

**Guilford Preparatory Academy
Student/Parent Handbook
2017-2018**



Learning, Leading, Living

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GPA SCHOOL PLEDGE

I WILL Come to school each day
I WILL Graduate from high school
I WILL Graduate from college
I WILL Learn everyday
I WILL Lead at all times
I WILL Live to serve
I WILL be Successful
I WILL! I WILL! I WILL!

***Guilford Preparatory Academy
Board Members 2017-2018***

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WELCOME

August 21, 2017

Dear Parents, Guardians, and Friends of Guilford Preparatory Academy:

It is my pleasure to welcome you to the beginning of another school year. We are committed to providing a nurturing learning environment where all students are valued. During the school year, our teachers will develop challenging activities that will equip students with the skills and strategies to become life-long learners. I invite you to become an active member of the Jaguar school community.

The Guilford Preparatory Academy Handbook is designed to provide an overview of our expectations and to highlight critical information for our parents and students. We are asking our parents, grandparents and caregivers to review the handbook with your children to make sure everyone knows and understands the expectations of the school. After reviewing the handbook, we are asking each parent and student to sign and return the signature page to your teacher.

At Guilford Preparatory Academy, our mission is to develop young men and women who will Learn 21st Century Skills, Lead in a Global Economy, and Live in Service to the Community.

Sincerely,

Dr. Robin Buckrham, Principal

Why Do We Exist?

Mission Statement

Guilford Preparatory Academy will produce young men and women who Learn 21st Century Skills, Lead in a Global Society and Live in Service to the Community.

Vision Statement

Guilford Preparatory Academy provides a rigorous education that will equip the students with the foundational tools needed in order to achieve academic excellence in reaching their greatest potential as life-long learners.

School Goals

Goal 1: Produce high performing students prepared to excel in high school, postsecondary education and careers of choice

Goal 2: Recruit, hire, support and retain highly qualified faculty and staff

Goal 3: Recruit, enroll and retain college-bound students from diverse economic and cultural backgrounds

Goal 4: Provide sustainable funding and financial resources that support and expand the daily operations, educational opportunities, student enrollment, and facility growth and maintenance

Goal 5: Develop collaborative parental and community involvement

DAILY SCHEDULE

The official school day for all students is from 8:00 AM to 3:00 PM (K-4) and 3:15 (5-8). It is essential that all children be present on time each day.

Student Drop-off Procedures

The goal for establishing student drop off procedures is twofold; to insure a safe environment for all students, to preserve optimum conditions for instructional time for students and teachers. There will be two parallel lines of cars entering the parking lots. Cars for K-4 students will drive to the front entrance of the 2210 E. Cone Blvd. building. Cars for 5-8 students will drive to the main entrance of the East Cone Town Center. **Students are allowed to arrive as early as 7:25am. Please do not bring children before 7:25 am as there will not be any supervision for them.**

Student Pick-up Procedures

School dismisses at 3:00 pm for students in grades K-4 and 3:15 for students in grades 5-8. At pick-up, students will wait with their teachers. Car riders will wait in their classrooms until they are called. Daycare riders in grades 3-8 are called first and dismissed upon arrival of daycare van(s) to the East Cone Town Center. **Please DO NOT pull around a car that is waiting for a student for the safety of *all* children.**

In order to eliminate interruptions and the flow of traffic, NO student will be given early dismissal after 2:50. The front office will not be able to ask a student to report for dismissal after 2:50. Only in cases of emergencies will a student be dismissed between 2:50 and 3:10.

Students must be picked up no later than 3:30 each day. At 3:45 students will roll over into the Aftercare Program and there will be a fee charged to the parent. The fee must be paid when the student is picked up. Failure to pay the fee will result in a meeting with the administration to discuss ways in which we can support the family. If a child consistently rolls over into the Aftercare Program and the fees are not paid, the child may be dismissed from the school. Students who participate in extra-curricular activities or after school tutoring must be picked up at the time designated by the teacher/coach. Students who cannot be picked up on time for these activities will not be allowed to participate. Please make arrangements for your child to go the Aftercare Program to avoid this from happening.

For the child's safety, a student will not be released to any person other than the parents or guardians, or an **authorized** designee. If the person coming to pick up your child is not designated on the emergency card or "release of student" form, identity of the new person must be confirmed by written authorization. For safety reasons, authorization by telephone will **only be accepted** in the case of an emergency.

COMMUNICATION

Every member of the staff is committed to keeping parents informed. Types of written communication you can expect to receive include informative weekly folders, comprehensive review packets on all essential material covered (sent home one week before final exams), and a monthly calendar.

In addition, the School Administrators have voice mail and messages can be left. Parents are also encouraged to attend Back-to-School and Curriculum Nights, Parent-Teacher Conferences, special assemblies, end-of-the-year activities, and graduation celebrations.

Connect-Ed

The school will contact parents via telephone numbers provided to the school to remind families of weekly activities, special events, announce inclement weather changes and other events including emergencies that impact the school community. Please make sure you notify the school of any changes in your contact numbers. We want to make sure that everyone is receiving our Connect-Ed messages.

Parent-Teacher Conferences

Parent-teacher conferences can be held anytime when agreed upon by parent and teacher. Please make sure that everyone involved has advanced notice about conferences so that there will be no distractions.

Please avoid trying to conduct impromptu conferences with teachers during the arrival and dismissal times as these are extremely busy times for them.

Power School

During the 2016-17 school year, the North Carolina Department of Public Instruction has informed schools of the transition to PowerSchool. PowerSchool is an online student information system and will provide many resources and tools for educators. PowerSchool will provide educators with a module that will allow educators to monitor student academic progress. PowerSchool will provide parents with access to classroom information for students at home including assignments, grades and other pertinent information. The parent can also communicate directly with the teacher through e-mail.

Parents will receive information on how to access student grades online by accessing the PowerParent module.

THE SCHOOL'S GRADING SCALE

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	Below 59%

Quarterly Exams

At the end of each quarter, the students will take a comprehensive test that will cover the learning objectives for the reporting period.

Interim Reports

Interim reports are designed to inform parents of academic progress and potential academic problems their child may be experiencing. Interim reports are sent out so that parents have the opportunity to assess their students' performance before report cards are given.

End-of-Term Exams

Comprehensive exams are given at the end of each term. Fifth and eighth graders will take four Science Benchmarks in Reading and Math throughout the year. Students in tested grades will take three benchmark exams during the year designed to measure mastery of objectives and formatted similar to the End-of-Grade (EOG) exams. Teacher-made final exams, given at the end of the year, measure a student's achievement over the course of the entire academic year. Students in middle school who have an “A” average at the end of the year in a subject are exempt from the final exam in that class.

Report Cards

Report cards go home at the end of each quarter. The report card for grades 1 through 8 includes the student's numerical grades for each subject and attendance records. Students in Kindergarten receive



a letter designation reflecting their progress and growth in the classroom.

State Standardized Tests

Our school administers North Carolina tests which EOG in grades fifth and eighth. These tests show Common Core and Essential State Standards. Additional the procedures involving these tests.

include End-of-Grade (EOG) exams in Reading and Math grades 3-8, Science how our students are performing relative to the state's requirements and the New information will be forthcoming throughout the school year to inform parents of

Every person is expected to treat every other person with dignity and respect. Staff and students will all work together to help every person in the school reach his/her fullest potential. Positive behavior, which helps someone grow and mature, will be encouraged, and any behavior or action which interferes with a person's growth will not be tolerated.

In general, staff and students rely on the following guidelines to inform their decisions and actions:

- 1. Be prepared.**
- 2. Respect one's self, others and property.**
- 3. Follow directions the first time given.**
- 4. Manage yourself.**
- 5. Do your best.**

ATTENDANCE

Students must attend school in order to learn! They must come to school daily, and they must be on time. State law is clear: No parent, guardian, or person having care of a child of school age shall violate any provision of those laws which govern school attendance.

