



Uwharrie Charter Academy Elementary Parent and Student Partners' Handbook 2019-2020

Uwharrie Charter Academy-Elementary
301 Lewallen Rd.
Asheboro, NC 27203

Uwharrie Charter Academy-Middle
5154 Hwy 220 Business South
Asheboro, NC 27205

Uwharrie Charter Academy-High
5326 Highway 220 Business South
Asheboro, NC 27205

www.uwharriecharter.org

“People who are environmentally literate understand
how natural systems function and how humans and the environment are intertwined.”
North Carolina Environmental Literacy Plan

Introduction

The purpose of this handbook is to introduce the reader to the values, norms, expectations, conduct, behaviors, and procedures at Uwharrie Charter Academy. It is meant to be a guide and not restrictive for the teachers, administrators, staff, employees, or Board of Directors of the school. In regard to changing law, the manual is subject to change, amendment, and alteration by the Board of Directors.

Uwharrie Charter Academy will operate on the belief that students learn when policies and procedures have been made clear in an environment of positive reinforcement; however, when rules, policies, and/or procedures are violated, the Board supports teachers and administrators in employing the discipline plan as outlined herein.

Contact Information:

Heather Vuncannon, Superintendent (336) 610-0818 heather_soja@uwharriecharter.org	Casey Harris, Chief Academic Officer (336) 610-0818 casey_harris@uwharriecharter.org
Chris Wheat, High School Dean 336-610-0813 Chris_wheat@uwharriecharter.org	
Lauren O'Brien, Elementary School Dean (336) 610-0820 lauren_o'brien@uwharriecharter.org	
Ryan Nelson, CFO (336) 610-0818 ryan_nelson@uwharriecharter.org	Chad Douglas, Athletics Director (336) 610-0818 Chad_douglas@uwharriecharter.org

Uwharrie Charter Academy serves students in grades K-12. Flex Days are scheduled during the school year.

Students will coordinate with organizations and businesses to serve community interests and to exercise their learning.

Uwharrie Charter Academy: An Overview

Mission Statement

The Uwharrie Charter Academy will exist:

- To provide a truly rigorous pathway to college and career readiness;
- To afford students the benefit of a small learning community with a low teacher/student ratio in an effort to promote strong relationships with students and individualized support for learning;
- To imbue the curriculum with STEAM focused content through problem-based learning, historical developments in technology, hands-on math, and inquiry science that requires engineering and ingenuity
- To promote hands-on, project-based learning in all courses;
- To support the development of 21st century skills integrating the use of technology;
- To partner with parents so that they understand their role in their child's education;
- To build relationships with local institutions in order to provide real-world connections and opportunities for applied learning; and
- To promote environmental stewardship including the adoption of green practices in student's everyday lives and the integration of NC's Environmental Literacy Plan in a cross curricular approach.

Core Beliefs

We believe that, when presented with challenging and engaging real-world instruction, all students can learn and will rise to the challenge. Our youth are equipped with a desire to make a difference in the world and are looking for an opportunity to do so. Learning in a safe, small learning environment provides the nurturing setting that students need to see how academic learning fits into the world outside the classroom. We live in a changing world where students need to be prepared for the future of technology and environmental issues as problem solvers, not rote memorizers, so students should be given the chance to show what they know by collaborating with peers and creating meaningful projects. Parents and community members care deeply about our youth because our youth represent the future of our world; therefore, parents and community members will offer the assistance needed to accomplish the task of developing our youth into responsible, innovative citizens.

Charter School Information

A charter school is an alternative to the traditional public school setting, and many people appreciate the choice they create for parents and students. They fill the gap between public school and private school because many charter schools offer innovative approaches and programs and increase learning opportunities that traditional public school systems cannot offer. Charter schools are public schools, so they are funded with public monies, yet they may be supplemented with private donations, and sometimes admission lotteries are utilized when the number of applicants exceed the program's capacity. Any North Carolina student is eligible to attend a charter school without

paying tuition.

There are several benefits to attending a charter school, including an often smaller class size, more individualized instruction, high academic and service standards, innovative programs and course offerings, and unique educational philosophies. With high expectations from all stakeholders, students will learn, grow, and exceed expectations.

Non-Discrimination Policy

Uwharrie Charter Academy upholds the belief that diversity creates a rich and stimulating learning environment. The school does not discriminate on the basis of race, religion, color, sex, national origin, or handicap in accordance with state and federal law.

Admissions and Lottery Process

Uwharrie Charter Academy will admit any eligible student under North Carolina law who submits a completed application during the enrollment period, unless the number of applicants exceeds the limit for the program, classes, grade levels, or building capacity. The enrollment period will be from April 1 to June 1 each year. As applications are submitted each one will be reviewed for completeness, age/grade of student, and validation that the parent/guardian has reviewed and accepted the school's philosophy and had a conversation with the school's Director of Operations. In the event that the number of applicants exceeds the maximum, the school will use a lottery system to give all applicants an equal chance for admission. A lottery will not be held if the number of applicants does not transcend the maximum number possible. UCA will give enrollment priority to siblings of currently enrolled students who were admitted in a previous year and to children of the school's principal, teachers, and teacher assistants. Once enrolled, students are not required to reapply in subsequent enrollment periods. Within one year after the charter school begins operation, the population of the school shall reasonably reflect the racial and ethnic diversity of the community in which the school is located or the racial and ethnic composition of the special population that the school seeks to serve residing within the local school administrative unit in which the school is located. The school shall be subject to any court-ordered desegregation plan in effect for the local school administrative unit. A charter school may refuse admission to any student who has been expelled or suspended from a public school until the period of suspension or expulsion has expired.

