

**Healthy Start Academy
Public Charter School
Student/Parent Handbook
2017-2018**

Table of Contents

Welcome	2
School Governance	3
Student Responsibilities and Academy Expectations	3
Student Behavior Expectations	4
Student Dress Code	12
Student Attendance	13
Homework Philosophy and Guidelines	17
Daily Academy Procedures	17
Emergency School Closing	20
General Information	21
Promotion and Retention	22
School Bus Transportation	23
Special Events	25
General Classroom Guidelines for Parent Volunteers	26
Interscholastic Athletics	27
Acceptable Use Policy	28
HSA Internet and Computer Use Policy	34
Parent/Student Grievance Policy	38
Title I Parent Involvement Plan	39
Title I Parent/Student /School Compact	41
Conclusion	33

WELCOME TO HEALTHY START ACADEMY
“AN ACADEMY OF SCHOLARS”

Dear Parents/Guardians:

Welcome to the 2017-2018 school year at Healthy Start Academy!

We are pleased to have you as partners in this educational year. This year, as in the past, we will concentrate on the processes that spur student achievement in the classrooms, reevaluate what does not work to determine what improvements need to be made in order to increase student achievement and family engagement at the Academy. Therefore, you will see more focused strategies, implementations and developments in these areas that promote progress toward these concentrations. Additionally, you will be introduced to a new schoolwide student discipline policy that focuses more on rewarding good behaviors than punishing bad behaviors.

As we cross paths during this school year, please stop and tell me about your experiences here at the Academy. It is important that we get to know each other and learn to work together. We are glad to have you with us this year, and stand ready to answer your questions and/or concerns. We want to assure you that we will do our very best to help your child experience growth in every area. With your help and cooperation, **WE** can do it!

Sincerely,

Marc Willis

Marc Willis
Principal/Superintendent

School Governance

The North Carolina Department of Public Instruction, with direction from the North Carolina State Board of Education, and in accordance with Legislation passed by the North Carolina General Assembly grants authority to the Healthy Start Academy Board of Directors to operate Healthy Start Academy.

Healthy Start Board of Directors

The Board of Directors is the governing body of the Academy. The Board is responsible for all Academy policies and procedures that affect the instructional and operational functions at the Academy. The Board is accessible through the Board Chair Elizabeth Morey. Should it be necessary to communicate with the Board, contact Mrs. Morey at (919) 225-1200 or email at (liz@morey.com). The Healthy Start Academy Board meets every month at 5:00 p.m. on the campus of the school. A complete listing of Board meeting dates may be found on the Academy's website.

Academy Principal/Superintendent

The principal/superintendent provides administrative leadership for all instructional and operational functions of the Academy. Contact Marc Willis regarding any matter of concern or interest (919) 956-5599.

School Leadership Team

The School Leadership Team includes faculty representatives, Instructional Coaches, Exceptional Children's Coordinator, Principal/Superintendent, Dean of Students, Parent Liaison and Community Resource Coordinator and Director of Operations are members of the team. The leadership team meets regularly to discuss matters of school instruction and operations.

Asbestos Management in School

Healthy Start Academy is aware of the federal and state regulations regarding asbestos management in schools. This facility has submitted a management plan to the NC Department of Health and Human Services, as well as updated re-inspection reports. Materials are managed under the Operations and Management Program. A copy of the management plan is available for review at any time. If you have questions, please contact the designee, Ms. Liz Morey at (919) 225-1200.

Student Accountability and Academy Expectations

Faculty, staff and administration at Healthy Start Academy will respond to the academic needs of students by delivering a challenging, responsive instructional program. In order to respond to those needs, students require a positive, safe and orderly school environment in which learning can occur without disruption. There is a direct correlation between positive school/classroom behavior and student achievement. Students who do not observe the rules of good conduct in the classroom, hallways, school assemblies, cafeteria, on the school bus, on the playground, bathrooms or on field trips interrupt the maximum learning and threaten the safety of other persons. Additionally,

disruptive students minimize their own opportunities to learn. The faculty, staff and administration will take a proactive role in enforcing the Healthy Start Academy Student Schoolwide Discipline Policy outlined in this handbook.

The Student Schoolwide Discipline Policy provides parents, students and Academy personnel with a common understanding of the academic and behavioral expectations for each student. Student compliance with PRIDE values will ensure a safe and orderly learning environment conducive to high levels of student learning. Furthermore, this policy will be administered in a fair and consistent manner.

Healthy Start Academy School Expectations

POSITIVE ATTITUDE: I will come to school every day knowing that it's a new day to be positive and become a better me.

- *I will come to school with an open mind without whining, complaining, or pouting even when I am asked to do new things that may not interest me.*
- *I will follow directions and jump to it the first time and give my best effort on every task.*
- *I will take PRIDE in my uniform and wear it properly every day with a belt and with my shirt tucked in. My uniform is clean and I am without Jewelry or make-up.*

RESPECT: A way of treating or thinking about something or someone. If you *respect* your teacher, you admire him/her and treat him/her well.

- *I will treat others better than I want to be treated.*
- *I will speak with a tone and body language that others will see as appropriate.*
- *I will do what I am asked to do the first time I am asked.*

INTEGRITY: The quality of being honest and having strong principles. It is generally a personal choice to uphold oneself to consistent moral and ethical standards.

- *I will take responsibility for ALL of my actions.*
- *I will tell the truth even if and when there is a consequence.*

DETERMINATION: A positive emotional feeling that involves persevering towards a difficult goal in spite of obstacles.

- *I will come to school every day and arrive on time.*
- *I will work through any problems or difficulties that that may come my way.*
- *I will show PRIDE in my school work and never settle.*

EMPATHY: The ability to understand and share the feelings of another scholar.

- *I will learn to identify/relate with the feelings of my peers.*
- *I will exhibit compassion while showing respect for the difference life experiences of my peers and adults.*

When a student receives an out of school suspension for a single incident the severity of student misbehavior will determine the length of suspension. The expectation is that each student will comply with all Academy rules and procedures, including classroom rules that teachers establish to support orderly instructional activities. Furthermore, depending upon the severity of the student misbehavior, the teacher may choose to proceed beyond the initial behavioral responses.

Students who are disabled under the IDEA or under Section 504 of the Rehabilitation Act of 1973 have certain unique rights under the statutes. Discipline affecting children with exceptionalities may be treated somewhat differently from students who do not have exceptionalities.

If a student continuously disregards the expectations of the Student Code of Conduct, that student will face possible exclusion from Healthy Start Academy.

Should a parent/guardian appeal a disciplinary action taken by the administration to the Healthy Start Board of Directors, the decision(s) made by the Board with respect to action is/are final.

Healthy Start Academy

SCHOLAR CONDUCT AND SCHOOL DISCIPLINE

The mission of Healthy Start Academy (HSA) is to welcome all scholars who seek to experience a strong, diverse, education in a safe and structured environment and prepare them for college, career and life. Part of that preparation is to learn appropriate social and behavioral skills. We ask all scholars to follow our Guidelines for Success: to be respectful, responsible and safe. All scholars are expected to behave in a manner that supports their own learning and the learning of their peers.

ACHIEVING POSITIVE, PROACTIVE RELATIONSHIPS

The HSA discipline plan is designed to reduce an over reliance on disciplinary referrals and out of school suspension methods to manage scholar behavior. A positive, proactive and relationship discipline plan starts with well-defined and communicated processes, routines and rules. HSA will implement a mixture of Positive Behavior Support System (PBS), Love and Logic, Restorative Justice and Building Relationships for classroom and school wide behavior systems. Teacher Discipline Strategies (TDS) and routines are used as the foundation for our Tier 1 processes in the classroom. As a part of these systems, HSA will implement a token economy system where scholars earn “Pride Dollars” for positive behaviors and receive a paycheck at the end or beginning of the week. Scholars use these dollars and pay check averages to purchase items at the HSA store and for entrance into school events, trips, dress down days, etc.

SEVERITY CLAUSE

Any behavior that seriously impedes the learning of others will be referred to administration. The administrator will assign appropriate consequences based on the nature and severity of the violation.

HSA DISCIPLINE MATRIX

The minimum consequences for specific offenses are listed below, however, the Administration will make the final decision based on a review of the scholar's record and the severity of the offense.					
Level I Offenses	First	Second	Third	Fourth	Fifth
Class Disruption	CAW*	Rem *	2 Rem	3 Rem	1 SS*/RS*
Cutting in lunch line	CAW	Lunch Rem	Rem	2 Rem	1 SS
Disrespect (Peers)	CAW	Rem	2 Rem	3 Rem	1 SS/RS
Dress Code	Change of clothes	Rem	2 Rem	3 Rem	1 SS/RS
Sagging Pants	CAW	Rem	2 Rems	3 Rem	1 SS/RS
Failure to Serve lunch	Rem	Det*	2 Det	1 SS/RS	1 OSS*
Failure to serve work	Rem	Det	2 Det	1 SS/RS	1 OSS
Failure to Sign In	Rem	Det	2 Det	1 SS/RS	2 SS/RS
Hitting/Slapping	Rem	1 SS	1 SS/RS	2 RS/OSS	1 OSS
Horseplay	CAW	Rem	2 Rem	3 Rem	2 SS
Inappropriate comments/behavior	Rem	Rem	2 Rem	3 Rem	1 SS/RS
Inappropriate use of cell/technology	Confiscate/PP U	Confiscate/1 Rem	Confiscate/2 Wk	Confiscate /3 Wk	Confiscate /1 Mo.
Inappropriate use of school equipment	Rem	2 Rem	1 SS	2 SS	1 OSS
Littering on campus	1 Lunch Rem/Rem ail	1 Det	2 Det	1 SS/RS	2 SS/RS
Out of Area	1 Det	2 Det	3 Det	1 SS/RS	1 OSS
Profanity	Rem	2 Rem	1 SS	1 RS	1 OSS
Public Display of Affection	CAW	Rem	1 Rem	2 Rem	1 SS
Pushing/Shoving	Rem	2 Rem	1 SS	2 SS	1 OSS
Throwing Objects	Rem	2 Rem	1 SS	2 SS	1 OSS
Unexcused/Excused. Tardies (After 3) per Quarter	CAW	1 Det	2 Det/ Conf	1 SS/RS	Plan Created
Violation of Lunch Procedures	CAW	Silent Lunch	Det	2 Det	1 SS/RS

