible. If 24 hours is not feasible, we will wait as long as possible. We will ensure [safe and correct use](#) and storage of [cleaning and disinfection products](#), including storing products securely away from children.

### Notify Health Officials and Close Contacts

- ❖ In accordance with state and local laws and regulations, the school administration will notify [local health officials](#), staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the [Americans with Disabilities Act \(ADA\)](#).
- ❖ The administration will inform those who have had [close contact](#) with a person diagnosed with COVID-19 to stay home and [self-monitor for symptoms](#), and follow [CDC guidance](#) if symptoms develop.

## Forms Section

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**\*ALL FORMS WILL BE AVAILABLE ON THE ACS WEBSITE UNDER THE RESOURCES MENU\***

- **Medication Administration Authorization Form**
- **Medication Request Authorization Form**
- **Diabetes and Medical Management Plan**
- **The Student Agreement for Self-Carried Medication Form**
- **Severe Allergy Care Plan**
- **Asthma Action Plan**
- **Seizure Care Plan/Emergency Action Plan**
- **Academic Accommodation Plan following Concussion**