A lottery is meant to provide a fair and equitable way of admitting students to the school when the number of applicants exceeds the class, program, school, or building maximum capacity. Following an application period in which the number of applicants exceeds the maximum allowed, a lottery will be conducted within four weeks of the application deadline.

Once a lottery is deemed necessary, the following guidelines will apply:

1. Letters will be mailed to each applicant's parent/guardian, informing him/her of the need for a lottery; the date, time, and location of the lottery; and the lottery process.
2. Lottery cards with numbers will be assigned to each applicant.
3. The lottery will be conducted by a certified public accountant unaffiliated with Uwharrie Charter Academy, its employees, or the Board of Directors and who has no child attending or wishing to attend the school.
4. On the day of the lottery, the certified public accountant will ensure that each applicant is represented by a number written clearly on a card.

5. Each card will be placed into a tumbler.
6. One hour prior to the lottery drawing, interested parties will have the opportunity to review and inspect the lottery process and tumbler.
7. Prior to drawing the first card, the certified public accountant shall state that all lottery numbers have been checked and that each applicant is represented by a number.
8. The certified public accountant will be the only authorized person to draw cards/numbers from the tumbler.
9. When the accepted number of applicants for the class, program, grade, or building has been reached, the certified public accountant will continue drawing numbers for the purpose of creating a waiting list.
10. The waiting list will be available for review.
11. As openings occur in the class, program, grade, and/or building, parents of students on the waiting list will be contacted in compliance with the strict order in which the names appear on the list.

The following exceptions to the admissions and lottery process apply each year:

1. If multiple birth siblings apply for admission to a charter school and a lottery is needed, UCA shall enter one surname into the lottery to represent all of the multiple birth siblings. If that surname of the multiple birth siblings is selected, then all of the multiple birth siblings shall be admitted.
2. Siblings of currently enrolled students will be given admission priority.
3. The children of the school's directors, teachers, and staff will be given admissions priority. If a new teacher is hired for the current year after the lottery date, his/her children will be given priority for any program, class, grade, or building, which is not already full. If the child of a director, teacher, or staff member is put on the waiting list, the child will be given first priority and the chance for enrollment of any openings that occur in the grade, program, class, or building.

The following exceptions to the admission and lottery process shall be in effect for the first year only:

- Uwharrie Charter Academy will give enrollment priority to children of the initial members of the school's Board of Directors as long as their children do not exceed more than ten percent of the school's total enrollment or to 20 students, whichever is less.

Code of Conduct

Honor Code

Students of Uwharrie Charter Academy are expected to hold themselves to the highest standards of ethical behavior and strong character both on campus and in the community. The signing of the Honor Code demonstrates an understanding and agreement to uphold a commitment to strong character and personal integrity.

As a student of Uwharrie Charter Academy, I understand the importance of the Honor Code as the primary directive for all of my decisions. As such, it will be at the forefront of all of my interactions with others in and out of the classroom and as a way of life. I understand that the school's directors have full discretion to enforce this code and that violations will result in disciplinary action.

As a student of the Uwharrie Charter Academy community,

- I will uphold the principles of integrity reflected in the honor Code in an effort to maintain trust with my peers, teachers, parents, administrators, and community.
- I will tell the truth.
- I will hold myself to the highest environmental ethic.

- I will not steal or damage others' personal property.
- I will not take credit for work that is not my own.
- I will take responsibility for my words and deeds.
- I will not assist others in academic assignments unless directed to do so by a teacher.
- I will support others in upholding the Honor Code.

Stakeholders' Responsibilities

In order for Uwharrie Charter Academy to achieve success, all stakeholders must understand and accept their roles and responsibilities and duties. The following delineates the roles and responsibilities of the school's members:

Students will:

- Support the school's mission
- Come to school prepared to learn with all necessary supplies
- Leave all distractions to learning (phones, toys) turned off and put away except at teachers or administrations discretion
- Be on time to class
- Actively engage in learning activities
- Consider their impact on the earth
- Be polite and responsible to all and support one another
- Challenge assumptions
- Adhere to Honor Code
- Have a positive attitude
- Develop a strong work ethic

Teachers will:

- Support the school's mission
- Respect students and others
- Plan engaging, rigorous lessons
- Challenge students' thinking
- Listen to students
- Communicate regularly with parents
- Be fair and equitable in all dealings with students, including grades and discipline
- Create a safe, enjoyable learning environment
- Develop their own green practices
- Remediate and tutor students for success and enrich
- Stay abreast of all new instructional methods
- Demonstrate a strong work ethic

Parents will:

- Support the school's mission
- Ensure student's preparedness for learning
- Volunteer at school and support extracurricular activities
- Understand their role in their child's success