Level II Offenses	First	Second	Third	Fourth	Fifth
Cheating/Plagiarism	0 on assignment /Rem	2 Rem	1 SS/ Conf	2 SS	1 RS/ OSS
Contraband	Rem	1 SS/RS	2 SS/RS	1 OSS	2 OSS
Defiance of Authority (Severity)	Rem	1 SS/RS	2 SS/RS	1 OSS	2 OSS
Disrespect to Staff Member	Rem	2 Rem	3 Rem	1 SS/RS	1 OSS
Disruption in Rem	1 Det	2 Det	1 SS/RS	1 OSS	2 OSS
Disruption in Rem (Severity)	1 SS/RS	2 SS/RS	1 OSS	2 OSS	3 OSS
Failure to report to location	Rem	2 Rem	1 Det	2 Det	1 SS/RS
Failure to serve Rem	1 Det	2 Det	1 SS/RS	1 OSS	2 OSS
Forge/Alter School Document	Rem/ Conf	1 SS/RS	1 OSS	2 OSS	3 OSS
Found in opposite sex area	1 OSS	3 OSS	5 OSS		
Harassment	1 Det	2 Det	1 SS/RS	1 OSS	2 OSS
Inappropriate Communication To staff	1 Det	2 Det	1 SS/RS	1 OSS	2 OSS
Leave Campus without permission	1 SS/RS/ OSS	2 SS/RS/OSS	3 OSS	4 OSS	5 OSS
Lying to staff	1 Det	2 Det	1 SS/RS	1 OSS	2 OSS
Offensive comments	1 Det	2 Det	1 SS/RS	1 OSS	2 OSS
Physical Aggression	1 Det	1 SS/RS	1 OSS	2 OSS	3 OSS
Racial slur/offense	1 Det	1 SS/RS	3 SS/RS	1 OSS	2 OSS
Skipping class	Rem	1 Det	1 SS/RS	1 OSS	2 OSS
Tobacco Use (referral to Tobacco Clinic)	5 SS/1 OSS	5 SS/2 OSS	3 OSS	4 OSS	5 OSS
Tobacco Possession	5 SS/1 OSS	5 SS/2 OSS	3 OSS	4 OSS	5 OSS
Trespassing (Property/Function)	1 OSS	2 OSS	3 OSS	4 OSS	5 OSS
Verbal Aggression	1 Det	1 SS/RS	1 SS/RS	1 OSS	2 OSS
Written Profanity or sexually inappropriate material	1 Det	1 SS/RS	2 SS/RS	1 OSS	2 OSS

Level III Offenses	First	Second	Third	Fourth	Fifth
Alcohol selling/distribution	1-5 OSS (Referral to Appropriate Service)	5 OSS/ Reassignment			
Alcohol use or possession	1-5 OSS (Referral to Appropriate Service)	5 OSS/ Reassignment			
Arson	1-5 OSS (Referral to Appropriate Service)	5 OSS/ Reassignment			
Battery/physical attack/harm	1-5 OSS	3-5 OSS	3-10 OSS		
Bomb Threat	1-5 OSS	3-5 OSS	3-10 OSS		
Bullying/ Hazing	1-5 OSS	3-5 OSS	3-10 OSS		
Campus Disruption- SRO req	1-5 OSS	3-5 OSS	3-10 OSS		
Computer/technology violation	1-5 OSS	3-5 OSS	3-10 OSS		
Contraband (Major)	1-5 OSS	3-5 OSS	3-10 OSS		
Destruction of School Property	1 SS/RS	1 OSS	3 OSS	4 OSS	5 OSS
Disorderly Conduct	1 SS/RS	1 OSS	3 OSS	4 OSS	5 OSS
Extortion	1 SS/RS	1 OSS	3 OSS	4 OSS	5 OSS
Fighting	1-3 OSS	3-5 OSS	3-10 OSS		
Fireworks (possession/use)	1-3 OSS	3-5 OSS	3-10 OSS		
Gang related activity	1-3 OSS	3-5 OSS	3-10 OSS		
Gambling	1 Rem	1 SS	1 SS	2 OSS	5 OSS
Intent to possess an illegal substance	1-5 OSS (Referral to Appropriate Service)	3-5 OSS	3-10 OSS		
Intimidation/Threat to Staff	1-5 OSS	3-5 OSS	3-10 OSS		
Instigation	1-5 OSS	3-5 OSS	3-10 OSS		
Physical Battery/harm (Student to Staff)	1-5 OSS	3-5 OSS	3-10 OSS		
Physical Battery/harm (Student to Student)	1-5 OSS	3-5 OSS	3-10 OSS		
Possession of a firearm	365 days with approval of board				
Possession of a weapon	1-5 OSS	3-5 OSS	3-10 OSS		
Possession of an illegal substance	1-5 OSS (Referral to Appropriate Service)	3-5 OSS	3-10 OSS		
Possession of pepper spray/mace	1-5 OSS	3-5 OSS	3-10 OSS		

Possession of prescription drugs	1-5 OSS (Referral to Appropriate Service)	3-5 OSS	3-10 OSS		
Possession of stolen property	1-5 OSS	3-5 OSS	3-10 OSS		
Profanity to Staff	1-5 SS or OSS	3-5 OSS	3-10 OSS		
Sale of illegal substance	1-5 OSS (Referral to Appropriate Service)	3-5 OSS	3-10 OSS		
Sexual Harassment of scholar/staff	1-5 OSS	3-5 OSS	3-10 OSS		
Sex related activity (including sexting)	1-5 OSS	3-5 OSS	3-10 OSS		
Theft (school/personal property)	1-5 OSS	3-5 OSS	3-10 OSS		
Trespassing while scholar Suspended	1-5 OSS	3-5 OSS	3-10 OSS		
Under the influence/drugs/alcohol	1-5 OSS	3-5 OSS	3-10 OSS		
Vandalism	1-5 OSS	3-5 OSS	3-10 OSS		
Multiple Level III Offenses	1-5 OSS	3-5 OSS	3-10 OSS		

The matrix is used as a guideline and additional or different consequences may escalate depending upon the nature of the offense and/or the discipline record of the scholar(s) involved.

KEY

CAW	Counseled and Warned
SS	Saturday School*
OSS	Out of School Suspension
RS	Reverse Suspension
Rem	Remediation
Det	Detention

* Parents are responsible for transportation for their child to and from Saturday School. All students assigned to Saturday School are to be picked up by the designated time. All late pickups will be assessed a late pickup fee of \$10.00 for the first five (5) minutes and \$5.00 for every five (5) minutes thereafter.

Summary of Offenses by Level of Seriousness

Level I Offenses

Class Disruption	Failure to Sign In	Out of Area
Cutting in lunch line	Hitting/Slapping	Profanity
Disrespect (Peers)	Horseplay	Public Display of Affection
Dress Code	Inappropriate comments/behavior	Pushing/Shoving
Sagging pants	Inappropriate use of cell/technology	Throwing Objects
Failure to Serve lunch Rem	Inappropriate use of school equipment	Unexcused/Excused Tardies (After 3) per Quarter
Failure to serve work Rem	Littering on campus	Violation of Lunch Procedures

Level II Offenses

Cheating/Plagiarism	Forge/Alter School Document	Racial slur/offense
Contraband	Found in opposite sex area	Skipping class
Defiance of Authority (Severity)	Harassment	Tobacco Use (referral to Tobacco Clinic)
Disrespect to Staff Member	Inappropriate Communication To staff	Tobacco Possession
Disruption in Rem	Leave Campus w/o permission	Trespassing (Property/Function)
Disruption in ISS (Severity)	Lying to staff	Verbal Aggression
Failure to report to location	Offensive comments	Written Profanity or sexually inappropriate material
Failure to serve Rem	Physical Aggression	

Level III Offenses

Alcohol selling/distribution	Fighting	Possession of pepper spray/mace
Alcohol use or possession	Fireworks (possession/use)	Possession of prescription drugs
Arson	Gang related activity	Possession of stolen property
Battery/physical attack/harm	Gambling	Profanity to Staff
Bomb Threat	Intent to possess an illegal substance	Sale of illegal substance
Bullying/Hazing	Intimidation/Threat to Staff	Sexual Harass of scholar/staff
Campus Disruption - SRO req	Instigation	Sex related activity (including sexting)
Compute/technology violation	Physical Battery/harm (Student to Staff)	Theft (school/personal property)
Contraband (Major)	Physical Battery/harm (Student to Student)	Trespassing while scholar is suspended
Destruction of School Property	Possession of a firearm	Under the influence/drugs/alcohol
Disorderly Conduct	Possession of a weapon	Vandalism
Extortion	Possession of an illegal substance	

Examples of Effective TDS Strategies

Proximity Control – Simply position yourself near the scholars that are not displaying appropriate behavior. This can be an effective intervention for low level offenses. It is a basic but underutilized and effective intervention. Quietly and as anonymously as possible, redirect/correct the behavior, then turn around and immediately walk away. After a moment turn around to see if the behavior has ceased. This intervention is designed to limit class disruption and also not make the scholar feel put on the spot.