NC Compulsory Attendance Ages

In accordance with G.S. 115C-378, every parent, guardian, or other person in North Carolina in charge or control of a student between the ages of 7 and 16 years shall cause such student to attend school continuously for a period equal to the time which the public school to which the student is assigned is in session. Every parent, guardian, or other person in North Carolina having charge or control of a child under age 7 who are enrolled in public school in grades Kindergarten through two shall also cause such child to attend school continuously for a period equal to the time which the public school to which the child is assigned shall be in session unless the child has withdrawn from school. No person shall encourage, entice, or counsel any such student to be unlawfully absent from school. The term "school" is defined to embrace all public schools and such non-public schools which have teachers and curricula that are approved by the State Board of Education.

Absentee and Tardy Policy

Promptness is expected. Each student at GUILFORD PREPARATORY ACADEMY is expected to attend classes regularly and be on time at 7:45 A.M. sharp. Students are to check in through the office if they come to school at any time after 7:45 A.M. A parent's verbal and written explanation is required for a student to check out early. No notes will be accepted without parent's signature and contact number. **Students coming to school after 11:30 or checking out before 11:30 are to be counted absent that day.** In order to be counted present, a student must attend school for one half the time covered by the school day (at present, the school day is 7 hours).

Students who are dismissed under the early release policy must attend 3 ¼ hours to be counted present for the day. A student absent for any reason or who checks out cannot participate in or attend any school function on the day of the absence without permission from the principal. A student who misses 20 or more days of an individual class at the end of the academic school year will not receive any credits for that class unless a valid doctor's excuse is presented. Twenty days of unexcused (no valid medical reason) will result in retention per state guidelines. When a student reaches the point where they have ten unexcused absences during any one term, correspondence will be sent to the student's home notifying the parent or guardian of the school's concerns. The final authority in all matters pertaining to exception to policy for medical excuses is the School Board of Guilford Preparatory Academy.

Parents need to be aware that three unexcused tardies equals one unexcused absence under school policy. Students and parents will receive a notice at the 3rd, 6th, and 10th tardy. After the 6th tardy, parents will be required to meet with the administration and the counselor to discuss ways in which the school can support the family. The school may also restrict a student from participating in extracurricular activities due to excessive tardiness and the student may receive days in the Alternative Learning Center and/or Out of School Suspension. After the 10th tardy, the Guilford County Truant Office will be contacted. If tardies persist, the school can move to have the student dismissed from the school.

Being in class on time and prepared is the only way a student can reap the greatest benefits of his or her education. Absences from school are detrimental to the student. Students who are late disrupt class, miss instruction and interfere with the education of students who were in class on time. In the event of any absence, it is the responsibility of the student to be prepared upon returning to class. **The procedures below should be followed when absenteeism is necessary.**

All absentees **must** have a signed and dated note to be excused **and/or readmitted to classes**, even for missing part of a day. The student has one day for each day missed to make up work due to a confining illness or an unforeseen event, e.g., funeral. If a student does not produce a written note

the office will treat the absence as **unexcused**. Students have two (2) days to bring in a note or unexcused absences will not be changed to excused. The student must go to the office and present note in order to receive free time an excused pass for the absence. Unauthorized absences (without parental consent) may result in a **one day in our Alternative Learning Center (ALC)** and a grading penalty on all work missed. A second offense will result in being assigned three days in ALC and extracurricular penalties. **Notices of absences will be sent home at the 3rd, 6th and 10th absence. After the 6th absence parents will be required to meet with the administration and the counselor to discuss ways in which the school can support the family. Students may also be restricted from participating in extra curricular activities and receive days in the Alternative Learning Center and/or Out of School Suspension. After the 10th absence, the Guilford County Truant Office will be contacted. If absences persist, the school can move to have the student dismissed from the school.**

Any missed work (homework, test, notes, etc.) due to an unauthorized absence is not subject to the make-up policy.

Absences for doctor's appointment, shopping trip, vacation, haircut appointment, etc. even with parental consent, are subject to the make-up policy. All work must be completed upon return to school.

It is the student's responsibility to obtain assignments from teachers prior to leaving on trips. **Please give the teacher at least one week to gather assignments for an anticipated extended absence and at least two days for any anticipated absence.** Students are encouraged to avoid leaving school for such activities.

Students must attend a full day of classes to be eligible to participate in extracurricular activities that day, unless an authorized family or medical emergency keeps them out of school or for a portion of the school day. When missing a class is necessary due to involvement in an extracurricular activity, a student should notify subject teachers of planned absence and obtain assignments. Students are responsible for taking tests and turning in any written work as directed by the teacher; priority should be placed on completing make-up work in a timely manner. A student must report to class on time. Tardiness to class is handled by the teacher of the tardy student. Tardiness to class may result in a referral for administrative action to be taken. The principal is notified of excessive tardies. Students who are habitually tardy will receive stronger consequences as described in the discipline matrix.

Excused Absences

Students who miss one or more classes for the reasons below will receive an excused absence and will be allowed to make up work without penalty:

- Appointments
- Death in the family
- Illness in the immediate family
- Medical or Dental appointments
(*Must bring note from doctor*)
- Personal illness
- Quarantine of the home
- Severe weather

- Transportation breakdown
- A family emergency or set of circumstances which, in the judgment of the Principal, constitutes a good and sufficient cause for absence from school.

The admit procedure for a student who returns after an absence begins with getting an admit slip from the office staff. It is then the student's responsibility to present the admit slip to each teacher for a signature. The completed admit slip must then be returned to the office by the last teacher the student has that day. The student will have as many days as he/she was absent to complete any work. Any student not following this procedure will receive an unexcused absence.

When a student is absent, documentation and/or verification must be provided. *A note signed by a parent or guardian must be sent with the student upon his/her return to school to be excused. A student absent for four (4) consecutive days will require a physician's statement as to the nature of the child's illness.*

Absences for religious holidays, educational opportunities, or other appropriate reasons may be excused if they are prearranged. These absences will be considered excused only after all work and tests are made up. Prearranged absences must have the teacher's recommendation and be approved by the Principal.

STUDENT UNIFORM CODE

General Description

The School dress code policy requires students to be in uniform. At Guilford Preparatory Academy we are concerned about student academics and we want the students to be focused on academics as well. Large name brands printed on clothing is not allowed. We strongly discourage name brand shoes. A simple solid black or white shoe will suffice. Not adhering to the school uniform policy is considered a violation of school rules and consequences will follow the procedural guidelines for behavior infractions. Students are to be in uniform at all times, except on scheduled non-uniform (dress down) days or when special occasions are announced. If you have any questions about the suitability of a uniform item, please call the school office at (336) 954-1344. The following website <https://www.frenchtoast.com> can be accessed to order our emblem embroidered school shirts. Also you may visit Unique Apparel located at 4719C West Gate City Blvd, Greensboro, NC 27407 (336) 856-8699.

Boys Wear

Hair:

- Business professional hair cuts
- Natural hair color type only
- Styles that are not a distraction or disruption to the educational environment
- Afros are permitted if neatly shaped
- Braided hair should be neat

(Administrative discretion will be used when determining whether or not hairstyles are disruptive to the educational environment)

Pants:

- Khaki material only (khaki tan or black)
- Shorts no more than 3 inches above the knee
- No jeans of any type or style (no jogging pants, athletic pants)
- No sagging pants (*must come above pelvic bone*)
- Belts should be worn with pants that have belt loops

Shirts: White, black, tan, or gold (Board approved) polo type shirt or other button up shirt with a collar.

Girls Wear

Hair:

- Natural hair color type only
- Styles that are not a distraction or disruption to the educational environment
- Braided hair should be neat
- Afros should be neatly styled.

(Administrative discretion will be used when determining whether or not hairstyles are disruptive to the educational environment)

Pants:

- Khaki material only (khaki tan or black)
- Shorts/skirts (at least arm length above the knee)
- No jeans of any type or style (no jeggings, leggings, skinny jeans, jogging pants, athletic pants or shorts)
- No hip huggers (*pants must come above pelvic bone*)

Shirts: White, black, tan, or gold (Board approved) polo type shirt or other button up shirt with a collar.