- Resolve conflicts and voice concerns with the appropriate party
- Promote the child's adoption of the school's Honor Code by displaying strong, moral values
- Become aware of environmental ethics

Administrators will:

- Support the school's mission
- Maintain a safe and orderly school
- Promote high ethical standards
- Communicate regularly with parents
- Deal with students and staff equitably and fairly
- Listen to students' and parents' concerns, ideas, recommendations
- Adhere to public school law
- Challenge teachers and students to do their best
- Get to know each student, teacher, and family
- Offer staff development
- Coordinate students' service in the community
- Investigate ways to "green the school"
- Educate the public about the school and its mission
- Communicate regularly with the Board

Board will:

- Make decisions and policies that support the school's mission
- Meet regularly
- Mediate conflict
- Support and promote the school to the public
- Avoid conflicts of interest

Policies and Procedures

In addition to clear rules and policies, Uwharrie Charter Academy believes in the importance of practiced procedures. Therefore, the first few days of school will be spent developing and practicing classroom management procedures with students.

Transportation (Bus)

Uwharrie Charter Academy offers limited bus transportation. Parents must complete all bus transportation forms prior to the student boarding the bus. Students will only be allowed to be transported by the bus they are assigned to. Non-assigned students will not be allowed to ride with assigned riders at any time. Students who wish to go home with another student must arrange their own transportation. Transportation will be offered to full time riders only at a fee of \$50.00 per semester, per student. If you have more than 1 student there will be an additional fee of \$30.00 per semester. After 3 no-shows from a rider, the student will be removed unless communicated by the parent for medical reasons. If the bus route has reached full capacity, a waiting list will be generated. Parents are not allowed on any UCA bus unless there is a medical emergency. The following rules should be followed to maintain the safety of the students:

- Students will have assigned seats. (elementary/middle/high school students will be separated)

- No food or drink allowed on the bus at any time. ABSOLUTELY NO ITEMS CONTAINING PEANUTS OR OTHER NUTS ALLOWED AT ANY TIME
- After boarding the bus students shall be seated immediately and remain properly seated for the duration of the bus ride.
- Students are expected to behave accordingly on the bus and know the rules for riding the bus.
- The aisle of a school bus must be kept free of objects that could obstruct an emergency evacuation of the bus.
- Students are prohibited from bringing any potentially hazardous items, chemicals, animals, or breakable items on board the bus.
- It is very important to remember that the Bus Driver is in charge.
- No tobacco product or vaping products allowed on the bus at any time. (This offense will result in immediate dismissal for 3 days-1st offense, 1 week-2nd offense and total removal-3rd offense.)

Consequences for breaking the rules

- 1st Offense – verbal warning to student by driver; parents/guardian made aware.
- 2nd Offense – written warning to student/parent or guardian by driver and a copy submitted to administration
- 3rd Offense –administration will be notified and offense will result in suspension from riding the bus for the remainder of the school year.
- Any damages to the bus property by a student will be the responsibility of the parents.

For bus concerns or questions contact the high school and speak to Chris Krayniewski.

Parking Lot Liability

1. Parking lot related incidences are not covered under any insurance policy. The school assumes no liability for damage to cars:
 - a. Parked in the parking lot during school hours
 - b. Parked in the parking lot after school hours
2. The only exception to this policy will be when an adult observes a student accidentally causing damage to a vehicle while engaged in a school activity, such as physical education equipment breaking a window (e.g. a ball)
3. Otherwise, liability is as follows:
 - a. If a student willfully causes damage (i.e. not an accident as described above), the student's parent or guardian is responsible.
 - b. If a parent or other visitor causes damage, that individual is responsible.
 - c. If an employee causes damage, the employee is responsible.
 - d. If an unknown person causes damage and there is no witness, the affected individual would determine if they have applicable coverage through his/her individual insurance policies. Adopted 6/15/2017

Dress Code

The school and classroom dynamic can be affected by distracting attire. Since the focus should be on learning, students are charged to dress modestly and follow the standards of decency.

The following are unacceptable:

- Leggings worn without a top that covers the rear end
- Pajamas and bedroom slippers

- Tops (shirts and blouses) that don't cover the top of the shoulder. Shoulder strap must be 1.5" or wider. The arm hole should not be excessively large. Must completely cover the stomach, chest, and bare back. No bare midriffs.
- Clothing displaying inappropriate content such as alcohol, drugs, and/or violent acts or gang related
- Clothing too short, too tight, or too revealing (exposing cleavage, bra straps, underwear, lower back, navel)
- Offensive logos, sayings, advertisements, phrases
- Sagging pants
- See-through shirts, blouses; halter tops, tank tops/tube tops, "wife beaters," undershirts, muscle shirts or other tops that expose the midriff.
- Short Shorts
- Short Skirts
- Holes in pants (must be below fingertips or mid thigh)

The following is acceptable at the discretion of administration:

- Shorts with a 5 inch inseam and skirts that extend the fingertips
- Leggings that fit appropriately, are not too tight with a shirt that extends the fingertips
- Sleeveless shirts that do not reveal undergarments
- Appropriately fitting pants that do not reveal undergarments and have no holes above the fingertips
- Hats are permitted at the discretion of the teacher

If students are found to be wearing clothing that is unacceptable or distracting to others, administration will be notified. Parents will be contacted to bring the student a change of clothes. If a parent cannot bring clothes for the student, the student will be given appropriate clothing that the school has on hand. If there is no extra clothing available, the student may be sent to choices for the remainder of the day. If the student continually wears inappropriate clothing, parents will be asked to take the student home and it will be marked as an unexcused absence.