Private/Semi-Private Scholar Conference – Either during or after class pull the scholar aside to discuss what you have observed. Try to avoid doing this when other scholars are watching. Review and reteach your expectations and ask the scholar how they could behave the next time this situation arises.

Positive Practice – Have the scholar practice the correct way to do something. Use this intervention if a scholar breaks a rule about a procedure that can easily be practiced correctly. **EXAMPLE:** A scholar runs from the door of your classroom to her seat. You ask them to go back to the door and walk.

Redirection – Guide the scholar back to what she should be doing instead of misbehaving. Instead of verbally reminding the scholar, you literally direct the scholar to the desired activity. The idea here is to NOT square off with the scholar. For example, you can clearly see that one of your scholars is not paying attention. He isn't even on the right page of the book. You walk near the scholar, but the behavior continues. So you quietly and non-confrontationally redirect the scholar to the correct page, then turn and walk back to the front of the class immediately.

Student Dress Code

Since opening as one of the first charter schools in North Carolina in 1997, Healthy Start Academy has **required** all students to wear a school uniform. Therefore, each student is **required** to wear the **approved** grade level uniform each school day according to the Academy's Dress Code.

The Dress Code is:

GRADES KINDERGARTEN THROUGH 6th

Light Blue Uniform Shirt with Healthy Start Academy logo

Boys: Solid navy blue uniform pant or knee length navy blue shorts

Girls: Solid navy blue uniform pant, knee length shorts, knee length skirts or "skorts" or solid navy blue jumpers

GRADES 7 AND 8th

Yellow Uniform Shirt with Healthy Start Academy logo

Boys: Solid navy blue uniform pant or knee length navy blue shorts

Girls: Solid navy blue uniform pant, knee length shorts, knee length skirts or "skorts" or solid navy blue jumpers

The following items violate the Academy's Dress Code:

White t-shirts worn as the school shirt, blue-jeans, shirts having logos other than the Healthy Start Academy seal or lettering, animation, sweat pants, dangling earrings, oversized and excessive jewelry including large hoop earrings, headbands, scarves, "doo-rags," or other head covering (unless it is due to medical/religious beliefs*), excessive hair bows, clips, pins or hats.

*Authorized documentation must be provided.

All students will be expected to comply with the following dress code:

Girls: All hair ornaments should be minimal so that they do not disturb the classroom environment. Hats and coats are not to be worn inside the school during the school day, except when students enter and exit the building. Students who choose to wear outerwear during the school day may wear the Academy approved navy blue jackets which must be purchased from the Academy. These items must be ordered through the office and are payable in advance. Middle school students will store backpacks, purses and other types of carrying bags and other personal items in their assigned lockers. Students do not carry cell phones, backpacks, purses or bags inside the school during the school day.

Socks, tights and hose are to be SOLID navy blue, white or neutral in color. Neon/bright colors are not permitted. No designs of any kind. Cut-off pants, leggings, jeggings, short skirts (thigh high or higher), tight or revealing pants or skirts are not permitted. T-shirts and thermal shirts worn as an undergarment must be SOLID white.

A navy blue, dark brown or black belt must be worn for all pants, shorts, skirts, “skorts” and jumpers having belt loops. All students must tuck in their uniform shirt at all times.

For their safety, students must wear closed toe and closed heel shoes at all times. No exceptions. The recommended shoe for all students is a tennis shoe or sneaker. Shoes must not have lights, wheels or make noise.

Reminder: Students must report to school each day in a clean approved uniform. Uniform checks are conducted each school day immediately following morning announcements. Should a student not report to school in a clean, approved school uniform, the student will remain out of class until the parent/guardian brings the student the required school uniform. Should the student report to school out of uniform on a consistent basis, further disciplinary actions will be taken.

Uniforms shirts may be purchased in the school office for \$8.00 per shirt, long or short sleeve (Youth sizes XS-Adult size XXL). Adult sizes XXL and up are \$10.00 per shirt. Uniform pants, skirts, shorts, “skorts” and jumpers may be purchased from any local retailer. If you have any questions about the school uniform, contact the office at (919) 956-5599.

Likewise, we ask that parents and guardians dress appropriately when visiting the school. Remember, you are your child’s first role model.

Student Attendance

Regular daily attendance at school enables each student to gain the skills, knowledge and concepts to be successful in the classroom, explore new academic challenges and perform successfully in challenging academic settings. Healthy Start Academy monitors student attendance very closely and abides by the Compulsory Attendance public school law governing student attendance (*N.C.G.S. 115C-378*).

Parents or guardians must explain in writing or verbally to a school official the reason for their child’s absence. Absences should be reported to the Academy’s main office prior to 8:15 a.m. on the day of a student absence to report the absence. This procedure is required for all absences, including medical and dental appointments. Students dismissed early in the day, for any reason, must be signed out in the office by a responsible adult. The answering service is available before and after school hours for anyone who would like to leave a message.

Absences are excused for the following reasons:

- Illness or Injury
- Death in Family
- Doctor/dental appointments
- Educational Opportunities (prior approval required)
- Court/Administrative Procedures
- Quarantine
- Local Board/Policy

Tardiness

All students are expected to arrive at school by 8:00 a.m. daily. Students reporting to the Academy after 8:15 a.m. are considered late (tardy) to school. Additionally, students reporting to class late, without permission, will be considered tardy. All tardies are cumulative. At Healthy Start Academy, three (3) days tardy is considered one (1) administrative absence. When a student reaches two (2) administrative absences or a total of six (6) days tardy, said student will be assigned to Saturday School. Students with excessive tardiness will be placed on a monitoring plan and conference phone call(s) made to the parent. Excessive tardiness and absenteeism may result in a referral of truancy to the Durham County District Attorney.

Movement throughout the School

The movement of students throughout the Academy during the school day is a process that is critical to ensure that all Healthy Start Scholars receive the full benefit of the Academy. The safe transition of each student at Healthy Start Academy is a series of planned events. All students will report to their designated class or activity on time. Students should not be in hallways, restrooms, stairwells or any other area of the Academy without a written pass. Teachers and staff only, will issue a written pass on a case-by-case basis. Students that violate this policy will be subject to disciplinary action.

Extended Family Vacations

Parents planning to take their children on an extended vacation should notify the school administration at least two weeks before departure. The administration and faculty discourage lengthy trips that cause students to miss class time. However, it becomes the student's responsibility, with the help of the parents, to make arrangements with the teacher(s) for any missed assignments and complete all assigned work upon his/her return to school. The student is to complete all assignments within the same number of days as the length of the vacation. Assignments that are not completed receive no credit. Students who miss an announced test during their absence will take the test when all missed work is completed within the same number of days missed due to the vacation.

Family Death or Terminal Illness

If there is a death, terminal illness or similar traumatic situation in your family that may affect the student's attendance, emotional/social well-being and/or level of concentration, please notify the school's main office.

Illness During the School Day

When a student becomes ill during the school day, the student should notify the teacher. The teacher will send the student to the main office. The office staff will call the

parent/guardian or emergency contact listed in student's file. All incidents of vomiting and fever must have a 24 hour clearance before the student can return to school.

Make-Up Work Due to Absence

Students are expected to complete all assignments missed during absence(s) from school. Students and/or parents may contact your child's teacher(s) to secure missed assignments. Students will have one school day to make up their work for each day absent from school.

In cases of a prolonged absence due to illness, the student's teacher should be contacted. Arrangements can be made to pick up class assignments for a student who is absent two or more days. Parents must call before 8:15 a.m. on the day the homework is needed in order to allow the teacher adequate time to assemble the assignments. Parents may pick up the assignments after 3:15 p.m. on that day.

Parents/guardians of suspended students may pick up homework in the main office after 3:15 p.m. on the day of suspension. Suspended students are required to turn in their late work in the allotted time given.

Parent Involvement and Family Engagement

Healthy Start Academy advocates parent support and involvement. Parents and guardians are encouraged to volunteer, participate in their student's classes, serve as a classroom parent, attend and participate in parent seminars/workshops and participate/attend extracurricular activities. Additionally, parents/guardians are encouraged to become a part of our Parent Teacher Organization (PTO) which meets monthly during the school year. Membership dues are \$5.00 per household.

Parent Liaison and Community Resources

Research has shown that children learn best when home and school work together. Here at Healthy Start Academy, we feel that teachers should be able to focus on the daily task of effectively educating their students and preparing them to be responsible, contributing members of our society. We also feel that it is important for parents to interact in the school community and feel assured that their child is learning successfully in a safe and structured academic environment.

However, there are times when teachers have concerns about circumstances that may stifle a student's academic performance. This could range from excessive tardiness to a student's complaint about home life. In these cases, teachers will have access to work with the Academy's Parent Liaison to help redirect the student's path back to educational success. The Parent Liaison will act as an extended "arm" of the teacher to reach out to parents whose child may be experiencing difficulties. It is the purpose of the Parent Liaison to reach out to the parent through phone calls, home visits and other means

necessary to establish effective communication between the school and the parent...all for the best interest and academic success of the student.

For more information about our Parent Liaison and Community Resources program, please contact the school office at (919) 956-5599.

School Security and Protection

At Healthy Start Academy, we take the security and protection of our students, faculty and staff very seriously. With that in mind, Healthy Start Academy has installed and implemented front office electronic security doors and a computerized sign in/out system. When visiting the school, **all visitors (including parents and guardians) must sign in at the front office. A valid photo ID and brief background check is required for all visitors to the school.**

Parents/guardians must report inside the school to sign their child in and out. When signing your student in/out, the student's 4-digit confidential PIN is used. Please ensure that your child memorizes their 4-digit PIN because it is used both for meal service and signing in/ out.

