

Healthy Start Academy Public Charter School Student/Parent Handbook 2015-2016

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**WELCOME TO HEALTHY START ACADEMY
“AN ACADEMY OF SCHOLARS”**

Dear Parents/Guardians:

Welcome to the 2015-2016 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 parent involvement at the Academy. Therefore, you will see more focused strategies, implementations and developments in these areas that promote progress toward these concentrations.

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,

Anthony G. Chalmers

Anthony G. Chalmers, Ed.D.
Principal

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 other month at 5:30 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 Dr. Anthony Chalmers regarding any matter of concern or interest (919) 956-5599.

Instructional Leadership Team

The Instructional Leadership Team includes a faculty representative from each of the following instructional levels: K-2, 3-5 and 6-8. In addition, the Intervention/Technology Specialist, Exceptional Children's Coordinator, Principal/Superintendent, Assistant Principal and Director of School Services are members of the team.

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 Responsibilities 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 Code of Conduct outlined in this handbook.

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

Student Behavior Expectations

Expectations for Student Behavior

As students will:

- Respect all Academy personnel, volunteers and guests.
- Respect school property as well as the property of other persons (The Administration will determine the level of restitution damage necessary due to, or loss of Academy property.)
- Use civil, respectful language at all times
- Keep the building and premises neat and clean
- Demonstrate positive character
- Wear the school uniform properly (see page 7)
- Be punctual and in attendance each school day (see page 8)

Listed below are examples of student misbehaviors and disciplinary consequences administered by teachers or administration.

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

- Display and/or use of cell phone, in any manner, during the school day
- Running and/or making excessive noise
- Chewing gum
- Failure to follow directions
- Improper wearing of school uniform

- Participating in unacceptable physical contact
- Public displays of affection
- Disruptive behavior
- Falsifying information (signing notes as parent/guardian, etc.)
- Leaving school grounds or classroom without permission
- Throwing objects (pencils, rocks, etc.)
- Disrespect for authority
- Improper use of computers (failure to comply with Acceptable Use Policy)
- Cheating
- Fighting, pushing, intentionally hurting other students
- Failure to cooperate with school personnel or parent volunteers
- Harassing/Bullying other students or school personnel (verbal or written)

While administration, faculty and staff will issue warnings and possible referrals, repeated acts such as these may result in dismissal from the Academy.

The following major student misbehaviors require immediate involvement of school administrators:

- Physical Assault
- Sexual Assault/Harassment
- Possession of a weapon
- Possession of a controlled substance
- Possession of an alcoholic beverage
- Arson
- Pulling a fire alarm
- Vandalism of school property
- Communicating threats towards teachers/other adults/ fellow students (verbal or written)

The offenses indicated are violations of the law and may result in an automatic out of school short term suspension. The administration of Healthy Start Academy is required by state mandated law to report these offenses to the local authorities. Following the completion of an investigation of the alleged misbehavior/violation, additional disciplinary action may result.

Teacher Disciplinary Responses

Healthy Start Academy uses a K-8 grade color code system to manage student behavior. Each day every student begins their day on GREEN. When a teacher is required to redirect a student, the teacher will do the following:

- First disciplinary response: Verbal warning/redirection
- Second disciplinary response: Student will be placed on YELLOW and redirected
- Third disciplinary response: Teacher will document the offense in writing, change student's color to RED and contact the parent.
- Fourth disciplinary response: If student misbehaviors continue, a fourth redirection may require a written behavioral referral to the Assistant Principal

When a student receives a referral to the Healthy Start Administration, one or more of the following disciplinary responses may occur, depending upon the severity of the student misbehavior:

- Conference with the student
- Conference with the teacher and student
- Conference with student and parent
- Saturday School (Detention)
- Short term Out of School Suspension, length to be determined by the number and/or severity of referrals received by the student during the course of the school year
- Long term Out of School Suspension, length to be determined by the number and/or severity of referrals received by the student during the school year.

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.