The dean reserves the right to adjust the dress code policy at any time as needed throughout the year.

Acceptable Use Policy for Internet and computer use

Laptops and computers should be used for educational purposes only and for learning connected to school work. Teachers will clearly explain appropriate uses and expectations for electronic devices within their classrooms. Students who access unauthorized sites will be subject to disciplinary action and/or cancellation and revocation of Internet privileges.

Cell Phone Policy

Cell phones are prohibited for elementary students. In rare circumstances, students might need to make an urgent phone call. In order to do so, they must notify their teacher and the teacher may send them to the office. Students are responsible for any damages that may occur while on school property. Students' personal electronic devices will not have access to UCA internet and should not be brought to school without prior permission from the administration. The following consequences are for students who violate the cell phone and electronics policy:

- First offense-Teacher confiscates the phone or device until the end of the day.
- Second offense-Teacher confiscates the phone or device and turns it into the office until the end of the school day; parents notified.

- Third offense- The phone or device will be confiscated and brought to the front office and the parent may pick it up at the end of the school day.
- Any further offenses will result in an office referral and possible loss of other privileges

Please call the school with urgent information for your student. The dean reserves the right to adjust the cell phone/device policy at any time for any reason throughout the year.

Harassment Policy

Uwharrie Charter Academy is to be a safe, welcoming place for the purpose of learning. To maintain a comfortable environment, each community member must be treated with respect and honor. Harassment based on sex, race, religious or ethnic group, or national origin will result in swift and severe disciplinary action. Therefore, no acts of intimidation, humiliation, degradation, or violence toward others will be tolerated. Any student who feels that he/she has been the target of harassment should immediately report the incident of harassment to the school dean. All charges of harassment will be thoroughly investigated. Any charge determined to be true will result in disciplinary action. Examples of prohibited conduct include:

- Epithets, slurs, negative stereotyping or threatening, intimidating or hostile acts that relate to any legally protected characteristics or activity.
- Written or graphic material displayed or circulated on the school property that denigrates or shows hostility or aversion towards an individual or group because of any legally protected characteristics or activity.
- Intimidating, hostile, derogatory, disrespectful, or otherwise offensive conduct or remarks that are directed at a person because of any legally protected characteristics or activity.

Drug and Alcohol Policy

Uwharrie Charter Academy students will be free from illegal drugs, alcohol, or the abuse of prescription or over-the-counter drugs at UCA and while attending or participating in any school-sponsored event.

Uwharrie Charter Academy students will not use, consume, deliver, purchase, sell, have in their possession or be under the influence of illegal drugs (including alcohol and tobacco/vaping), while on school property or while attending or participating in a school-sponsored activity whether on campus or off. Students in the company of any student who is using, consuming, delivering, purchasing, selling, or possessing or under the influence of illegal drugs while on school property or while attending or participating in a school-sponsored event may be subject to the same disciplinary action as the offending student. This policy is in effect at all times.

Any student who has concerns about his/her own or a friend's use of illegal or prescription drugs or alcohol may approach the dean, assistant dean, or a school counselor to discuss the issue. Confidentiality extends only as far as the law allows.

Possession of Vaping Devices or E-Cigarettes

The possession or use of any vaping device or electronic cigarette is prohibited at UCA. If a student is found in possession of any such device, it will be confiscated and the student may be subject to search and further disciplinary actions. Parents and guardians should also be advised that cigarettes and vaping devices are not allowed on campus or while attending any school event or excursion off campus.

	Violation	Consequence
1	Classroom Disruption	1
2	Inappropriate Display of Affection	1
3	Dress Code Violation	1 Appropriate clothing will be brought in by parents or sent to choices or sent home
4	Unauthorized absence from class or school	1-3
5	Inappropriate or abusive language	1-3
6	Rude or disrespectful behavior toward staff or student	1-4
7	Possession of tobacco or vaping device (or related paraphernalia)	2-4
8	Disregard of directions from school personnel	2-4
9	Assault on another student	2-5
10	Theft (per investigation of administrator)	2-5
11	Destruction of school property	4 Restitution
12	Persistent violation of disciplinary code	4-5
13	Tampering with a fire extinguisher or fire alarm	5 Restitution
14	Possession, consumption, or being under the influence of a controlled substance as described under the Drug and Alcohol Policy-applies to any school-sponsored event on or off campus	5 Referral to Authorities
15	Assault of a school employee	6 Referral to authorities
16	Making terroristic threats	6 Referral to authorities
17	Possession of items considered to be weapons	6 Referral to authorities
18	Sale and /or Distribution of a controlled substance	6 Referral to authorities
19	Harassment	6 Director of Operations Investigation
20	Sexual Misconduct	6