In addition, because we protect your child's educational environment and every minute spent on instruction, we do not dismiss any child after 2:30 p.m. unless the parent/guardian has notified the school office by 12 noon of that school day.

Homework Philosophy and Guidelines

Philosophy

The Healthy Start Academy staff believes homework is an important component of the educational process. It is expected the following objectives will be accomplished through regular and well-planned homework.

- Students will develop more self-direction and individual responsibility.
- Students will develop independent study skills.
- Students will become better organized.
- Students will learn to budget their time.
- The learning process will be expanded.

Guidelines

- Students and parents should expect homework each weekday evening.
- It is a requirement to complete homework as it is a part of the student's evaluation, affecting quarterly grades on the report card.
- Homework is assigned for specific instructional purposes.
- Teachers will provide clear directions for each assignment.
- Homework will include a variety of activities that support academic growth.
- Teachers will provide a time sequence for long range projects, with formal, prepared directions for the projects.
- The amount of homework will be reasonable.

Daily Procedures

Arrival

Students should arrive to school between 7:30 a.m. and 8:00 a.m. After exiting their vehicle/bus, students should enter the building at the lower level arrival/dismissal door in an orderly manner. At 8:00 a.m., students are released to their classrooms by teacher escort.

Snacks

Students in grades K-2 have a daily snack period. The snack period is approximately ten (10) minutes. Children must bring nutritious snacks from home as the school does not provide them. Snacks should be healthy (e.g. fruit, vegetables, cheese and crackers, 100% juice boxes, etc.). Candy, sodas and sweets are not acceptable. During snack time, students may talk quietly with those sitting near them. Snacks are not allowed for any student (K-8) at any time other than allowable by faculty and staff. Abuse by students may result in disciplinary action. It is not permissible to chew gum at any time during the school day. Large ("group") bags of snacks, soda, gum and other distracting edible items are not allowed at the Academy. Sharing of snacks is prohibited.

Breakfast and Lunch Periods

All expectations of the Scholar Conduct and School Discipline policy will be observed during breakfast and lunch periods. Students who do not meet these expectations during breakfast or lunch will face the school disciplinary process. A nutritious breakfast and lunch, including milk, are served daily. Breakfast service begins at 7:20 a.m. and ends at 8:00 a.m. Healthy Start is a sponsor of the National School Breakfast and Lunch Programs. Beginning with the 2014-2015 school year, all enrolled students at Healthy Start Academy receive school meals at no cost through the Community Eligibility Provision (CEP) made possible by the USDA. Students may also bring their lunch from home. Parents and guardians are encouraged to eat lunch with their student, however, school meals are not provided to adults.

Healthy Start Academy's meal service is automated. Students are issued a 4-digit confidential PIN number and are expected to memorize this number for entry at the point of sale. PIN numbers are considered confidential and should never be shared.

NO Fast Food Policy

As participants in the USDA National School Breakfast and Lunch Programs, In January 2013, Healthy Start Academy adopted a NO Fast Food Policy throughout our school, during school hours. This means, students, teachers, school administrators, personnel, staff and volunteers are prohibited from bringing any fast food (*defined as food obtained from a restaurant/eatery with a drive-thru window*) on the campus of the Academy during the hours of 6:45 a.m. until 3:15 p.m.

Acts of cafeteria misconduct include, but are not limited to, the following:

- Talking loudly in line
- Cutting ahead of other students in line
- Sitting improperly at table or seat
- Using impolite manners
- Leaving the cafeteria without permission
- Taking food from other students
- Refusing to clean up eating area
- Throwing food or other items

Dismissal

Instructional periods typically continue until 3:10 p.m. at which time the dismissal process begins. School dismisses each day at 3:15 p.m. All students are expected to walk through the halls in an orderly manner. **Students who are disruptive during dismissal are subject to disciplinary action. School administrators strongly discourage early pick-ups (prior to 3:15 p.m.) as it interrupts the instructional day. To this end, no student will be released after 2:30 p.m.** as there are other activities occurring at that time. Parents picking up students at dismissal will be expected to pick up their child from the car pool area following the departure of school buses.

Examples of student misbehaviors during dismissal include, but are not limited, to the following:

- Running and/or making excessive noise in the hall or stairway
- Participating in unacceptable physical contact (rough play, etc)
- Disrespect for authority
- Failure to comply with school personnel
- Harassing other students (physical or verbal abuse)

Pick-Up Times

All car riders should be picked-up from school no later than 3:45 p.m. daily. In the event you are unable to pick-up your child by 3:45 p.m., you are expected to call the school. Students who are not picked up by 3:45 p.m. will be placed in the after school program and assessed a late pick up fee. Parents/guardians who permit another responsible adult, not listed on the emergency contact form, to pick-up their child must first call the school's main office to alert personnel with the name of the individual responsible for picking up their child. **This individual must confirm their identity with a pictured ID and sign the child out before the student will be released to them. No student will be released to an adult not identified by their pictured ID or who are not listed on the student's emergency contact form. Healthy Start Academy strongly discourages parents/guardians from picking up their child before the school day ends (3:15 p.m.) Early pick-ups distract the classroom learning environment and students miss valuable learning opportunities.**

Walkers

Students who walk to and from school are to go directly home following dismissal. Students who linger at the school or stop to visit friends on the way home cause undue worry for parents and staff. Students who walk home must have a signed Student Walk Release form from their parent/guardian on file in the main office stating that they are permitted to walk home. Faculty/staff do supervise walkers who must cross a street adjacent to the Academy.

Restrooms

Students will demonstrate proper etiquette using the restroom. Expectations for bathroom etiquette include, but are not limited to, the following:

- Flushing the toilet
- Washing and drying hands
- Placing all trash in trash can
- Keeping bathroom clean

Students determined as misbehaving in the restrooms or vandalizing the restrooms will be subject to disciplinary action.

Emergency School Closings

Adverse Weather

The Healthy Start Academy Administration determines whether to close, delay school or release students early when inclement weather occurs or road conditions are unsafe for school bus travel. The decision to close or delay school, including length of delay, will be announced by the following television and radio stations by 5:30 a.m.

WTVD 11 – Channel 6 (cable)

WRAL 5 – Channel 3 (cable)

News 14 – Channel 14 (cable)

Therefore, no announcement in the media means that the Academy will operate on a normal schedule.

If inclement weather is predicted after the school day begins, a decision regarding early release will be made as quickly as possible. In the event school is dismissed for the day, notifications will be announced to the media (*Tune into the above stations*). When school is dismissed early and closes for the day and road conditions are not likely to improve, a communication regarding the next day of school, may be announced to the media if possible prior to the 6:00 p.m. evening news.

Other weather conditions, such as a hurricane watch, may require a decision based upon the best predictions of weather forecasters. If school will be closed the next day due to approaching weather, a notification may be announced to media prior to the 6:00 p.m. evening news.

Please make plans in advance for child care arrangements in case snow, ice, or other inclement weather closes the Academy during the school day.

If the Academy is in session when a severe weather watch or warning is issued, the Academy will stay open. Academy personnel will take necessary safety precautions.

Students will remain in school if school is already in session when a tornado watch is issued. The staff will take safety precautions. Students will be released to parents/guardians or other designated adults upon request.

If the Academy is in session when a tornado warning is issued, all students and staff will remain in the building and take shelter in designated areas. Students may be detained beyond the usual dismissal time for safety purposes. Students will be released to parents/guardians or other designated adults upon request.

General Information

Electronic Devices, Cell Phones and Pagers

Electronic devices (i.e. iPods, gaming devices, etc.) are not allowed on the grounds at the Academy. Cell phones are allowable, but are for emergency use prior to or after the school day. Cell phones are kept in lockers/bookbags and are to be turned off during the school day. Cell phone texting or any other unauthorized uses of the cell phone are not allowable during the school day. Cell phones will be confiscated by school personnel if a student is determined to be using their phone in any way or should their phone sound during the school day. Cell phones/electronic devices that are confiscated are not returned to the student. The parent must report to the school to pick-up their child's cell phone/electronic device. All devices/cell phones not retrieved by the last day of school will be donated to charity. Students abusing this requirement will be subject to disciplinary action.

School Telephones

Should emergencies arise, parents and guardians should contact the Academy's main office at (919) 956-5599. Urgent messages will be given to students or staff members upon request. All incoming calls for teachers during instructional hours will be transferred to their voice mail. **We do not interrupt teachers for phone calls during instructional time.**

Communication

Effective communication between school and home is vital to the successful academic, social and emotional well-being of all students. The major communication tools are the school web site, social media pages, monthly newsletters, REMIND text messages, Mid-Quarterly Academic Progress, Quarterly Academic Report Cards and classroom newsletter and applications (i.e. Class DoJo). These documents include timely information from the administration or teachers. In addition, telephone communication, group meetings, open houses and events, e-mail and other communications will be common. Parents are encouraged to contact the school when they have questions.

Student Planners are purchased by students in grades 3-8 at the beginning of the year. These planners facilitate communication between the parents and teacher regarding homework assignments, future tests and quizzes, and other relevant academic information. Students in grades K-2 receive a homework folder at no cost.

Parent/Teacher Conferences

Parent/Teacher Conferences are held once every nine weeks at the end of the first grading period and as otherwise necessary. Please refer to the school calendar for the Parent/Teacher conference schedule. Informal conferences can be scheduled before or

after school at other times during the year. Parent/Guardians should contact their child's teacher to schedule a conference. The Academy requires parents/guardians to schedule a parent/teacher conference. In this way, time will be dedicated to address all parent questions and concerns. The middle school faculty holds parent conferences as a team. Therefore, the parent/guardian meets with all teachers at one time.