Skirts: When wearing skirts the length should be 3 inches above the knee or at least arm length.

Khaki and black jumpers are permitted. Black or white tights/leggings can be worn underneath jumpers or skirts for the girls.

Shoes:

- **All shoes should be Solid Black, White and Tan only.**
- **No flip flops, sandals or high heels shoes. Boots can be worn but no boots with fur or balls. No Timberlands are to worn. Shoes should not have stripes, designs, glitter, sparkles, wheels, etc. They should be solid black or solid white. A solid black shoe with a white sole is permitted. Converse shoes are allowed as well.**

Miscellaneous: Uniform information for all students

- Cardigans, sweaters, jackets, sweatshirts, and hoodies must be solid black. This is the only item that may be worn over the uniform inside the building. A collared shirt must be worn under all of these.

No jackets may be worn to school that have images screened on them with any of the following:

1. Any reference to tobacco/alcohol industries or illicit drugs.
2. Any reference to a musical group or songs etc.
3. Any reference to an occult.
4. Any pictures of movie stars, sports-figures etc.
5. Any offensive sayings and/or slogans which are in bad taste.
6. Any picture or graphics, which are deemed distasteful by the administration.

Jewelry:

Boys-

- may wear a watch (modest)
- may not wear earrings
- may not have outwardly displayed chains or necklaces
- may not display any body piercing, tattoos or drawings

Girls-

- may wear earring studs in both ears or “hoop” earrings (no larger than a quarter)
- may wear one finger ring on each hand
- may wear two bracelets
- may not have outwardly displayed chains or necklaces
- may not display any body piercing, tattoos or drawings

The following details are to be observed while students are on campus, except on no uniform days:

- All shirts must have a collar and contain NO writing.
- Shirts must be tucked in for boys and girls.
- T-shirts are only allowed as undershirts.
- Students must wear belts with pants having belt loops.
- Students must wear tennis athletic (tennis) for PE classes.

The following items are NOT allowed:

- Students may not wear hats, caps, scarves or headbands inside the building.

- Open-toed, flip flops, or high heels
- Dance leggings
- Large or oversized jewelry and watches
- Body piercing
- Colored t-shirts worn under a white school shirt.
- T-shirts under uniform displaying graphics or writing
- Male students wearing earrings

Food at School

Snacks are provided by the students and will be kept in their desks or cubbies until snack time in grades K-2. Fruits and nutritious snacks of single portion size are strongly encouraged. These snacks will help provide needed energy for the student and help alleviate waste. **Please do not bring or send candy, soft drinks or other snacks with high sugar content.**

A free, well-balanced breakfast and hot lunch is served daily. Students who bring lunch from home may purchase milk at school. Canned or bottled sodas are **not** to be brought or sent to school, either for snack or as part of a child's lunch. Children are allowed to purchase snacks and ice cream at school in the cafeteria.

Chewing gum is not allowed in buildings or classrooms at Guilford Preparatory Academy at any time. Sunflower seeds are not allowed in the buildings or classrooms at Guilford Preparatory Academy.

Celebrations

Birthdays are very special days for students; therefore, simple celebrations are acceptable with prior approval from the Teachers. Parents may send store-bought treats to share with the class, if they so choose. Please do not bring/send elaborate party favors.

ELECTRONIC DEVICES

Any electronic devices other than those required for instruction including, but not limited to cell phones, headphones, MP3 players, iPods, etc. should be turned off and put away during instructional classroom time. If the item is out or makes a discernible noise during instructional time, it will be immediately CONFISCATED by the teacher – no questions asked. Refusal to give the devices to the teacher will be considered insubordination.

First offense: Teacher will confiscate the device and notify the parent of the situation. The student may pick up the device at the end of the school day from the teacher who confiscated the item.

Second and any subsequent offense: Teacher will confiscate the device and turn it in to the administration. The parent/guardian will be required to come to the school to retrieve the property that was confiscated from the administrative offices. At that time, the parent/guardian will have to sign a form verifying receipt of the device. Another offense will result in device being held until the end of the semester/school year and parent will be asked to pick it up then.

Internet Usage

Through the school's Internet connection, students have an unparalleled opportunity to participate in a global community of information and learning. The school's Internet connection is intended for educational purposes only, and access to the Internet is a privilege, not a right. With such opportunity and privilege comes responsibility. For a student to use the Internet at school, he/she must comply with the following rules and consent to an agreement that will be sent home for signature certifying agreement by parents/guardians and student. **Students will not be permitted to use computers, iPads, etc. if a signed usage form is not returned.** It is important to understand that inappropriate use not only reflects poorly on the school, but may lead to penalties, including revocation of privileges, disciplinary action and, if warranted, legal action.

Inappropriate Use

The following uses of the Internet are unacceptable:

- Use at school for non-school related activities
- Use in violation of federal, state or local laws, including sending or receiving copyrighted matter without permission
- Commercial use
- Sending patently harassing, intimidating, abusive or offensive material to or about others, in messages public or private
- Sending chain letters or pyramid schemes, "broadcasting" inappropriate messages to lists or individuals, and any other kind of use that would congest the Internet or otherwise interfere with the work of others
- Sending or receiving pornographic material, inappropriate text files or files dangerous to the integrity of the network
- Vandalizing, defined as any deliberate attempt to change files not belonging to you or to harm or destroy the work, systems or data of another user, including uploading or creation of computer viruses
- Engaging in the illegal distribution of software "pirating"
- Knowingly using another person's password, misrepresenting your identity, or giving your own password to others
- Failing, when downloading information, to comply with associated terms or conditions specified by the supplier of that information
- Expressing views or opinions not clearly identified as your own and not those of The School
- Circumventing security measures on school or remote computers or networks

STUDENT CODE OF CONDUCT

Schools must set boundaries that will ensure all students experience a safe, orderly and productive environment. The ability of a school to help students meet and exceed academic benchmarks is influenced greatly by individual and school-wide discipline. Every staff member in the school is an equal and contributing partner in the important area of student management. All adults have the obligation to report any inappropriate behavior to administration.

**Guilford Preparatory Academy
2017-2018**

STUDENT CONDUCT AND DISCIPLINE POLICIES

At Guilford Preparatory Academy, our first goal is to meet the needs of the student. To do this, there must be an environment conducive to academic pursuits and respect for one's self, other people, and property. The purpose of this code is to provide in a single document those policies relating to the conduct of students in Guilford Preparatory Academy. The policies presented here are judged to be necessary for the safe and effective operation of this school. All students must comply with all rules and regulations governing behavior and conduct.

The student and the parent must understand that the administration cannot think of every offense a child may commit; so on those occasions we will apply our reasonable judgment to formulate policy for the new offense.

This Code of Student Conduct shall apply to:

1. Any student in any school building or on school premises at any time;
2. Any student in any vehicle in which the student is being transported as part of any school activity;
3. Any student during any school function, activity or event;
4. Any student at any time when he is subject to the authority of school personnel; or
5. Any student whose conduct at any time or place has a direct and immediate effect on maintaining order and discipline in the school.

The purpose of this Code of Student Conduct is to promote a learning environment where all students are able to obtain an education in a safe, structured, orderly school. The development of well-disciplined students/young adults is the ultimate goal of these policies.

Violation of any of the rules set forth by the school will result in disciplinary action, which may include suspension of the student from Guilford Preparatory Academy.

Students shall be informed by local school authorities of any infractions not listed in this Code of Conduct that may result in short-term suspension or expulsion.

During the period that a student is suspended, he/she is prohibited from entering the grounds of Guilford Preparatory Academy and from attending any school-related functions.

When a school official learns or reasonably believes that any student has violated any Board or school policy, rule or regulation that may also be a criminal violation of the law of the United States or the State of North Carolina, he shall determine whether it is necessary or appropriate to report such violation to the proper law enforcement agency pursuant to Board Policies. In such cases, school officials shall cooperate fully with the law enforcement agency; however, internal disciplinary proceedings shall proceed independently from any criminal investigation and prosecution.