21	Honor Code Violation	Zero and parent contact/conference
22	Bullying	1-5; 6

Disciplinary Code

Consequence 1	Teacher will give the student a verbal or written warning; teacher records offense; behavior contract may be initiated
Consequence 2	Short-term, partial day, in-school suspension, and/or task (1-3 days)
Consequence 3	Short-term, full day, in-school suspension (1-5 days)
Consequence 4	Short-term, full day, out of school suspension (1-3 days)
Consequence 5	Long-term, full day, out of school suspension (more than 3 days)
Consequence 6	Immediate removal from school until a board review hearing (Expulsion)

In-School Suspension

In response to some violations of the Disciplinary Code, in-school suspension shall be instituted. The student must serve In-School Suspension at a location designated by an administrator for a partial or full school day(s) where the student will be expected to study and complete his/her school work. Suspended students are responsible for obtaining and completing all school work assigned during the suspension period. Suspended students are not allowed to attend or participate in any extracurricular events during the period of his/her suspension. In some cases the student is expected to work to beautify our school grounds or they may work with the school custodian.

Out-of-School Suspension

In some cases a violation will be deemed as serious as to warrant Out-of-School Suspension. In the event that a student has been given Out-of-School Suspension, he/she must serve the entire period of time and is not allowed to participate in any school event, either on or off campus during or after the school day. Suspended students are responsible for obtaining and completing his/her school work.

Discipline with Regards to Special Education

Students who are served under IDEA (Special Education), 20 U.S.C. Sec. 1400 et seq. and Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. Sec. 706(8) are entitled to certain additional rights in the area of discipline based upon their qualifications for services under these federal laws. If Uwharrie Charter Academy suspends a student with special needs, it shall continue to provide to the student all continuing education services to the extent mandated by federal and state laws and regulations. In the event UCA suspends or expels a student, the school shall promptly notify local school officials in the school district to which the student would otherwise be assigned. The notification shall include the student's name, special education status, length of suspension/expulsion and the circumstances giving rise to the suspension or expulsion.

Due Process

Prior to any disciplinary action, the student shall be made aware of the seriousness of the infraction and the potential consequences shall be explained. The student shall be provided an opportunity to explain his/her version of the

situation. If, after the student has been provided his/her due process, the teacher or administrator feels that there has been a violation of the Disciplinary Code and that disciplinary action is warranted, the student's parent/guardian shall be informed (in person or by telephone) of the violation and its consequences. In the event that a student or his/her parent feels that he/she has been treated unfairly, they may schedule a parent conference with the Director of Operations. If the student or parent still feels as though the student has been wronged, then the parent(s) may appeal to the school's Board of Directors.

Procedures for Parent/Guardian Concerns

If a parent or guardian has a concern, they should first contact the student's teacher in an attempt to resolve the issue through an informal discussion. If the issue or concern is not resolved, the parent/guardian may then contact the dean through email or by phone.

Attendance

In order for students to be successful, they must be on time and attend school regularly. North Carolina has a compulsory attendance law, requiring that school-age children be present when school is in session except in some circumstances such as illness. Any student who does not comply may be reported for truancy.

Students are expected to be present for all classes by the posted time. If a student is late, he or she must have a note from the front desk at the elementary school and the student must be signed in at the front desk by a parent/guardian. If the student is not appropriately checked in, the student may be marked as absent by the classroom teacher and the data manager may not know to fix it in the system as a tardy rather than an absence. When students are absent, upon returning, they must present a signed and dated note from home, explaining why the student was absent, to the front office. The note must be brought in within three days of an absence. Students may not exceed 12 absences during the school year. Students who have more than the maximum amount of absences may appeal to the Board of Directors for a waiver. Students who know in advance they will miss school should have a parent/guardian call the school office in advance or bring a signed note from the parent/guardian. Parents will be notified by teachers, school officials, and/or administrators as absences accrue according to the following:

- 6 absences—parent contact by a teacher; teacher to document notification
- 7-9 absences—Teacher must contact parents and also inform the guidance counselor to discuss attendance policy
- 9-12 absences—administrator made aware and conversation or meeting with the parents/guardian to take place
- 12+ absences—waiver is now mandatory. Parent will be contacted by the teacher and an attendance waiver will be sent home with the student. It is the responsibility of the student and parent to return the completed waiver by the due date. If a waiver form is not completed and returned by the due date, the result may be grade retention.

Please understand the ABSENCES are for the ENTIRE school year and include both EXCUSED AND UNEXCUSED absences. Educational opportunity forms must be submitted prior to the trip and must be approved by an administrator. This will result in an excused absence for the student but it's important to note that it does still count as an absence. Students who miss more than the allowable days run the risk of being considered truant or may be considered for retention.

Lawful Absences include: (This policy pertains when the student reaches 12 or more absences and a waiver sheet has been completed)

The Superintendent or Dean, are the only one who has the right to excuse a student temporarily from attendance on account of sickness or other unavoidable cause. (Below are the valid/lawful excuses for temporary nonattendance of a student at school.)