Personal Items

The school will not accept responsibility for the personal items of students. All electronic games, toys, iPods, CD/DVD players, cassette recorders, radios, CDs and DVDs, and any other electronic equipment are prohibited in school unless special permission has been granted by the administration. Any other personal items that staff members judge to be unsafe or improper for school will be confiscated and held in the office to be picked up by the parent/guardian. All personal items not retrieved by the last day of school will be donated to charity.

Student Outstanding Balances

During the school year, fees are assessed for numerous reasons such as, field trips, school shirts, etc. Parents/guardians are expected to pay the balance due in full once they are notified. Any student owing an outstanding balance cannot participate or attend any field trip or school-sponsored activity. Once the balance has been satisfied, the student may resume participation in these areas.

Promotion and Retention

Healthy Start Academy students in 3rd, 5th and 8th grade must meet local promotion and attendance standards for promotion to the next grade. The reading and math promotion standard is Level III, Level IV or Level V on the North Carolina End-of-Grade Tests.

Students who earn below a Level III on the N.C. Reading and/or Math End-of-Grade tests may be administered an alternate form of the End-of-Grade test before the last day of school.

Students who earn a Level III, IV or V on the re-administration of the test and meet the attendance standard will be promoted to the next grade.

The administration and faculty members will review the student academic records, student portfolio (work samples), and other relevant information to determine if the student has made adequate progress for promotion. Following this review, the administration will make one of the following decisions:

- Promotion to Next Grade
- Retention in Current Grade

Should a parent or guardian disagree with a decision to retain a child, the parent/guardian should appeal that decision to the principal. The principal's decision may be appealed in accordance with the School's Grievance policy if there is an alleged specific violation of Board policy or state or federal law.

Reviewing all available assessment data, the principal, in collaboration with the student's teacher(s), parents/guardians and other professional staff, will determine if the student should be promoted. The final decision resides with the school principal.

- **Grades K, 1, 2 and 4** – In order to be promoted a student should have reached a standard of achievement necessary for satisfactory progress in the next grade. If retention of a student appears likely because of classroom performance, at least two (2) notices will be given to the parent/guardian of the student. The first notice may be a conference; the second notice must be in writing and must be provided by the end of the third quarter.
- **Grades 6-8** – In order to be considered for promotion to the next grade, students normally must pass five of six units, which must include language arts and mathematics. Other data considered in the promotion decision include: EOG test scores, attendance, effort and improvement in course work as judged by grades and student portfolio of work.

School Bus Transportation

Charter schools are not required by state law to provide bus transportation for their students. Healthy Start Academy offers limited bus transportation; however, it is a privilege for students to ride the school buses not a right.

Student Expectations

- Arrive at bus stop ten minutes prior to pick up time.
- Follow the directions of the bus driver and bus rules at all times
- Stay seated in their assigned seat and face forward
- Respect fellow bus riders
- Talk quietly and use appropriate language
- Keep their hands and feet out of the aisles
- Keep all body parts and belongings inside the windows
- Respect cleanliness by not bringing gum, candy, food or drinks onto the bus
- Keep bus clean

It is NC State Law! Any Kindergarten student who rides the school bus to/from school must be escorted to the pick-up stop and met at the drop-off stop by a responsible adult. Kindergarten students cannot be released off the bus unless a responsible adult is present to meet them. All kindergarten students, having no adult to meet them at the stop, will be brought back to the school and their parent/guardian contacted to pick them up from the school. After the first week of

school, any kindergarten student brought back to the school three (3) times will be dismissed from riding the bus.

Any student who fails to meet behavior expectations or demonstrates behavior which puts the safety of other bus riders in jeopardy will be disciplined accordingly, up to and including removal from bus.

Special Events

Field Trips

Whenever students are traveling away from school, they are subject to the same expectations, regulations and appropriate politeness and civility observed at Healthy Start Academy. As in the classroom, the teacher will judge acceptable or unacceptable behavior. Every facet of the discipline policy will be enforced on field trips just as it is in the classroom. Signed permission slips must be on file for each field trip. If a student demonstrates repeated forms of misbehaviors, that student may require a parent/adult chaperone to accompany the student. In the event a chaperone is required, the student is not allowed to attend the field trip unless a chaperone is on site the day of departure to accompany them. **If a student owes money to the school, the student will not be allowed to participate in field trips until the balance has been paid.**

Celebrations

In order to ensure our students' safety and focus on learning, parties are not celebrated at Healthy Start Academy unless special permission has been granted. Parents requesting a classroom celebration must first seek approval from the classroom teacher who in turn will seek approval from the Principal. Arrangements should not be made until the parent's request has been approved. All approved classroom celebrations are held after 2:45 p.m.

General Classroom Guidelines for Volunteers

Parents/guardians/advocates are the key to making our volunteer efforts truly beneficial for our teachers and students at Healthy Start Academy. Healthy Start Academy offers an array of activities for parental involvement. These activities include, but are not limited to, student-teacher conferences, classroom activities and parent seminars and trainings.

Healthy Start is very grateful for volunteer support and adherence to the following guidelines during classroom visits.

1. Volunteers must complete a volunteer form and successfully pass the background check before volunteering in the school. Volunteer forms must be completed every year.
2. Please sign in at the office when entering the building and wear a name badge while volunteering.
3. Please remember that the teacher is ultimately responsible for the children and activities in his/her classroom.
4. When you arrive to begin your volunteer shift, please be sensitive to the learning that is going on in the classroom. Enter the room quietly and wait until there is a break in the activity to communicate with the teacher and students in the room.
5. Please respect issues of confidentiality relating to the children you work with from your child's class. Children who need extra help are often sensitive to how they are doing in school. As a volunteer, you may not talk with other parents about the specific learning needs of any child other than your own. The scores from any papers you might be asked to grade should also be kept in strict confidence.
6. Children thrive on praise and encouragement. While working with children in the classroom, please keep all comments positive. In that way you are modeling respect for the students.
7. Please dress appropriately when supervising students at school or on field trips.
8. Please remember Healthy Start Academy is a non-smoking facility. Smoking is prohibited in the building, on the school grounds and all other places where Healthy Start Academy students are under your supervision.
9. The distribution of non-school-generated literature is not permitted.
10. Volunteers will sign out as they leave the building.

Visitors

The following are guidelines for visitors and volunteers while they are in the building:

- All persons must sign in at the office upon entering the building.
- All persons must wear a self-adhesive name badge. These may be picked up in the office when signing in. For security purposes, all persons visiting in the building without a name badge will be asked to return to the office to obtain one.
- The distribution of literature of any kind is not permitted.
- When leaving the building, please sign out and return the name badge.

Interscholastic Athletics

Healthy Start Academy is proud to offer an array of interscholastic sports for both boys and girls in grades 6-8. These students may participate in co-ed soccer, boys or girls basketball, volleyball, cheerleading and co-ed track. The co-ed soccer team will compete in the fall. Boys and girls basketball teams will compete in the winter. The co-ed track team will have competition in the spring. These athletic teams will host athletic events and travel to other area middle schools to compete. Athletic coaches will give more specific information related to the requirements and details of their sport prior to their particular athletic season.

Students who participate in athletics must remember they are a student first, athlete second. Therefore, all student athletes must maintain a C average in all core subject areas. All student-athletes are required to have a current sports physical that has been completed and signed by a physician before participating in any type of sports practice or interscholastic event. Student-athletes must also meet the middle school athletic eligibility requirements as stated in the North Carolina Public Schools Middle School Athletics Handbook. If you have any questions about the Healthy Start Academy Interscholastic Athletics Program, feel free to contact the Athletic Director at Healthy Start Academy.

ACCEPTABLE USE POLICY

Healthy Start Academy (HSA) offers a school-wide area computer network with Internet access for students, teachers, and staff. Teachers and staff also have access to e-mail through the school's network. The network and other school technological resources provide opportunities to enhance instruction, appeal to different learning styles and meet the educational goals of the Board. Through the school's technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information. Access includes local, national and international connections to (1) libraries, companies, agencies and businesses; (2) discussion groups on a variety of subjects; (3) information news services; and (4) electronic mail communication.

Acceptable uses of technological resources are limited to activities that support learning and teaching, except when otherwise specifically authorized by the Principal in the best interest of the school. Use of technological resources should be integrated into the educational program. Technological resources should be used in teaching the Common Core and Essential Standards curricula and in meeting the educational goals of the Board. Teachers are encouraged to further incorporate the use of technological resources into their lesson plans.

This policy applies to all students and employees (including teachers, administrators, and staff), as well as any other users who are expressly authorized by Healthy Start Academy to use school technological resources, including, but not limited to, Board of Director members, contractors, consultants, and part-time/temporary workers.

The Principal shall ensure that school computers with Internet access comply with federal requirements regarding filtering software, Internet monitoring and Internet safety policies. The Principal shall develop any regulations and submit any certifications necessary to meet such requirements. In addition, the Principal or Designee shall develop any other rules, procedures, forms or other guidance needed to implement this policy.

REQUIREMENTS FOR USE OF TECHNOLOGICAL RESOURCES

Healthy Start Academy's Board of Directors realizes that today's 21st Century classrooms must use technology in order to achieve the school's academic goals for its students.

School technological resources include, but are not limited to computers, interactive smartboards, mobile devices, websites, networks, servers, the Internet, phones, copiers, facsimile machines, televisions and video-recorders, e-mail accounts, and licensed software.