CLASSROOM CODE OF CONDUCT

1. I will come to school on time, be prepared, and be ready to learn.
2. I will be in my seat ready to work, when class begins.
3. I will be responsible for my actions and respectful of others.
4. I will be honest.
5. I will take pride in using good manners.
6. I will be recognized before speaking and leave my seat only with permission.
7. I will be respectful of authority and school rules.
8. I will demonstrate compassion, integrity, intelligence and determination.
9. I will cooperate with fellow students and compete only against myself.
10. I will strive for excellence in all I do.
11. I will work towards my dreams and be encouraging of the dreams of others.
12. I will not make excuses.
13. I will respect other people's property and persons.
14. I will respect the property of the school.

Corporal Punishment Policy

No school employee or agent of the school shall cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a penalty for unacceptable conduct.

As used in this policy, the term "corporal punishment" means conduct involving hitting or spanking a person, with or without an object, or unreasonable physical force that causes bodily harm or substantial emotional harm.

EXCEPTION: School employees may use reasonable force to restrain a student when necessary to prevent the child from injuring himself/herself, others, property or to prevent bodily harm or death to another. Staff members are trained in appropriate Crisis Prevention Institute (CPI) techniques authorized by the state.

Searches

The following section delineates The School's policy relative to searches. Within the context of this section "personal possessions" includes, but is not limited to, purses, backpacks, book bags, packages, and clothing. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation; a report from a student, parent, or staff member; a student's suspicious behavior; a student's age and past history or record of conduct, both in and out of the school context; or other reliable sources of information.

Random Searches

All school property, students and personal possessions of students are subject to a random search at any time. Random searches may be conducted at the discretion of the administration. The search will be reasonable in its scope of intrusiveness.

School Property

Desks and Lockers

School desks and lockers are the property of the school. Inspection of the interior of desks or lockers may be conducted by school officials for any reason, at any time, without notice, without student consent, and without a search warrant.

Public School Laws of North Carolina-GS. 14-132 concerns disorderly conduct in and injuries to public buildings and facilities.

1. It is a misdemeanor if any person shall:

- Make any rude or riotous noise, or be guilty of any disorderly conduct, in or near any public building.
- Unlawful write or scribble, or make, deface or injure the walls of any public building or facility.

2. The term “public building or facility” as used includes any building or facility which is:

- One to which the public or portion of the public has access and is owned or controlled by the State or any subdivision of the state, etc.
- Any person who violates any provision of this statute is guilty of a misdemeanor punishable by a fine and payment of damages.

GENERAL DISCIPLINARY INFORMATION

1. Alternative Learning Center (ALC) entails:

Students that reach the isolation phase will be required to serve in the designated ALC area.

Students will not be allowed to communicate or join in other school activities while ALC. The student will need to report to school as usual, equipped with books, papers, and writing utensils. Class assignments will be provided to student by his/her teacher and must be completed by the end of the day. If the work is not completed, it must be finished and returned to the teacher by the beginning of the next day.

2. Out of School Suspension (OSS)

Out of school suspension may range from one to nine days, depending on student’s prior record. At the end of home suspension, the parent or guardian must accompany the student back to school and be admitted through the Principal’s office before the student can be readmitted to regular classes.

If the parent does not accompany the student, the student will be held in the main office until a parent has been contacted and seen by the principal in his/her office. Any student, who has been suspended before, for the same offense, will receive increased suspension days, not to exceed 10 days at a time.

3. Discipline Notice:

A “Discipline Notice” is a form of parent notification for student misconduct. These types of notices are given in both major and minor violations, and shall be taken home and given to parents the day they are received.

4. Damage to school property:

Any damage to the school property will be itemized and submitted to the parents for payment. It will include labor and material costs that the school incurs to bring the item damaged to “as it was” Status. Failure to pay for damages will result in a hold being placed on student records.

5. Lost Textbooks:

Students are responsible for the security of their assigned textbooks both at school and between home and school. If a student suffers a loss or has damage a book beyond repair, he/she should immediately inform his/her teacher(s) so that a replacement(s) may be ordered. Students will be provided with an invoice advising them of the replacement cost(s).

Failure to reimburse the school in a timely manner (within 30 days) will result in “**administrative probation**” in the form of “freezing” the release of school records, to include both progress reports and report cards. New school property, in the form of replacement textbooks, will not be issued until the school receives reimbursement for the lost or damaged textbook(s).

6. Extracurricular events: Students will be ineligible for all extracurricular events (sports and field trips) when their behavior has reached the suspension phase. They will remain ineligible to play sports at the discretion of their coach. Students who are on this disciplinary probation will not be allowed to hold positions of leadership (i.e. class office, captain of ball team, etc.).

7. Community Service:

Some student misconduct may result in community service around the school. Community service will be completed at the direction of the Principal or designee. These duties may take place either during regular/after school hours.

8. Homework Policy:

Homework is an integral part of Guilford Preparatory Academy’s academic and character training.

The purposes of homework are:

- a. To teach habits of independent study.
- b. To provide practice in the application of acquired skills.
- c. To acquaint parents with the child’s work.
- d. To teach wise use of leisure time.
- e. To promote participation in classroom activities that further challenges the abilities of the pupil.

Each student is expected to complete assigned homework neatly, accurately and on time. Parents can help with a child's homework, but should not do the work for the child. Remember, the purpose of the homework is to allow students additional practice on objectives learned in class. Doing a child's homework defeats the purpose of the assignment and is in essence a form of cheating. Parents can help their child by providing a time and place with an atmosphere conducive to concentration upon the work assigned. Parents should, and are welcome to supervise the work, and help with the reviewing of materials learned.

Homework

Homework is essential for establishing a strong academic background and study habits. Teachers are encouraged to make homework meaningful and worthwhile, yet at the same time not unnecessarily burdening the student. Please keep the following guidelines in mind when assigning homework:

Kindergarten: 15 to 30 minutes

First and Second Grade: 30-45 minutes

Third Grade: 45-60 minutes

Fourth and Fifth Grades: 60 minutes

Middle School: 30 minutes in each core course with occasional homework in other courses as needed in similar amounts. All homework is to be completed prior to the beginning of the class for which the work was assigned. Failure to complete homework will result in disciplinary action until homework is made up. Each class period that an assignment is not turned in, a loss in letter grade will be deemed per day.

9. Plagiarism: Plagiarism is another form of cheating, which is not permitted under any circumstance at Guilford Preparatory Academy. Other people's works may not be copied without giving credit to the author. The teacher may give the grade of zero and/or may require the work to be re-done with reduced credit given.

PARENT INVOLVEMENT

Our Parent Teacher Association will continue to work actively with the school's administration to involve parents in many ways in the life of the school community. Guilford Preparatory Academy's PTA seeks collaboration with parents, teachers, and the community at large, to complement the organization's efforts to provide an exemplary and multi-faceted education to the children attending the school. Parents will also be asked to serve on school committees to ensure parental representation and feedback in decision-making.

Visitation Policy:

All parents who plan to volunteer on a regular basis in classrooms must get a background check first. We encourage parents to come to school and observe their children in the classroom. Once you come into the school office, you will be asked to provide identification, at which time you will

be issued a visitor's badge, which allows you access to the classroom areas. Please note that if you wish to speak to your child's teacher, you need to follow the Parent-Teacher Conference process listed in the next paragraph. The front doors to the K-4 building will be locked at all times for the safety of our teachers and your children. If you have not checked in at the office you will not be allowed to enter. If a teacher sees you standing outside and you are not wearing a visitor badge, they will not open the doors for you, but will direct you to the office building.

Parents may visit classes, however, by prior arrangement. Once a parent/guardian arrives at the school, he or she should sign-in at the front office and obtain a visitor's pass. Involvement is encouraged, but we also ask that parents please adhere to the days the teacher requests your assistance.