1. **Illness or Injury:** When the absence results from illness or injury which prevents the student from being physically able to attend school.
2. **Quarantine:** When isolation of the student is ordered by the local health officer or by the State Board of Health.
3. **Death in the Immediate Family:** When the absence results from the death of a member of the immediate family of the student. For the purpose of this regulation, the immediate family of a student includes, but is not necessarily limited to, grandparents, parents, brothers, and sisters.
4. **Medical Appointments:** When the absence results from a medical or dental appointment of a student. If a student needs long term mental health care, parents are to provide written notes from a medical doctor and must be evaluated every three weeks.
5. **Court or Administrative Proceedings:** When the absence results from the attendance of a student at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness. The Local Board of Education can be considered an administrative tribunal.
6. **Religious Observance:** School dean's are required to authorize a minimum of two excused absences each academic year for religious observances required by faith of a student or a student's parents. The student shall be given the opportunity to make up any tests or other work missed due to excused absences. (S.L. 2010-112)
7. **Educational Opportunity:** When it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity, such as travel. Approval for such an absence must be granted prior to the absence. This would include, but is not limited to, a student serving as a legislative page or a governor's page.

Tardies

It is very important for students to be on time to school. Students who are late to school bring about whole class disruptions and they lose valuable instructional time. Students are considered tardy if they are not inside the school building by 8:25. Our teachers take attendance at 8:25 each morning. Any student who is not in the classroom at the time attendance is taken will be marked absent. When a student comes into the building after 8:25, they must be signed in by a parent/guardian. If a student is not appropriately signed in, they risk being marked absent for the day and the data manager will not know that the student was tardy, therefore, cannot update it in the system. The following consequences will be implemented for students who are tardy to school:

- 3 tardies—Teacher will contact parent and documents conversation.
- 4-6 tardies—Teacher contacts parent, documents conversation, and notifies data manager.
- 7-9 tardies—Administration will contact parents
- 10+ tardies—discretion of the administration team

Check Outs

A student cannot be checked out of school within the last 30 minutes of the school day. The reason for this policy is to prevent interference with dismissal traffic and to maintain safety for our students and staff. Please be mindful of

this policy should you need to pick up your student early due to an appointment. It is imperative for students to remain in school for the entire school day, however, we understand that there may be emergent circumstances that occur in which a student may need to leave school early.

Late Pick-ups

At the end of the school day, it is important that all students be picked up during the allotted dismissal time unless they are staying in after-school care or tutoring with a teacher for which parent permission has been granted. The allotted dismissal time for car rider pick up is between 2:55-3:30 Monday through Thursday and 12:25-1:00 on Fridays or early dismissal days. After 3:30 Monday through Thursday and after 1:00 on Fridays, students who are still in the building will be moved to after-school care, parents will be notified, and a fee will incur. In the afternoons, especially Friday afternoons, teachers need to be free to plan, be present in meetings, schedule/conduct parent conferences, and be available for any professional development trainings provided. Therefore, it is imperative that students be picked up on time in the afternoons. In the event a student is repeatedly picked up past the allotted time, a parent/guardian meeting with the dean will be required.

Make-up Work

Students are required to make up work missed due to an absence, excused or unexcused in nature. Please communicate with your child's teacher to obtain make-up work especially if it is anticipated that the student will miss several school days.

After-school Care

After-school care will be provided based on an application process and waitlist if necessary. If interested in applying, please email the school secretary. After-school care hours are until 5:30 pm Monday through Friday. Should the school have early dismissal due to inclement weather, there will be no after-school care and the students will need to be picked up.

Lost and Found

It is not uncommon for student belongings to become lost throughout the school year. These items, when found, will be placed in a designated area. Any time a student is missing a belonging, the student and/or the parents/guardians are welcome to come check through the lost and found. After a period of time or a high accumulation of items, we will send a reminder email to parents to come check through the lost and found for any missing belongings. In the email, we will stipulate a time frame for which this can occur. After that allotted time, the items that have gone unclaimed will be taken to a donation center.

Lunch Process

Parents have the option to purchase food for their students using our online ordering system. The food for the elementary students is provided by The Dipper. They provide us with The Dipper employees who serve the food fresh and hot each day Monday through Thursday. To order lunch for a student, please visit uwharriecharter.org and choose the tab at the top right corner of the page labeled "lunches." Please note, if a student is absent on a day that a lunch was ordered for them, we cannot save the food for the student nor can we reimburse the cost of the meal. If lunch is ordered but the student goes on a field trip and is not on campus during lunch time, we cannot reimburse the cost of the meal. Should the school close for inclement weather, a message will be sent out in

reference to lunches.

Students may also bring a packed lunch to school. **Please do not send any food that requires the use of a microwave.** We have a limited number of microwaves and they are available for teacher use only. We do have some food items available should a student forget their lunch. If a parent or guardian would like to drop off a lunch for a student, please leave it at the front desk. Parents and/or guardians will not be allowed to take it to the classroom as this will cause a disruption in the learning environment. Please sign in at the front desk as a visitor if you wish to stay and eat lunch with your student. Lunch times for students are as follows:

Kindergarten--10:30

1st grade--11:00

2nd grade--11:30

3rd grade--12:00

4th grade--12:30

Birthday Celebrations

Parents/guardians may bring treats for the entire class if they choose to do so in celebration of a birthday; It is not a requirement to do so. We do ask that all treats be store-bought and be easy to serve in an efficient manner. If your child/family does not celebrate birthdays and you do not wish for your child to participate in such celebrations, please let the teacher know.