Students are given the privilege to use the Internet along with the responsibility of using it properly. Students are responsible for exhibiting high standards of behavior in using the school's technological resources. Students will be taught safe, ethical, and responsible uses of technological resources.

Staff members will instruct students in the correct use of these resources, and ensure that students read and understand the guidelines established by the Academy; however, the ultimate responsibility for a student's actions in using the technological resources rests with the student.

Failure to adhere to the requirements of this policy may result in disciplinary action, which may include immediate revocation of user privileges, suspension of access to school computers, other disciplinary action, dismissal and/or appropriate legal action. Misuse or damage of any school technological resource may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

Employees should maintain the highest ethical behavior in using the Internet and should promote that behavior among students. When using technological resources in the classroom, instructional personnel shall:

1. Make every attempt to maintain the curricular focus of Internet use by locating and directing students toward sites on the Internet that support that focus;
2. Make reasonable efforts to supervise a student's use of the Internet during instructional time and ensure that it is in a manner that is appropriate to the student's age and circumstances of use;
3. Model and provide instruction in the ethical and appropriate use of the Internet in a proper school setting as provided in this policy; and
4. Follow the same criteria of Internet resources that are applicable to all instructional materials.

GUIDELINES FOR ACCEPTABLE USE: ALL USERS

1. School technological resources are provided for school-related authorized purposes only. Acceptable uses of such technological resources are limited to responsible, efficient and legal activities that support teaching and learning. Use of school system technological resources for commerce or profit or for amusement or entertainment is prohibited. School technological resources shall not be used for charitable endeavors without prior approval of the Principal or Designee. School technological resources shall not be used for political purposes.
2. Under no circumstance may software purchased by the school system be copied for personal use. Users must obtain permission from the Principal prior to copying or loading school software onto any computer, whether the computer is privately owned or is a Healthy Start Academy computer;
3. Students and employees must comply with all administrative regulations, and school standards and rules in using technological resources. All applicable laws, including those relating to copyrights and trademarks, confidential information, and public records, apply to technological resource use. Any use that violates state or federal law is strictly prohibited. All rules of the Code of Conduct apply to students' use of the Internet and other technological resources.
4. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material

- that is obscene, defamatory, profane, pornographic, harassing, abusive or considered to be harmful to minors.
5. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
 6. Users must respect the privacy of others. When using e-mail, blogs or other forms of electronic communication, students must not reveal personally identifiable, private or confidential information, such as the home address, telephone number, credit or checking account information or social security number of themselves or fellow students. In addition, school employees will follow the guidelines of the Family Educational Rights and Privacy Act (FERPA), when publishing student information. Users also may not forward or post personal communications without the author's prior consent.
 7. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks and/or data of anyone connected to the server or the Internet. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance. The technology department provides antivirus software for all HSA-owned computers. Users must not disable any antivirus programs from running on those computers.
 8. Users may not create, download, or introduce entertainment software, games, network communications programs or any foreign program or software onto any school system computer, electronic device or network without the express permission of the Principal or Designee. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of Healthy Start Academy.
 9. Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts.
 10. Users are prohibited from using another individual's computer account. Users may not read, alter, change, block, execute or delete files or communications belonging to another user without appropriate authorization or the owner's express prior permission. In addition, employees shall not share or reveal their passwords or user IDs for any data system. All employees with access to NCWISE or other sensitive data are responsible for safeguarding their user IDs and passwords.
 11. If a user identifies a security problem on a technological resource, he or she must immediately notify a supervisor without demonstrating the problem to other users. Unauthorized attempts to log onto any school computer or Healthy Start Academy network as a system administrator may result in cancellation of user privileges and/or additional disciplinary action. Any user identified as a security risk or having a history of problems with other computer system may be denied access.
 12. Views may be expressed as representing the view of the school or part of the school only with prior approval by the Principal or Designee.
 13. School technological resources may not be used to interfere with or disrupt other users, services, or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising; propagation of computer viruses;

- distribution of large quantities of information that may overwhelm the system; posting personal or private information about the user or other people on the Internet; arranging or agreeing to meet with someone the user has met on-line for purposes other than official school business; posting information that could be disrupting, cause damage, or endanger students or staff; and accessing chat-rooms or instant messaging software, unless for a valid educational purpose or official school business.
14. Using school computers for illegal, harassing, or inappropriate purposes, or in support of such activities, is prohibited. Illegal activities are any violations of federal, state, or local laws and include, but are not limited to, copyright infringement and/or illegal file sharing; committing fraud; threatening another person; or intentionally engaging in communications for the purpose of abusing, annoying, threatening, terrifying, harassing, or embarrassing another person. Harassment includes, but is not limited to, slurs, comments, jokes, innuendoes, unwelcome compliments, cartoons, visual depictions, pranks, or verbal conduct relating to an individual that (1) have the purpose or effect of creating an intimidating, hostile or offensive environment; (2) have the purpose or effect of unreasonably interfering with an individual's work or school performance, or (3) interfere with school operations. Inappropriate use is any violation of other provisions of this policy and includes, but is not limited to, using another person's ID or password; plagiarizing; accessing, producing, storing, posting, sending, displaying, or viewing inappropriate or offensive material, including pornographic, obscene, discriminatory, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually suggestive language or images, or images of exposed private body parts; and accessing material advocating illegal acts or violence, including hate literature.

INTERNET SAFETY

The Board of Directors is aware that there is information on the Internet that is not related to the educational program. The Board also is aware that the Internet may provide information and opportunities to communicate on subjects that are not suitable for school-age children and that many parents would find objectionable. Healthy Start Academy personnel shall take reasonable precautions to prevent students from having access to inappropriate materials, such as violence, nudity, obscenity or graphic language that does not serve a legitimate pedagogical purpose. The Principal shall ensure that the Internet service provider or technology personnel have installed a technology protection measure that blocks or filters Internet access to audio or visual depictions that are obscene, that are considered pornography or that are harmful to minors. Employees may have a different level of blocks or filters.

PRIVACY

Healthy Start Academy electronic information resources, the Internet, and use of e-mail are not inherently secure or private. No right of privacy exists in the use of technological resources. Users shall have no expectation of privacy while using school technological resources. Users should not assume that files or communications created or transmitted using school technological resources or stored on servers or hard drives of individual

computers will be private. School administrators or individuals designated by the Principal may review files, monitor all communication, and intercept e-mail messages to maintain system integrity and to ensure compliance with Board policy and applicable laws and regulations. School personnel shall monitor online activities of individuals who access the Internet via a school-owned computer. The Board reserves the right to take appropriate disciplinary action based on the user's inappropriate or illegal use or use that is in violation of this policy. Communications relating to or in support of illegal activities will be reported to the appropriate authorities. Information in electronic messages is not anonymous and is subject to disclosure to third parties under state and/or federal law in certain circumstances.

PERSONAL WEBSITES

The Principal may use any means available to request the removal of personal websites that substantially disrupt the school environment or that utilize school system or individual school names, logos or trademarks without permission.

1. Students

Though school personnel generally do not monitor students' Internet activity conducted on non-school system computers during non-school hours, when the student's online behavior has a direct and immediate effect on school safety or maintaining order and discipline in the school, the student may be disciplined in accordance with the Student Code of Conduct.

2. Employees

Employees are to maintain an appropriate relationship with students at all times. Employees are encouraged to block students from viewing personal information on employee personal websites or online networking profiles in order to prevent the possibility that students could view materials that are not age-appropriate. Employees may not use personal web sites or online networking profiles to post information in an attempt to communicate with students in their roles as school system employees. If an employee creates and/or posts inappropriate content on a website or profile or engages in any direct communication with students, parents, supervisors or co-workers (whether by email, instant messaging, or other digital media) and it has a negative impact on the employee's ability to perform his or her job as it relates to working with students, the employee will be subject to discipline up to and including dismissal. This section applies to all employees, volunteers and student teachers working in the school system.

EMPLOYEE PERSONAL USE

The Board expects that employee use of technological resources will be related to the school system's goals of educating students and/or conducting school business. The Board recognizes, however, that some personal use is inevitable, and that incidental and occasional personal use that is infrequent or brief in duration is permitted so long as it occurs on personal time, does not interfere with the employee's work or school business,

and is not otherwise prohibited by Board policy or regulations, Healthy Start Academy procedures, or applicable law.

CARE OF PROPERTY

Users of Healthy Start Academy computers are expected to respect school property and be responsible in using the equipment. Users are to follow all instructions regarding maintenance or care of the equipment. Users may be held responsible for any loss or damage caused by intentional or negligent acts in caring for computers while under their control. The school is responsible for any routine maintenance or standard repairs to school computers. Users are expected to timely notify the technology personnel of any need for service.

NO WARRANTIES

Healthy Start Academy makes no warranties of any kind, whether express or implied, for the electronic information resources it is providing. The board will not be responsible for any damages suffered by users, including loss of data resulting from delays, non-delivery, service interruptions, or any other cause. The board will not be responsible for any claims, losses, damages, costs, or other obligations arising from the unauthorized use of school electronic information resources. Use of any information obtained via the Internet is at the user's risk. The board specifically denies any responsibility for the accuracy or quality of information obtained through its service. Users are responsible for any losses sustained by the Healthy Start Academy resulting from the user's intentional misuse of the school system's electronic information resources.

APPLICATION OF PUBLIC RECORDS LAW

All information created or received for work purposes and stored on or contained in the school's computer resources or electronic data files is subject to public disclosure unless an exception to the Public Records Law applies. This information may be purged or destroyed only in accordance with the applicable records retention schedule and the State Division of Archives regulations.