Expectations of Parents

It is the purpose of this handbook to provide a framework for understanding. It may; however, be useful to have a quick checklist of parental responsibilities relative to your child's education in one place. Therefore, the following list is provided. It is expected that parents/guardians of each student shall:

- Be familiar with the published school calendar, noting specifically which day's school is in session or not.
- Speak regularly with your child about his/her school attendance, absence, and tardiness.
- Attend parent-teacher conferences in the fall and at other times requested.
- Monitor your child's school performance in each class. Converse regularly with your child and as needed with his/her individual subject-area teachers.
- Make sure your child schedules enough time for proper rest each evening, but especially on those evenings prior to school days.
- Establish a rising time each morning school is in session, which allows your child time to eat, to prepare for school, to travel, and to arrive safely and on time.
- Familiarize yourself with the Code of Conduct and Attendance Policy.
- Attend and participate in meetings with administrators when educational placement of your child needs to be reviewed.
- Request homework for your child if he/she is suspended from school or is on a long-term leave.

Parental Feedback

The School is committed to ensure that the communication received by The School is handled effectively. This includes receiving, interpreting, and responding to parental input, requests for information, and concerns. Community feedback, critiques, and complaints, whether written or verbal, will be taken seriously by the school administration and will be dealt with promptly. At or near the end of the school year, parents may be asked to complete a comprehensive satisfaction survey designed to assist the school in assessing areas where improvement may be necessary.

Also, parents who choose to remove their child from the school will be asked to participate in an exit interview or to complete a survey to determine the reasons for the child's removal.

Every attempt will be made to return all calls—positive or negative—within a 24-hour period. Calls involving emergencies will be handled immediately. In cases where several calls with the same complaint occur, the issue may be immediately escalated to the Principal for action.

If you have a complaint, you should address it directly with the party involved. If the initial conversation does not resolve the issue, you may refer the matter to the Principal. In extreme situations, unresolved issues may be referred to the School Board. At this level, you are requested to submit a request for remedy in writing to the school office. Parents are encouraged to make first contact with the Principal regarding any complaints or grievances before referring the Board.

FUNDRAISING

The School recognizes the need to exercise constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students and the parents/ guardians. It is the responsibility of the staff to assist students in developing recommendations to the Principal that will result in a level of fundraising activity deemed acceptable.

Fundraising must be conducted in a manner that will not result in embarrassment on the part of individual students or employees. All fundraising activities must be approved in advance by the Principal. Participation in non-approved activities will be considered a violation of school policy. It is the responsibility of the Principal to provide direction in student fundraising throughout the school.

The School expects all students who participate in approved fundraising activities to represent the school in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.

HEALTH POLICIES AND PROCEDURES

Requirements



We follow those state laws that concern health records and the need for and definition of "proper immunization." The law requires that immunization records be on file before a student is allowed to attend school. These records are to be updated every year. Children will not be permitted to enroll without accurate records and current immunization.

Kindergarten immunizations and physicals must be received in the school office within 30 days after the first day of school. The booster dose of tetanus/diphtheria/pertussis (Tdap) vaccine is required for all seventh grade students within the first 15 days or the student will be dropped. The meningitis vaccine is required for all seventh graders.

Illness and Exclusion Policy

If a student shows any symptoms of illness such as a temperature, nausea, diarrhea, sore throat, or rashes, the student should not come to school until the seriousness of the condition has been determined or the symptoms have disappeared. This will help reduce the spread of infections at school. DO NOT send a child to school that has a temperature above normal or has been vomiting prior to coming to school.

If a student shows such symptoms while at school, the student will be excluded from the regular program. In such instances, the following procedures are followed:

Parents are notified by the school to make arrangements to have the student picked up from school. If parents cannot be reached, the person designated on the emergency card is called.

It is essential that parents list people on the emergency card who will be able to pick up the student if parents cannot be reached. It is also critically important that the school has accurate phone numbers for all contacts.

Parents or the designated person are required to pick up their sick child **within an hour**.

If the child's condition warrants medical attention, the student's health care provider or the School's local emergency resource will be contacted.

Communicable Diseases

Parents should notify the school immediately if their child has contacted a communicable disease. The School will then notify parents of other students in the grade-level homeroom. If more than one case of a communicable disease occurs in a single homeroom, the school will contact its health consultant from the local health department. In the event of an epidemic, special precautions or exclusion policies may be necessary.

After a communicable disease, use the following guidelines to determine when to send your child back to school:

Chicken Pox	when blisters have dried and formed scabs (about 6 days)
Impetigo	24 hours after treatment begins
Lice	24 hours after treatment begins
Scabies	24 hours after treatment begins
Ring Worm	24 hours after treatment begins
Pink Eye	24 hours after treatment begins
Strep Throat	24 hours after treatment begins

Administration of Medication

The school administers medications **ONLY** when all the following specific requirements are met:

- Parent authorization for each medication is in writing.
- Parents have completed the "Parental Request for Administration of Prescribed Medication" form. (Additional forms are available in the office.)
- All prescription medications brought to school are stored in the office with a signed form. (We do not allow students to self-medicate.)
- Doctor's permission is in writing. (For prescription medication, the pharmacy label serves as the doctor's permission.)
- The medication is in its original container.
- The label states:
 - student's name
 - directions for use

- name of the drug
- physician's name
- dosage
- expiration date of a time-dated drug

The school does not issue any form of medication to students, including over the counter drugs, such as aspirin or Tylenol.

Parents may sign a permission slip giving school the right to administer Syrup of Ipecac to induce vomiting in case of accidental poisoning.

The School does its best to follow the medication instructions given to us, but it cannot be held responsible for forgetting or delaying the giving of medicine.

Reporting Suspected Child Abuse

If an employee has reasonable cause to suspect, on the basis of his/her professional or other training and experience that a child enrolled, is being abused, the employee is required to make a report to the Principal.

Upon notification, the Principal or his/her designated agent will assume responsibility for meeting the legal obligation to report the suspected abuse. Reports of suspected child abuse will immediately be made by phone to the proper authorities. This is the law, and it will be followed.

Emergency Cards

Parents of all students are required to fill out two emergency cards that contain a medical release statement giving The School permission to seek medical attention for the student in case of an emergency. One card remains in the office; the other card is kept in the classroom and is taken on field trips.

In emergency situations, the numbers listed on the card will be called. It is essential that parents update these cards if their addresses or phone numbers change. These cards will also be used in the event of an Early Dismissal.

Accidents

Any accident involving more than minor bruises or scrapes is recorded on an *Accident Report Form* and filed in the school office. Minor scrapes are listed on a Daily Accident Log, and parents are notified by the school that first aid measures were carried out.

If it appears an accident is more serious, the following procedures are followed:

- The school carries out immediate first aid.
- The school contacts the parents to pick up the student for medical care.

In cases where the parents or the designated emergency persons cannot be reached and immediate medical attention is needed, the school will call the local emergency unit for treatment and/or transportation to a hospital. A staff person will accompany the student and stay until the parent arrives.

In some emergency situations, the staff may contact the local emergency unit before calling the parent.

SCHOOL CLOSINGS/LATE STARTS



If school is closed or has a delay in opening due to inclement weather, a power outage or other problems, television (WFMY 2 or WGPH Fox 8) will announce the changes in our school day. We will send a message to our school community using the Connect Ed phone messaging system. The decision to close school is made early in the morning and announcements generally begin around 6:00 am. If school is closed, all afterschool activities will be postponed/cancelled (i.e. Board Meetings, sports, tutoring, etc.)

School will be closed after students arrive during extreme weather conditions. Emergency cards will be used to contact parents in the event of an early dismissal. Closings during the school day may be communicated radio or television stations. Please contact school at (336) 954-1344, if you have any questions regarding any changes to the school day.