Visitors

Due to the unique nature of Uwharrie Charter Academy, we expect that members of the community will want to learn more about our program. Parents and guests are welcome and are encouraged to participate in school events. To plan for such visits, kindly schedule a visit or tour in advance with our secretary based on administrative approval. Visitors are required to sign-in with the secretary at the front office. **Anyone, parent/guardian or otherwise, wishing to see the dean or assistant dean should schedule an appointment at least 24 hours in advance.** Any meeting with a teacher also requires a scheduled appointment time. **The front office staff will not interrupt class time to ask a teacher to meet with a parent or ask the teacher to take a phone call from a parent.**

Field Trips

At UCA Elementary we provide multiple opportunities for students to learn outside the classroom. One of the ways we do this is by offering field trips. Your child's teacher will provide details about planned field trips. Field trips are earned opportunities, therefore, a student who has had behavior issues may not be allowed to attend or may be required to have their parent/guardian chaperone the trip in order to attend. UCA students are required to take transportation provided by UCA on the way to a field trip. If a parent/guardian wants to transport the student on the return trip, they must discuss it first with the teacher and sign out the student.

Inclement Weather/School closings

If UCA were to close due to inclement weather, parents would be notified by email, Facebook, and on Fox 8 news.

If surrounding county and city schools are closed, it does not necessarily mean that UCA will be closed because we are a separate entity. Please check the publications listed above in the event of inclement weather for information concerning delays, closings, and/or anticipated early release.

Health Information

In an effort to keep our staff and students healthy, we ask that parents/guardians keep students at home if they have vomiting, diarrhea, or a fever. Students need to be fever-free without medication for 24 hours before returning to school. Please also keep students at home if they are exhibiting flu-like symptoms.

If a student becomes ill during the school day, the teacher will send the student to the office to have their temperature taken. A parent will be notified should the student be deemed to ill to return to class. We are not equipped to care for ill children and the student will need to be picked up. It is important for parents to make sure that all emergency contact information and pick-up lists are current.

It is also very important that the school be made aware of a students' chronic illnesses or allergies. Health information sheets are sent home at the beginning of the school year. Please make every effort to ensure that these sheets are returned to school quickly and ensure that all information is accurate and up to date. Should your child need medication given during school hours (or emergency medication such as an Epi-pen), you must submit a medication authorization form completed by the child's doctor and the medication must be labeled with a prescription label. If the student requires an over-the-counter medication for any reason, a medication authorization form need to be on file and the medication must be in its original packaging and appropriately labeled. Students are prohibited to carry around prescription or over-the-counter medications. All medications need to be stored in the front office. All emergency medications, such as an Epi-pen or inhaler, may stay with the student's teacher with a doctor's written order and a parent/guardian permission.

Immunizations

Certain immunizations are required by the state of North Carolina for students prior to entering kindergarten and 7th grade. All appropriate documentation of immunizations should be submitted to the school prior to the start of school. For information regarding required immunizations, please visit <http://immunize.nc.gov/schools/k-12.htm>.

Head Lice Policy

Even though head lice do not carry any diseases nor does their presence mean that a child has not been kept clean, it is a communicable condition that is easily spread among students both at school and in the general public. The presence of lice requires that the student remain at home.

- A. Students will not be allowed to attend school when lice (live bugs) are present. Parents are to inform their student's teacher or the front office if their child has head lice and will be out for the day. Students are not to return to school until they have received treatment and all lice have been removed from the child and there is a substantial reduction in nits. When the student does return to school, parents are to bring the student to the front office to be checked, if no head lice are found and Nits are reduced in number, the student will be permitted to go to class. If not, the child will need to remain at home.

- B. Screening for head lice in elementary school will be done on an as needed individual basis when a student is detected with either nits or lice. Mass screenings are not recommended by the CDC and NASN (National Association of School Nurses) as they can lead to a breach in confidentiality and cause social stigmas against a child with lice which can lead to other emotional well being issues in the student. Teachers are recommended to keep an eye on their classroom if a student is out with lice to help detect if others may have it and inform the school nurse of the student’s name to be screened individually. Parents/guardians will be notified of the presence of head lice individually pursuant to procedures established by the superintendent. No mass letter about the detection of headlice in a classroom will be sent to parents.
- C. Effective treatment should not keep a student out of school for more than two days per occurrence. All other days missed beyond 2 will be unexcused per occurrence. There should be no more than six (6) excused absences given for head lice per year. All other days in excess of six (6) will be unexcused.
- D. If a child is absent repeatedly due to head lice or there is evidence that a child has been neglected with respect to treatment of head lice, the school dean and/or school nurse will contact the parent about measures that can be done to help prevent a student from exceeding excused days.

Grading Scale

In October 2014, the State Board approved a standard 10-point grading scale. This scale will not include “pluses” or “minuses.” Grades from prior years will not be altered retroactively. All Uwharrie Charter Academy students (3-12) will be graded on the 10-point scale.