Detention

Detention is generally served from 3:30 – 4:30 p.m. Students are notified of the infraction and are to serve the detention on the “to be served” date listed on the Behavior Referral Form. The parents will receive a copy of the form, which will be sent home with the student. Transportation home after detention is the responsibility of the parent.

The following rules must be followed in detention:

- *Student must be seated promptly at 3:30 p.m.*
- *No talking or moving from assigned seat.*
- *No cell phones or electronic devices.*
- *Students need to bring schoolwork or reading materials.*
- *No sleeping.*
- *If student has not been picked up by 4:45p.m., the student will be placed in the Lester Booky After School Care and a late fee will be accessed.*

Classroom teachers may also assign detention to student(s) with a 24-hour notice to the parent/guardian. Failure to serve assigned detention may result in further disciplinary action.

Saturday School Detention

Students assigned to Saturday School will serve from 8:00 a.m. until 12 Noon on Saturday morning. Students will meet in the front office area at 8:00 a.m. Saturday School guidelines are as follows:

- Absence from an assigned Saturday, without prior approval of an administrator, may result in an out of school suspension.
- Students are to sign-in upon arrival. No one will be admitted after 8:05 a.m.
- Students are to bring schoolwork. No other kinds of activities will be permitted.
- Talking is not permitted.
- Appropriate breaks will be determined by the administration.
- Parents will be notified of assigned Saturday by phone and by mail (copy of the Behavior Referral Form). A copy of the form will also accompany the student home.
- No Sleeping.
- Saturday School may include outdoor community beautification work (i.e. picking up trash, minor lawn care maintenance, etc.)
- Failure to serve assigned Saturday School, or misbehave during assignment, may result in further disciplinary action.

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 12:15 p.m. 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.

Student Dress Code

Since opening as the first Charter School in North Carolina, Healthy Start Academy has **required** all students to wear a school uniform. Therefore, each student is **required** to wear the **approved** grade level uniform 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: Navy blue slacks, knee length navy blue shorts

Girls: Navy blue slacks, knee length shorts, knee length skirts or skorts, navy blue jumpers

GRADES 7 AND 8th

Yellow Uniform Shirt with Healthy Start Academy logo

Boys: Navy blue slacks, knee length navy blue shorts

Girls: Navy blue slacks, knee length shorts, knee length skirts or skorts, 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," excessive hair bows, clips, pins or hats.

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 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 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 or navy blue.

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.

Reminder: Students must attend school each day in a clean uniform. Uniform checks are conducted each school day immediately following morning announcements. Should a student not report to school in the 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 are purchased in the school office for \$8.00 per shirt (Youth sizes XS-Adult size XL). Adult sizes XXL and up are \$10.00 per shirt. Uniform pants, skirts, shorts, skorts and jumpers may be purchased from local retailers such as Target, Wal-Mart or JC Penney. If you have any questions, contact the office: (919) 956-5599.

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. 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 later than 8:15 a.m. will be considered late (tardy) to school. Additionally, students reporting to class late, without permission, will be considered tardy. All tardies are cumulative. Students with excessive tardiness will be placed on a monitoring plan and conference phone call(s) made to the parent. Should tardiness continue, disciplinary actions may be warranted up to and including a report of truancy to the Durham County District Attorney and potential dismissal from the Academy.

Movement throughout the School

The movement of students throughout the Academy during a 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. Middle school students will report to classes prior to the sounding of the bell. After the bell has sounded, 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 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 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 second day of suspension. Suspended students are required to turn in their late work in the allotted time stated in the Student Code of Conduct.

Parent Involvement

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.

School2Home Liaison

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 School2Home Liaison to help redirect the student's path back to educational success. The School2Home 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 School2Home 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 School2Home Liaison program, please contact the school office at (919) 956-5599.

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, students should enter the building at the bottom stairwell in an orderly manner. At 7:45 a.m., faculty on duty in the cafeteria and auditorium will release students to their classroom. The students will go directly to their classrooms. While walking to their classrooms, students will not visit other teacher's classrooms or use the bathroom.

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 (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 anytime other than allowable by faculty and staff. Abuse by student 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.