SAFETY DRILLS AND PROCEDURES

One way to insure the safety of the children and staff is to have a well-thought out and fully documented emergency procedure. The School has such procedures, and the manual in which they can be found is used to train teachers. The manual contains procedures for such emergencies as fire, tornado, earthquake, and unwanted intruder or lockdown. Teachers are taught how to communicate difficulties without causing difficult situations to escalate. In addition, staff and students practice those procedures that involve a change of location, such as fire and tornado drills, regularly.



STUDENT AND PARENT GRIEVANCE PROCEDURE POLICY

A. Options for Resolving Complaints

The board strives to resolve concerns and complaints whenever possible. To this end, the board has provided opportunities for students and parents to express their concerns through processes established in board policies. Board policy provides a mechanism for resolving complaints in an informal manner. While the board encourages informal resolutions, the board recognizes that students and parents may want a more formal process for certain types of

complaints or if an informal process was not satisfactory. This policy provides a complaint procedure that can be used as described below. It applies to academic and non-academic school activities. Any parent or student who is unclear of the options for proceeding with a concern may contact the principal's office for further information and copies of all applicable board policies.

B. Definitions

Days: the working days, exclusive of Saturdays, Sundays, vacation days or holidays, as set forth in the school calendar. In counting days, the first day will be the first full working day following the receipt of the grievance. After May 1, time limits will consist of all weekdays (Monday -Friday) so that the matter may be resolved before the close of the school term or as soon thereafter as possible.

Grievance:

A formal, written complaint regarding a specific decision made by school personnel which alleges that such decision has adversely affected the person making the complaint and that such decision: violates, misapplies or misinterprets a specific board policy, state or federal law or regulation; or is discriminatory on the basis of race, color, national origin, gender, pregnancy, religion, age, disability or retaliation; or creates an identified health or safety concern. The term “grievance” does not include any matter for which the method of review is prescribed by law, for which there is a more specific board policy providing a process for addressing the concern, or upon which the board is without authority to act.

Official:

The school district personnel hearing and responding to the grievant.

C. Timeliness of Process

The number of days indicated at each level should be considered a maximum and every effort should be made to expedite the process. Failure by the official at any step to communicate a decision within the specified time limit will permit the grievant to appeal the grievance to the next step unless the official has notified the grievant of the delay and the reason for the delay, such as the complexity of the investigation or report. The official will make reasonable efforts to keep the grievant apprised of progress being made during any period of delay. Delays are not permitted that interfere with the exercise of any legal rights. Failure by the grievant at any step to appeal a grievance to the next step within the specified time limit will be considered acceptance of the decision at that step, unless the grievant has notified the official of a delay, the reason for the delay and the official has consented in writing to the delay.

D. General Requirements

1. No reprisals of any kind will be taken by the board or by an employee of the school against any grievant or other student or employee on account of his or her participation in a grievance filed and decided pursuant to this policy.
2. All meetings and hearings conducted pursuant to this policy will be private. The grievance and information obtained during any investigation will be kept confidential, except as may be necessary to share information in order to conduct a thorough investigation.
3. The board and school will consider requests to hear grievances from a group of grievants, but the board and officials have the discretion to respond to individual grievants.
4. The grievant may have a representative, including an attorney, at any stage of the grievance.

E. Process for Grievance Reporting

1. A grievance must be filed as soon as possible but no longer than 45 days after disclosure or discovery of the facts giving rise to the grievance. For a grievance submitted after 45 days which claims a violation, misapplication or misinterpretation of state or federal law, including discrimination, the superintendent or designee will determine whether the grievance will be investigated after considering factors such as the reason for the delay; the extent of the delay; the effect of the delay on the ability of the school district to investigate and respond to the complaint; and whether the investigation of the complaint is necessary to meet any legal obligations. However, students and parents should recognize that any delays in reporting may significantly impair the ability of the school district to investigate and respond effectively to such complaints.
2. A student who has a grievance must provide the following information in writing to the principal: (1) the name of the school employee or other individual whose decision or action is at issue; (2) the specific decisions or actions at issue; (3) a statement that board policy or law has been misapplied, misinterpreted or violated and, if available to the parent or student, a description of the board policy or law the parent or student believes has been misapplied, misinterpreted or violated; (4) and the specific resolution desired. If there is not a specific decision at issue and no concern that state or federal law has been misapplied, misinterpreted or violated, then the procedure established in board policy. Responding to general complaints, is appropriate and the principal will address the concern by following that board policy.

3. Even if the principal is the employee whose decision or action is at issue, the student will submit the grievance first to the principal in order for the principal to address the issue within the formal process. If, however, the grievance claims that a state or federal law has been misapplied, misinterpreted or violated, the student may submit the grievance directly to the board chair or the his/her designee, who shall involve the Title IX coordinator in matters involving gender discrimination, including sexual harassment or retaliation therefore, or the §504 coordinator in cases involving disability complaints or retaliation therefore.

F. Investigation

1. The principal will schedule and hold a meeting with the student within five school days of receiving the request. The student may be accompanied by a parent, legal guardian or other person who is in a position of loco parentis to the student, who will be provided the opportunity to identify potential witnesses and present any supporting evidence or information.
2. The principal will conduct an investigation of the facts as necessary, which will include interviewing witnesses, obtaining and reviewing relevant documentation, and considering any information presented by the student, parent or representative, as determined appropriate, to ensure an effective, impartial investigation before rendering a decision.

G. Response by Principal

1. The principal will provide a written response to the written grievance within ten days of the meeting. The response will include the principal's decision regarding resolution of the grievance and the basis for the decision. In responding, the principal cannot disclose information about other students or employees that by law is considered confidential, unless required to do so by federal law.
2. A copy of the grievance and the principal's response will be filed with the board chair

H. Response by Board Chair

1. If the grievant is dissatisfied with the principal's decision, the grievant may appeal the decision to the board chair. The appeal must be made in writing within five days of receiving the principal's decision.
2. The board chair or designee may review the written documents and respond, or the board chair may schedule and hold a conference with the grievant, the principal, and any other individuals the board chair determines to be appropriate, within five school days after receiving the appeal. The student may be accompanied by a parent, legal guardian or other person who is in a position of loco parentis to the student.
3. The board chair will provide a written response within 10 days after receiving the appeal. In responding, the board chair cannot disclose information about other students or employees that by law is considered confidential, unless required to do so by federal law.

I. Response by Board

1. If the grievant is dissatisfied with the board chair's response, the grievant may appeal the decision to the board within five days of receiving the board chair's response.
2. The chairperson may designate a committee of two or more members to hear the appeal. No new evidence, written or verbal, may be presented without the prior knowledge and consent of both parties or upon a majority vote of the board or its committee. Each party may have one representative at the hearing before the board or its committee. The

board or its designated committee will render a decision, in writing, within 30 days of receipt of the request for board review. The decision of the board or its committee may affirm, disaffirm or modify the decision of the board chair. The decision of the board or its committee will be final.

3. The board will provide a final written decision within 30 days of receiving the appeal unless further investigation is necessary or the hearing necessitates that more time be taken to respond.

J. Special Circumstances

Discrimination on the Basis of Sex

Sexual harassment complaint procedures are established in board policy. For other complaints of discrimination on the basis of sex, if the grievant is dissatisfied with the principal's written response, the grievance may be appealed to the board chair and board attorney. The two will review the written documents and may conduct any factual inquiry and hold a conference as necessary to make a determination of whether there was discrimination on the basis of sex. The board's attorney will provide a written response within 10 days of receiving the grievance unless additional time is necessary to complete any investigation. If the corrective steps involve actions outside of the scope of the board's authority the board chair or designee also will be notified so that responsibility for the corrective steps can be delegated to the appropriate individual. If still not satisfied, the student may appeal the response to the board of directors.