Legal References: U.S. Const. amend I; Children's Internet Protection Act, 47 U.S.C. 254(h)(5); Electronic Communications Privacy Act, 18 U.S.C. 2510-2522; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; 17 U.S.C. 101 et seq.; 20 U.S.C. 6777; G.S. 115C-325(e), -39.

HEALTHY START ACADEMY INTERNET AND COMPUTER USE POLICY

Ongoing strategic planning at Healthy Start Academy places emphasis on student use of technology. Our vision is to bring our students into the 21st century through innovation and modern technology. Our 1-to-1 laptop program for grades 5-8 is an extension of this vision. With our one-to-one initiative, each graduating middle school eighth grader receives a Chromebook.

As used herein, the term “Computer” refers to any desktop, laptop, Chromebook, or other mobile computing device owned or issued by Healthy Start Academy to any student for school and/or home use. The term “Privately-Owned” refers to any privately-owned mobile computing device. The term “Computer Services” refers to the School’s network or Internet connections to access school or Internet-based information.

All students are responsible for their actions and activities involving computers and/or computer services, and for their computer files, passwords and accounts. These rules provide general guidance concerning the use of the computers and/or computer services and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity. Students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact the IT department. These rules apply to all computers and/or computer services regardless of how they are accessed.

By enrolling and attending Healthy Start Academy you agree and acknowledge the following:

As a HSA Student, I understand that my Chromebook and email account are owned by the school and are not private. Healthy Start Academy has the right to access my information at any time. I understand that my right to have a cell phone or other electronic device at the school is a privilege and not a right.

A. Acceptable Use

1. Healthy Start Academy’s computers and/or computer services are provided for educational purposes and research consistent with our educational mission, curriculum and instructional goals.
2. Students must comply with Board policies, school rules and expectations concerning student conduct and communications when using computers and/or computer services, whether on or off school property.
3. Students must comply with all specific instructions from school staff when using the computers and/or computer services.

B. Prohibited Uses

Unacceptable uses of the computers and/or computer services include, but are not limited to, the following:

1. **Accessing or Communicating Inappropriate Materials** – Students may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials, images (still or video) or messages.

2. **Violating Copyrights or Software Licenses** - Students may not copy, download or share copyrighted materials without the owner's permission. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. Healthy Start Academy assumes no responsibility for copyright or licensing violations by students.
3. **Downloading "Apps" and Personalizing Computer** –Only the IT Department in the school can download programs to the student computers. Stickers and other markings on the outside of the computer will not be allowed. Each Chromebook is easily identified by a specific numbering system ("Asset Tag") that is placed on the computer by the IT Department.
4. **Plagiarism** – Students may not represent as their own work any materials obtained on the Internet (papers, articles, music, etc.).
5. **Misuse of Passwords/Unauthorized Access** – Students may not share passwords, use other users' passwords, access or use other users' accounts.
6. **Malicious Use/Vandalism** – Students may not engage in any malicious use, disruption or harm to computers and/or computer services, included but not limited to hacking, "jail breaking", and creation/uploading of computer viruses.

B. Students Access & Monitoring - Ultimately the computer is the property of the school, and the school has the right to determine what is appropriate and to search the computer if necessary at any time. The district's filter allows the district to block websites which are inappropriate for students whether they are accessing the web via the district wireless network or if they are connected to the Internet at other locations. This software also allows for screen monitoring, which makes it possible for appointed district personnel to monitor student Chromebook screens. Students who access inappropriate sites during the school day or are accessing sites that are not related to the class they are in will face disciplinary action from the teacher and/or the administration. If sites are accessed by accident (which does occur at times) it is recommended that the student immediately move to another site, and report the incident to an adult immediately.

C. Student Privacy and Safety

- **Students will:**
 - Access the system for educational purposes during school hours, (this includes the use of networked printers in the building).
 - Use appropriate language and be respectful of others. This includes no cyberbullying.
 - Observe and respect license and copyright agreements.
 - Keep passwords and personal information confidential (Student names, telephone numbers, and addresses should not be revealed over the system).
- **In addition, students may not:**
 - Give out their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent). Students should never agree to meet people they have contacted through the Internet without parental permission.

- Students should inform their teacher and/or parent if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.
- Ever use any option that "remembers" your password. The easiest way to breach security is to allow someone else to use your login account. Anyone who has access to your account, even for a few minutes, has access to your email, your local data, your server account, and any website to which you saved your password.
- Give password(s) to anyone.
- Video tape staff or students without their consent or knowledge, this includes:
 - Webcams
 - Chromebooks/Laptops
 - Cameras
 - Cell phones
 - Any other digital devices.
- Post anonymous messages.
- Use school issued email accounts for personal use.
- Forward email commonly known as "SPAM," Unsolicited Commercial Email (UCE), or "junk email."
- I.M.(instant message) or chat during class unless relative to academic related expectations.

D. Compensation for Losses, Costs and/or Damages

- A student who does not have a computer due to a computer being damaged accidentally will be allowed to use a computer from school. These computers are called "Hot Swaps" and will be available for students to use during the time of repair.
- The student and his/her parents are responsible for compensating Healthy Start Academy for any damages incurred by the student for violations of Board policies/procedures and school rules while the student is using computers and/or computer services. The students and his/her parents are similarly responsible if the student takes any action that would void the warranty covering the computer or willfully/negligently damages the computer in any way.

F. Additional Rules for Use of Privately-Owned Mobile Devices by Students

- Students are not permitted to use privately owned mobile devices during school hours.
- Healthy Start Academy is not responsible for damage, loss or theft of any privately-owned mobile device.

G. Discipline and Liability

- Any student who violates the rules and expectations relative to this policy and technology use will be subject to disciplinary action. Consequence may vary from a letter (or a phone call) home to detentions or suspensions depending on the violation or degree of computer misuse. Serious violations will result in the students' use of technology restricted and/or revoked.

- Specially, misuse of the computer equipment or network may result in one or more of the following consequences depending on the severity of the infraction:
 - An informal warning from a staff member or administrator
 - A formal verbal or written warning for misconduct
 - Loss of technology privileges
 - Parent conference
 - Detention
 - Major infractions may result in out-of-school suspension and further sanctions as determined by the administration.

H. Disclaimer

Healthy Start Academy does not have control of the information on the internet or information contained in emails. The school uses a network filter to help maintain a safe environment. Additionally, the School may choose to block sites that it believes distract from the academic environment or unnecessarily consume Network Resources. However, it is impossible to filter or restrict access to all sites that may contain questionable information. Some sites may contain material that is defamatory, inaccurate, abusive, obscene, profane, threatening, racially offensive, or illegal or that is otherwise inconsistent with the mission of Healthy Start Academy. While Healthy Start Academy's intent is to make Internet access available for educational goals and objectives and to maintain a safe environment, account holders may encounter less desirable content. At Healthy Start Academy, we expect students to obey the Internet and Computer Use Policy when using the Internet and school-wide resources. Any student found in deliberate violation of the policy will be disciplined.

I. Technology Beyond the Academy

Healthy Start Academy believes that technology and learning go hand in hand. As businesses and organizations move progressively toward a paperless society, it is important that students upon graduation from the Academy enter high school prepared for technology advancements. High school expectations are rigorous and infused with technology; to this end, Healthy Start Academy gives every graduating* 8th grade student a Chromebook complete with carrying case and charger on the date of their graduation. We believe in order to be successful at the next academic level it is imperative that our students are equipped.

Chromebooks, at the time of distribution, are in good working condition. Healthy Start Academy is not responsible for any damages or defects, lost or stolen Chromebooks or accessories after the Chromebook is transferred to the student. Additionally, Healthy Start Academy does not render technological assistance, repairs or computer troubleshooting once the transfer of the Chromebook has occurred.

*Student has met all academic requirements and is **promoted** to the 9th grade.

PARENT/STUDENT GRIEVANCE POLICY

It is the policy of the Board that its administration maintain practices and procedures surrounding the registration of a grievance from students enrolled at the Academy and/or parents/guardians of students enrolled at the Academy which comply with all applicable federal and state laws. Failure of an individual to comply with timelines listed below will result in denial of the grievance or appeal. The Board prohibits retaliation against a student, parent or guardian who files a grievance under this policy. Failure of the school administration to comply with these timelines will result in automatic right of appeal to the next level.

If a student, parent or guardian has a concern, they should discuss the matter with the classroom teacher. Should they be dissatisfied with the teacher's meeting, they should, within 5 working days of the meeting, contact the assistant principal or the principal and request a meeting. The administration will arrange a meeting within 5 days of receiving the request. If the student, parent or guardian is dissatisfied with the resolution proposed by the administration, they must, within 5 working days of the meeting, make a written request for a hearing before the Board of Directors as outlined below.

In addition to the procedure above, individuals may bring concerns directly to the board, in writing, if the concern directly relates to the performance of the administration, a Board policy or decision, or an alleged violation of a North Carolina statute, the school's charter, or other applicable laws and regulations.

The written request should include a brief description of the concern and the action proposed to resolve the concern. The request must be hand-delivered or mailed to the principal, who will, in turn, notify the Board Chairman of the request. If the next Board meeting occurs within 10 days of the receipt of the request, the Chairman will place the matter on the agenda. If the next meeting occurs more than 10 calendar days from the receipt of the request, the Chairman may call a special meeting of the Board to hear the concern. The Chairman will ensure the individual is notified of the time, place and location of the meeting. The Board will deal with the concern in an open session, unless the concern involves the performance or behavior of an employee or the actions of a student. The individual may make a personal presentation or stand on the information contained in the request. The Board may address the concern at that meeting, or following the meeting, but in no case later than the end of the next regularly scheduled meeting. If the individual student, parent or guardian determines that the Board did not adequately address the concern, they may bring the concern to the North Carolina Department of Public Instruction.