Breakfast and Lunch Periods

All expectations of the Student Code of Conduct will be observed during breakfast and lunch time periods. Students who do not meet these expectations during lunch will face the school disciplinary process as stated in the Student Code of Conduct. A nutritious breakfast and lunch, including milk, are served daily. Breakfast service begins at 7:30 a.m. and ends at 8:05 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 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 dismissal begins 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 currently 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 in accordance with the Student Code of Conduct.

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 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, Thursday packages, Weekly Newsletters, Mid-Quarterly Academic Progress, Quarterly Academic Report Cards. 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, Placement 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
- Placement in 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 receive sanctions in accordance with our Behavior Referral Program.

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 Student Code of Conduct 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 below in the celebrations categories. Parents requesting a classroom celebration must complete a Celebration Request Form two (2) weeks in advance and submit to their child's teacher. 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 (84-77) 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 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.

Positive Behavior Intervention and Support

Positive Behavior Interventions and Supports (PBIS) has proven to be a successful program in obtaining desired student behaviors. Healthy Start Academy rewards students that follow school rules and go above and beyond the normal call of duty in the classroom. In order to give students positive role models to emulate, Healthy Start Academy recognizes excellent students as school leaders.

Each classroom teacher will implement classroom rewards programs and the principal/superintendent will implement an administrative rewards program. Each classroom teacher will select a student to represent their class as "Student of the Month". The students receiving this nomination will receive a number of accolades from school administration.

These incentives are designed to give students opportunities to feel positive about their behavioral and academic accomplishments. By directing attention to positive behavior, all students may strive for this honor. Parents and guardians, in support of their children, should encourage each student to strive for academic and behavioral excellence.

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.

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 events such as the FOX 50 Family Festival, North Carolina Central University Homecoming Parade, Annual Durham Martin Luther King Parade and Bimbe Festival. 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 “Culture of Achievement.”

TITLE I PARENT/STUDENT/SCHOOL COMPACT

As a student, I will:

- Read (or be read to) at least 30 minutes per day.
- Be prepared for school each day (homework complete).
- Discuss what I am learning in school with my parents/guardians.
- Follow the Student Code of Conduct (school rules).
- Ask my teacher questions when I don't understand something.
- Go to my public library or school library at least once a week.
- Limit the time I spend watching TV and playing video games.

Student's Signature

Date

As a parent/guardian/advocate, I will:

- Schedule daily study times in a quiet, well lit location.
- Talk to my child about his/her school activities every day.
- Reinforce the Student Code of Conduct (school rules).
- Find out how my child is progressing by attending conferences, reviewing and discussing work, and by calling the school.
- Encourage my child to read by reading to him/her and by reading myself.
- Limit TV viewing time and select worthwhile programs.
- Have my child at school and on time each day.
- Follow through with and support all educational recommendations of the school for school programs, i.e. summer school, Saturday Academies, and Extended Day programs, etc.
- Ensure a minimum of 8 hours of sleep nightly
- Ensure that my child has a nutritious breakfast everyday (at home or at school).

Parent's Signature

Date

As a school, the teachers and administrators pledge to:

- Provide motivating and interesting learning experiences in their classrooms.
- Explain expectations, instructional goals, and grading systems to students and parents.
- Explain the Student Code of Conduct to the students and his/her parents/guardians.
- Continue to improve and add to their skills in order to remain competent and well trained.
- Communicate and cooperate with each parent/guardian to ensure the best education possible.
- Implement techniques and materials that work best for each child.
- Participate in ongoing staff development.
- Provide reports to parents on their children's progress.
- Provide opportunities to volunteer and participate in their child's class.

Teacher's Signature

Date

As the district, Healthy Start Academy will employ teacher and administrators who:

- Deliver high quality, well-articulated curriculum.
- Provide a learning environment that is nurturing, mutually respectful, and includes appropriate material resources.
- Keep you (parent/guardian, and learner) informed of academic achievement.
- Support the partnership between parents, students, staff and communities.

Principal's Signature

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.