K. Discrimination on the Basis of Disability

If the student alleged discrimination on the basis of a handicapping condition or disability and the student is dissatisfied with the principal's written response, the grievance may then be appealed to the Section 504/Americans With Disabilities Act ("504/ADA ") coordinator or board attorney. The 504/ADA coordinator or board attorney will review the written documents and may conduct any factual inquiry and hold a conference as necessary to make a determination of whether there was a discrimination on the basis of disability. The 504/ADA coordinator or board attorney will provide a written response within 10 days of receiving the grievance unless additional time is necessary to complete any investigation. If the corrective steps involve actions outside the scope of the 504/ADA coordinator's responsibilities or board attorney, the board chair or designee also will be notified so that responsibility for the corrective steps can be delegated to the appropriate individual. If still not satisfied, the student may appeal the 504/ADA coordinator's or attorney's response to the board chair as provided in this policy.

L. Appeal of Board Chair's Decision

If a grievant wants to initiate a formal grievance in regard to a certain decision made by the Board Chair that directly and specifically affects the student, the general process described in this policy will be used except the grievance will be submitted directly to the board chair.

M. Records

Records of discrimination complaints will be maintained.

GUILFORD PREPARATORY ACADEMY DISCIPLINE CODE AND CONSEQUENCE MATRIX

GRADES K-2

The *Alternative Learning Center (ALC)* is our in-school isolation area which serves as a disciplinary consequence. This learning environment is designed for students to receive instructional support while being removed from the regular classroom setting. Student(s) assigned ALC will remain with the ALC Teacher for the entire school day and will not be allowed to be with peers during classes or lunch.

Code	Minor Violations	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
1.1	Any disruptive behavior	Verbal Warning	Team Isolation	Written Warning	ALC
1.2	Non-compliance	Verbal Warning	Team Isolation	Written Warning	ALC
	Major Violations	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
2.1	Truancy/Absences	Written Warning	School Counselor Intervention	Conference with Administration	ALC
2.2	Dress Code Violation	Written Warning	Written Warning w/parent conference	ALC	ALC (2 days)
2.3	Flagrant Disobedience	ALC (1/2 day)	ALC	Out of School Suspension	
2.4	Disrespect: verbal or non-verbal	ALC (1/2 day)	ALC	Out of School Suspension	
2.5	Bullying/ Communicating Threats/Name Calling	Written Warning Conference with Parent	ALC (1/2 day)	ALC	Out of School Suspension
2.6	Defacing/Destruction of School Property	ALC	Out of School Suspension w/parent conf.		
Code	Major Violations	1 st Offense	2 nd Offense		
2.10	Hitting/Fighting	Out of School Suspension (2-3 days)	Out of School Suspension (4-5 days)		
2.11	Physical Contact/Injury to staff	Out of School Suspension (2-3 days)	Out of School Suspension (4-5 days)		
2.12	Destruction of Private Property	Out of School Suspension w/parent conf.			
2.13	Endangering Public Safety	Out of School Suspension			

GUILFORD PREPARATORY ACADEMY
DISCIPLINE CODE AND CONSEQUENCE MATRIX

GRADES 3-8

The *Alternative Learning Center (ALC)* is our in-school isolation area which serves as a disciplinary consequence. This learning environment is designed for students to receive instructional support while being removed from the regular classroom setting. Student(s) assigned ALC will remain with the ALC Teacher for the entire school day and will not be allowed to be with peers during classes or lunch.

Code	Minor Violations	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense
1.1	Any disruptive behavior	Verbal Warning	Written Warning	After School Detention	ALC	Out of School Suspension
1.2	Chewing Gum Eating Food	Verbal Warning	Written Warning	After School Detention	ALC	Out of School Suspension
1.3	Non-compliance	Verbal Warning	Written Warning	Afterschool Detention	ALC	Out of School Suspension
1.4	Excessive Talking without Permission	Verbal Warning	Written Warning	After School Detention	After School Detention (2 days)	ALC
1.5	Tardy to Class	Written Warning	Written Warning w/Parent Conference	After School Detention	After School Detention (2 days)	ALC
	Major Violations	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense
2.1	Truancy/Absences	Written Warning	School Counselor Intervention	Conference with Administration	ALC	ALC (2 days)
2.2	Dress Code Violation	Written Warning	Written Warning w/parent conference	After School Detention	ALC	Out of School Suspension
2.3	Flagrant Disobedience	After School Detention	ALC	Out of School Suspension	Expulsion	
2.4	Disrespect: verbal or non-verbal	After School Detention	ALC	Out of School Suspension	Expulsion	
2.5	Bullying/ Communicating Threats/Name Calling	Written Warning Verbal Warning Conference with Parents	Out of School Suspension (2-3 days)	Expulsion		
2.6	Profanity Offensive or Vulgar Literature/Language	After School Detention	ALC	Out of School Suspension	Expulsion	
2.7	Computer Violations	ALC	Out of School Suspension	Out of School Suspension	Expulsion	
2.8	Defacing/Destruction of School Property	ALC	Out of School Suspension	Expulsion		
2.9	Cheating	ALC	Out of School Suspension	Expulsion		
Code	Major Violations	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense
2.10	Stealing	Out of School Suspension	Out of School Suspension	Expulsion		
2.11	Hitting/Fighting	Out of School Suspension (3-5 days)	Out of School Suspension (6-10 days)	Expulsion		
2.12	Physical Contact/Injury to staff	Expulsion				
2.13	Destruction of Private Property	Out of School Suspension	Expulsion			
2.14	Endangering Public Safety	Out of School Suspension	Expulsion			
2.15	False Accusations of a Serious Nature	Out of School Suspension.	Out of School Suspension	Expulsion		
2.16	Leaving class or campus w/o permission	ALC	Out of School Suspension	Expulsion		
2.17	Drugs-Possession, Using, Selling	Expulsion				
2.18	Possession of Weapon	Expulsion				

GUILFORD PREPARATORY ACADEMY INTERNET ACCEPTABLE USE POLICY

GUILFORD PREPARATORY ACADEMY is pleased to offer you an opportunity to access our network resources and the Internet while at school. Access is provided for you to conduct research, complete assignments, and communicate with others. To use these resources you must sign and return this form with parental permission.

We expect you to use these electronic resources for educational purposes only, as approved by your teachers. This means that you may not play computer games on Guilford Preparatory Academy's computers at any time unless they have been introduced by your teachers as a part of instruction. Access is a privilege, not a right. As a technology user, you are expected to act in a considerate and responsible manner. Misuse of the network resources or Internet will result in consequences for the inappropriate behavior, and access may be restricted.

As a student, you should read the following rules of network etiquette and then sign this form to show that you understand your responsibilities.

While using the Guilford Preparatory Academy network resources and Internet from school properties,

- I will communicate politely.
- I will treat others with respect.
- I will not harass or attack others, or use expressions of bigotry, racism, or hate. I will not send, display, or use profanity, materials, obscenities, sexually explicit, or offensive materials.
- I will protect the privacy and safety of myself and others by not disclosing private or personal information on the Internet. I will never falsify my identity.
- I will keep my password private, and will not attempt to use another person's password.
- I will use the network/Internet and other electronic resources for school-related, educational activities as assigned by my teachers. This also means that I will not attempt to use the computer to buy or sell any products, for illegal activity, or for political purposes.
- I will not tamper with or change a computer file that isn't mine.
- I will not copy or download files, or modify the computer's desktop or settings without permission from my teachers.
- I will recognize and respect the intellectual property of others by not plagiarizing or using copyrighted materials from the Internet without permission of the author. I will cite the source where appropriate.
- I will respect the integrity of the Guilford Preparatory Academy's network system.
- I will enter authorized systems only. I will never try to circumvent security measures on either Guilford Prep's network or computers at any remote site.
- I will not tamper with or alter the system in such a way that would disrupt the network.
- I will use equipment responsibly.
- I will not attempt to damage or vandalize the computer hardware, electronic systems, software, or networks.
- I will not make, or attempt to make, any malicious attempt to harm or destroy data of another user, including the uploading, downloading, or creation of computer viruses.