TITLE I PARENT INVOLVEMENT PLAN

The faculty, staff and administration at Healthy Start Academy is committed to working to support the education of each child. Each of the Academy's educators commits to reaching out to parents with the understanding that they share the responsibility of teaching the students with their parents and families. At Healthy Start Academy we commit to building strong relationships with the families of our students to increase academic achievement of all students.

As we build relationships, we plan to provide opportunities that will improve the quality of life for the students, their families, and the community. We intend to build an environment of academic productivity through meaningful communication, strong academic expectations and delivery of learning activities that promote the thirst for learning, respect for all people and instill student pride in, and ownership of a positive learning community.

Parents will have opportunities to participate in the development of the Title I Plan.

1. Parents, faculty, staff, and administration will work together to set forth how families and the Academy will share responsibilities for increasing student achievement. Together, representatives of each group will develop a Parent/Student/Teacher Compact that outlines the collaborative efforts necessary for productive student academic performance. All parents, students, teachers, and administration will receive a copy of the compact, as part of the Student/Parent Handbook, to sign and return to each student's teacher.
2. Public awareness and encouragement through parent meetings, written communications and newsletters along with website postings will set the stage for parents and the community to have opportunities to help the academy make decisions about school wide operations.
3. Healthy Start Academy will conduct its annual Title I Open House in September to discuss school programs, academic requirements and parent involvement with parents and families as well as interested community members..
4. Healthy Start Academy will schedule parental involvement meetings periodically during the school year to communicate with parents. During those meetings teachers and administrators will distribute information regarding instructional program.
5. Healthy Start Academy will provide learning and enrichment opportunities that help parents acquire knowledge of the North Carolina Common Core and Essential Standards and related instructional opportunities intended to increase awareness of matters related to financial literacy, health and wellness, and overall safety.
6. Parent meetings will provide parents with the opportunities to help the school make decisions about the education and professional development for teachers and staff directed at increasing student achievement.

7. The Academy will inform the Academy's Board of Directors of events and activities planned to increase parental involvement. The board will invite a parent to participate as a member of the Board of Directors.
8. The Academy will increase community involvement and awareness by participating in local community events such as the FOX 50 Family Festival, North Carolina Central University Homecoming Parade, and the Annual Durham Martin Luther King Parade. By participating in these events, we will inform the community of our presence, invite tutors and volunteers to work with our students seek opportunities to develop partnerships with agencies and institutions that can support our instructional programs.
9. The Academy will work with the Department of Social Services, Department of Health and Human Resources, counseling services, Durham Public Schools and other agencies to support our students as they progress through school.
10. The Academy will distribute information to parents that would benefit from Spanish translations of newsletters, conferences information, and important school/home information and provide interpreters at school and during school events.
11. Healthy Start Academy will communicate with parents through conference, phone calls, face to face meetings, flyer invitations in English and Spanish to ensure that all information regarding student achievement is available to all families in a language that they can understand.

By increasing the involvement of our parents and families, as well as community entities, the students at Healthy Start Academy, known as "Scholars," will grow to be productive, responsible citizens in our community. As we encourage our students each day at the Academy, we continue to foster a "Collaborative Culture."

Healthy Start Academy
SCHOOL-PARENT-SCHOLAR Compact

At Healthy Start Academy, partnership between parents, scholars, teachers, and staff must exist in order to provide the best possible educational experience for our scholars. Achieving our ambitious goals will not happen on a whim; we must all make an intentional commitment to work together.

Pledge by the School

We will offer a high-quality education for all scholars. Teachers and support staff will work hard to challenge and support our scholars as they show PRIDE and reach for their personal best both as scholars and as citizens. We know that what we do every day will dramatically impact the options that our scholars have in life, especially whether they go to college, and we promise to take this responsibility seriously.

Every staff member of the Academy will demonstrate the highest standards of professionalism and will serve as role models of the school's PRIDE values. Teachers will always be prepared for class and will continually engage scholars in the hard work that paves the way for success in high school, college, and life. We promise to hold each other accountable for the quality of the instructional program and for scholar academic progress.

We promise to appreciate, support, and respect every scholar. Each scholar will be assigned two Teacher-Advisors to oversee the child's individual needs and progress within the school. No scholar at Healthy Start Academy will fall through the cracks.

We promise to communicate regularly with parents about their scholar's progress. We will return parent phone calls within 24 hours. At least two times a year, we will host Parent /Teacher Conference Days when teachers will be available to discuss scholar progress with parents. Mid-term through each grading period, we will send home academic Progress Reports with every scholar. We will respectfully work with parents, seeking their input and problem-solving with them to serve scholars more effectively.

We are fully committed to the extended school day and Summer Academy schedule. Our scholars will have the time they need to improve their knowledge, skills, and PRIDE behavior.

Teachers will assign productive, worthwhile homework each night to reinforce and support skills and concepts learned in class.

We will enforce Healthy Start Academy's PRIDE values consistently and fairly. When scholars are detained or suspended, or when scholars deserve recognition for their accomplishments, we will inform their parents promptly and fully.

Signed: _____ Date: _____

On behalf of the Academy

Healthy Start Academy
SCHOOL-PARENT-SCHOLAR COMPACT

At Healthy Start Academy, partnership between parents, scholars, teachers, and staff must exist in order to provide the best possible educational experience for our scholars. Achieving our ambitious goals will not happen on a whim, we must all make an intentional commitment to work together.

Pledge by the parent (and guardian):

I, _____, am fully committed to supporting the education of my scholar, _____. I promise to encourage and support my scholar as he or she works to achieve his or her goals.

I have received a copy of the Title I Parent Involvement Policy and understand the importance of being actively involved in my scholar's education and giving feedback on school programs and the school improvement plan.

I understand the Academy's PRIDE values, and I will make sure that my scholar learns to live up to them. I also understand that there will be disciplinary consequences if my scholar violates the PRIDE values, even in little ways, and I will support the school in their efforts to enforce high standards for behavior and citizenship.

I understand that every school day is important, and I will make sure that my scholar arrives to school every day on time (7:30 a.m.). If my scholar takes the bus, I will ensure that he or she is at the bus stop on time.

I understand that Healthy Start Academy school day is longer than usual, and I will ensure that my scholar benefits from this extra time. I understand that my scholar may need to attend Summer Academy. If so, I will not schedule family vacations so that my scholar will miss school.

I will send my scholar to school every day in the approved Healthy Start Academy uniform. I understand that if my scholar reports to school in unapproved clothing, I will be contacted to bring my scholar their uniform.

I understand that Healthy Start's academic standards are very high. Grades and promotion are earned not given. I further understand if my scholar's academic data and grades reflect the need for retention in order to master the challenging, college-focused curriculum, I will support the school's decision.

I will communicate regularly with my scholar's teacher(s). I will return all phone calls from Healthy Start staff within 24 hours. If I am asked to attend a meeting at the school regarding my scholar's education or behavior, I will make every effort to be there. If I have a concern or question, I will communicate in a respectful tone with Healthy Start teachers and staff.

I will provide a quiet place where my scholar will complete his/her homework. I will check to see that my scholar completes his/her homework every night. I will make sure that my scholar reads for at least 30 minutes every night.

I will attend the annual Open House Meet and Greet (August) and the two Parent/Teacher Conference Days (November and March) to conference with my scholar's teachers.

Signed: _____ Date: _____

Signed: _____ Date: _____

Healthy Start Academy
SCHOOL-PARENT-SCHOLAR Compact

At Healthy Start Academy, partnership between parents, scholars, teachers, and staff must exist in order to provide the best possible educational experience for our scholars. Achieving our ambitious goals will not happen on a whim, we must all make an intentional commitment to work together.

Pledge by the scholar:

I promise to work very hard, probably harder than I ever have before, to achieve my personal best. I understand that my education is important, and I will try to make the most of every opportunity I have to learn. I will never settle for average. I will do my best to attend school every school day. I will arrive on time and in uniform. I understand Healthy Start Academy PRIDE values, and I will try to live up to them every day.

P: I will come to school every day knowing that it's a new day to be positive and become a better me. I will come every day with a **Positive Attitude**.

R: I will **Respect** my classmates, teachers, school property, and myself. My teachers hold the keys to my future; I will always treat them with respect. I will respond immediately when I am asked to do something. I also know that my classmates are my teammates; I will never put them down or let them down.

I: I will show **Integrity** which is the quality of being honest and having strong principles. I understand it is a personal choice to uphold myself to consistent moral and ethical standards.

D: I will show **Determination** which is a positive emotional feeling that involves persevering towards a difficult goal in spite of obstacles.

E: I will show **Empathy** which is the ability to understand and share the feelings of another scholar.

I understand that Healthy Start's standards for academics and behavior are very high and that there will be consequences if I do not live up to the **PRIDE** values. If I fail to honor any one of the values, I will take responsibility for my actions, try to learn from my mistakes and will work to improve my behavior. I know that I must always work to be a better scholar, a better citizen, and a better person.

Signed: _____

Date: _____

Conclusion

The faculty, staff and administration at Healthy Start Academy strive to provide an educational environment in which students can perform at the highest academic levels. In order for students to be academically successful, classroom teachers must have opportunities to teach and students must have opportunities to learn.

Educational research demonstrates that less teaching and learning occur when teacher spends time managing discipline problems. Healthy Start Academy, with its Student Code of Conduct and Disciplinary Actions and Consequences strives to establish a quality, positive and responsive educational environment in which each child has the opportunity to succeed academically.