Based on this scale, grades and grade point average calculations will be applied as follows:

- A: 90-100 = 4.0
- B: 80-89 = 3.0
- C: 70-79 = 2.0
- D: 60-69 = 1.0
- F: < 59 = 0.0

Meningococcal Meningitis and Its Vaccine

Meningococcal meningitis is a bacterial form of meningitis, a serious infection of the meninges that affects the brain membrane. It can cause severe brain damage and is fatal in 50% of cases if untreated.

Causes

Several different bacteria can cause meningitis. *Neisseria meningitidis* is the one with the potential to cause large epidemics. Twelve groups of *N. meningitidis* have been identified, five of which (A, B, C, W135, and X) can cause epidemics. Geographic distribution and epidemic potential differ according to group.

Transmission

The bacteria are transmitted from person to person through droplets of respiratory or throat secretions. Close and prolonged contact – such as kissing, sneezing or coughing on someone, or living in close quarters (such as a

dormitory, sharing eating or drinking utensils) with an infected person – facilitates the spread of the disease. The average incubation period is four days, but can range between two and 10 days.

Neisseria meningitidis only infects humans; there is no animal reservoir. The bacteria can be carried in the throat and sometimes, for reasons not fully understood, can overwhelm the body's defenses allowing infection to spread through the bloodstream to the brain. Although there remain gaps in our knowledge, it is believed that 10% to 20% of the population carries *Neisseria meningitidis* at any given time. However, the carriage rate may be higher in epidemic situations.

Symptoms

The most common symptoms are a stiff neck, high fever, sensitivity to light, confusion, headaches and vomiting. Even when the disease is diagnosed early and adequate treatment is started, 5% to 10% of patients die, typically within 24 to 48 hours after the onset of symptoms. Bacterial meningitis may result in brain damage, hearing loss or a learning disability in 10% to 20% of survivors. A less common but even more severe (often fatal) form of meningococcal disease is meningococcal septicemia, which is characterized by a hemorrhagic rash and rapid circulatory collapse (World Health Organization).

Diagnosis and Treatment

Vaccines, diagnosis and treatment may be obtained by visiting a physician or local health department. The Randolph County Health Department is located at:

IRA McDowell Building
2222-B South Fayetteville St. Asheboro, NC 27205
(336) 318-6200

Influenza and Its Vaccine

The flu is a contagious respiratory illness caused by influenza viruses that infect the nose, throat, and lungs. It can cause mild to severe illness, and at times can lead to death. The best way to prevent the flu is by getting a flu vaccine each year.

Symptoms

The flu is different from a cold. The flu usually comes on suddenly. People who have the flu often feel some or all of these symptoms:

- Fever* or feeling feverish/chills
- Cough
- Sore throat
- Runny or stuffy nose
- Muscle or body aches
- Headaches
- Fatigue (tiredness)
- Some people may have vomiting and diarrhea, though this is more common in children than adults.

*Not everyone with flu will experience fever.

How Flu Spreads

People with flu can spread it to others up to about 6 feet away. Most experts think that flu viruses are spread mainly by droplets made when people with flu cough, sneeze or talk. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Less often, a person might also get flu by touching a surface or object that has flu virus on it and then touching their own mouth or nose (Center for Disease Control and Prevention).

Diagnosis and Treatment

To receive a vaccine, or if you suspect that you or a loved one may have influenza, contact a physician or the local health department. The Randolph County Health Department is located at:

IRA McDowell Building
2222-B South Fayetteville St. Asheboro, NC 27205
(336) 318-6200

Parent and Student Honor Code Agreement Form

The Uwharrie Charter Academy will exist:

- To provide a truly rigorous pathway to college and career readiness;
- To afford students the benefit of a small learning community with a low teacher/student ratio in an effort to promote strong relationships with students and individualized support for learning;
- To imbed the curriculum with STEAM focused content through problem-based learning, historical developments in technology, hands-on math, and inquiry science that requires engineering and ingenuity;
- To promote hands-on, project-based learning in all courses;
- To support the development of 21st century skills integrating the use of technology;
- To partner with parents so that they understand their role in their child's education;
- To build relationships with local institutions in order to provide real-world connections and opportunities for applied learning; and
- To promote environmental stewardship including the adoption of green practices in student's everyday lives and the integration of NC's Environmental Literacy Plan in a cross curricular approach.

As the **parent/guardian** of _____ (student's name), I willingly accept my role and

responsibility in promoting both the success of my child's educational goals and the success of the Uwharrie Charter Academy community.

Signed, _____ Date, _____

As a **student** of Uwharrie Charter Academy, I _____ willingly agree to uphold the school's Honor Code in order to achieve my own success, my peers' success, and Uwharrie Charter Academy's success.

Signed, _____ Date, _____

As a **student** of Uwharrie Charter Academy, I _____ understand the following policies and procedures: Dress Code, Cell Phone Policy, Harassment Policy, Drug and Alcohol, Attendance Policy, Tardy Policy and Exam Exemption Policy. I also understand each one of my classroom teacher's rules and responsibilities.

Signed, _____ Date, _____

Teacher's Signature, _____ Date received, _____