**Consequences for Unacceptable Use of the Electronic Resources
at Guilford Preparatory Academy**

If I violate any part of this policy, the consequences will be:

First Offense: I will lose access to Guilford Preparatory Academy's computers for one week and the teacher will phone my parent or guardian. Any assigned computer work will be completed at home or with pen and paper using traditional resources.

Second Offense: I will lose access to Guilford Preparatory Academy's computers for one month, and the teacher will phone my parent or guardian. Any assigned computer work will be completed at home or with pen and paper using traditional resources.

Third Offense: Computer use will be revoked for 9 weeks (the length of one quarter), the teacher will call my parent or guardian, and a written disciplinary form will be sent home.

Please read, sign, and return to school on or before September 2, 2017. Student will not have Internet Access until this agreement is on file.

Student's Name _____

Homeroom _____ Grade _____

Student Agreement

I have read and understand fully the Acceptable Use Policy for Electronic Resources, as written above, and agree to follow the rules and guidelines it contains.

Student Signature

Date

Parent and/or Guardian Agreement

As the parent or guardian of _____, I have read the Acceptable Use Policy for Electronic Resources as written above. I understand that access to network resources and/or Internet for students at Guilford Preparatory Academy is provided for educational purposes only. I understand that employees of the school will make every reasonable effort to restrict access to all controversial material on the Internet, but I will not hold them responsible for materials my son or daughter acquires or sees as a result of the use of the Internet from school facilities.

Choose one:

I give my permission to Guilford Preparatory Academy to allow my child, _____, to use the network resources and/or Internet on computers at the school.

I do NOT give permission for my child, _____ to use Guilford Preparatory Academy's computer network resources and the Internet.

Parent Signature

Date

I understand that my child's work may be considered for publication on the Internet or on the school web site www.guilfordprep.com. Unidentified photos of my child may also be published on school web sites as related to school projects and activities. My child's first name with last initial may be used with student projects or other school news.

Choose one:

I give permission to publish my child's work, unidentified photos, and abbreviated name on the Internet.

I do **not** give permission to publish my child's work, unidentified photos, and abbreviated name on the Internet.

Parent Signature

Date

Guilford Preparatory Academy
REQUEST FOR MEDICATION TO BE GIVEN DURING SCHOOL HOURS

Student's Name _____

Teacher _____ Grade _____

The medication would be delivered to the school by a parent/guardian and should be in a container properly labeled by a pharmacist with the name of the student, name of the medication dispensed, dosage prescribed, and the time(s) it is to be given. This request must be signed by a parent/guardian and physician to authorize giving medication during school hours by school personnel.

TO BE COMPLETED BY THE PHYSICIAN ~ 2017-2018

Medication _____

Times(s) to be given _____ AM _____ PM

Date to begin medication _____ 2017-2018

Date to end medication _____ 2017-2018

Please note any side effects from the medication that should be monitored in a school setting

Route of administration _____

Additional instruction(s) or information

Physician's Signature

Date

Guilford Preparatory Academy
2017-2018

TO BE COMPLETED BY PARENT OR GUARDIAN

I understand that the school is rendering a service and does not assume any responsibility for this matter. I also understand that personnel transporting or administering medication are acting as agents of the school and the specified student.

Parent's signature

Date

TO BE COMPLETED BY THE PHARMACIST ~ 2017-2018

Prescribed medication dispensed _____

Dosage unit _____

Form of medication _____

Other identifying information (color, markings, etc)

Additional instructions _____

When filling this prescription, please separate into two (2) bottles: one for school and the other for home.

Pharmacist's Signature

Date

TITLE I PARENT/TEACHER STUDENT COMPACT SCHOOL-PARENT COMPACT

Guilford Preparatory Academy and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school-parent compact is in effect during the 2017-2018 school year.

Provisions bolded in this section are required to be in the Title I, Part A School-Parent Compact.

School Responsibilities

Guilford Preparatory Academy will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:

Guilford Preparatory Academy will provide identified students supplemental instruction by Highly Qualified Teachers. The Title I program will provide remedial instruction in Math and Reading for students identified in need. Title I activities will take place after school. One-on-one and small group instruction will supplement regular instruction. An individualized approach, employing computer-aided instruction, will be based on each student's needs.

2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.

Guilford Preparatory Academy offers parents a flexible number of meetings, such as meetings in the morning or evening to accommodate parents' work schedules.

The Administration and teachers are available to meet with parents at any reasonable time by request. Transportation, childcare, or home visits will be made available, as such services relate to ensuring parental involvement. If the Administration or teachers are made aware of such needs.

3. Provide parents with frequent reports on their children's progress.

Specifically, the school will provide reports as follows: Every year GUILFORD PREPARATORY ACADEMY hosts several meetings where parents are informed of the programs offered, including the Title I Program. The annual Open House in the beginning of the year serves as Orientation. Teachers are required to meet with parents at the end of each quarter to discuss student progress and to review PEP goals. Meetings will be held to give parents information about how they can help their students at home prepare for the EOGs. All meetings are held at a convenient time and parents actually have the opportunity to schedule their meetings with teachers. Meetings will also be held to educate and inform the parent community about the New Common Core and Essential Standards. All parents of participating children are invited and encouraged to attend. Parents are notified of the meetings via our Connect Ed Notification system, principal monthly newsletter and teacher newsletters. They are given reasonable notification prior to the meeting. Additionally, information about the school program is distributed or relayed verbally monthly Board Meetings. Guilford Preparatory Academy hosts these informational meetings and they are open to all members of the community. Parents not able to attend will be offered an opportunity to attend individual sessions at their convenience one on one with the principal or teacher.

4. Provide parents reasonable access to staff.

Specifically, staff will be available for consultation with parents as follows: GUILFORD PREPARATORY ACADEMY offers parents the opportunity to meet with the staff at any reasonable time. Parents are provided with opportunities for regular meetings to provide feedback, inquire about the progress of their students and to participate, as appropriate, in decisions relating to the education of their children. Parents are provided opportunities for these meetings with their child's teacher(s) through quarterly conferences and any time at the parent's request.

5. Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities, as follows:

GUILFORD PREPARATORY ACADEMY extends the opportunity to parents to volunteer in their child's classroom at the very beginning of the school year. Guilford Preparatory Academy works with the parent organization to

encourage parents to observe classroom instruction and volunteer in the classroom in order to assist the teacher in various ways. Teachers also send home information at the beginning of the year to parents to let them know how they can participate in the classroom as well.

Parent Responsibilities

We, as parents, will support our children’s learning in the following ways:

- Monitoring attendance.
- Ensuring that homework is completed.
- Monitoring amount of television children watch.
- Volunteering in child’s classroom.
- Participating, as appropriate, in decisions relating to my child’s education.
- Promoting positive use of my child’s extracurricular time.
- Staying informed about my child’s education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school’s School Improvement Team, the Title I Policy Advisory Committee, the District-wide Policy Advisory Council, the State’s Committee of Practitioners, the School Support Team or other school advisory or policy groups.
- **Volunteering one hour or more each quarter**

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the school’s and the state’s high standards. Specifically, we will:

- Do homework every day and ask for help when needed.
- Read at least 30 minutes every day outside of school time.
- Give my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.
- Give my teachers all notices and information from my parent/guardian
- Attend tutoring as prescribed by the Title I plan for Reading/Math/Science.
- Respect my teachers at all times and the instructional time in the classrooms.
- Practice good character and honesty.
- Refrain from any bullying behaviors
- Study at least 30 minutes every day at home
- Adhere to all dress code requirements
- Respect and contribute to the acceptable appearance and function of all school facilities occupied by the school which include the East Cone Town Center, K-2 Building and the Power Play Center.

<u>Dr. Robin Buckham, Ed.D</u>	<u>08/21/17</u>
Principal	Date
_____	_____
Parent	Date
_____	_____
Student	Date

Parent-Student
Handbook Acknowledgement Page

I acknowledge that I have read and understand the policies and procedures in the Guilford Preparatory Academy Student/Parent Handbook for the 2017-2018 academic school year and I agree to abide by them.

Parent Signature

Date

Student Signature

Date