

# **Alpha Academy Student Handbook**



**SUPERINTENDENT**  
**Mr. Eugene Slocum**

**Director of Operations**  
Mrs. Susan Slocum

**Site Administrator**  
Mrs. Michelle Palmer

**ADMINISTRATORS**  
Mrs. Benita Tillman, Elementary School  
Ms. Vanessa Kelly, Middle School  
Dr. Richard Bouldin, High School

*The function of education is to teach one to think intensively and to think critically. Intelligence plus character - that is the goal of true education.*

## **Table of Contents**

<b>Alpha Academy Mission and Vision Statement.....</b>	<b>3</b>
<b>Alpha Academy Pledges.....</b>	<b>3</b>
<b>Student Information.....</b>	<b>4</b>
- Student Schedules	
- Student Academics	
- Lunch	
- Wellness Program	
- School Safety	
<b>Student Dress Code Policy.....</b>	<b>5</b>
<b>Student Behavior.....</b>	<b>7</b>
<b>School Bus Behavior.....</b>	<b>10</b>
<b>Student Code of Conduct.....</b>	<b>12</b>
<b>Harassment.....</b>	<b>14</b>
<b>Computer and School Equipment Use.....</b>	<b>15</b>
<b>Random Searches.....</b>	<b>18</b>
<b>Prohibited Items.....</b>	<b>18</b>
<b>Family Involvement .....</b>	<b>18</b>
<b>Parent Grievance Policy.....</b>	<b>19</b>
<b>NC Child Find.....</b>	<b>19</b>
<b>Parent Behavior.....</b>	<b>19</b>
<b>Personal Cell Phones &amp; Electronics.....</b>	<b>20</b>
<b>Medical &amp; Health Information.....</b>	<b>20</b>
<b>Promotion Policy.....</b>	<b>20</b>
<b>Communications.....</b>	<b>20</b>
<b>Transportation Issues.....</b>	<b>21</b>
<b>Religious Activities.....</b>	<b>21</b>
<b>Pre-Kindergarten Program.....</b>	<b>22</b>
<b>Getting Organized.....</b>	<b>22</b>
<b>School Demographics.....</b>	<b>24</b>
<b>Parent Signature Page.....</b>	<b>26</b>

### **Mission Statement**

Alpha Academy will prepare students to become outstanding leaders and motivate them to strive for their greatest potential through exceptional character and academic achievements.

### **Vision Statement**

Alpha Academy's vision is to be one of the most successful schools in the world. Success is measured by our service to the community while helping students graduate, obtain successful careers, and become model citizens of the world.

### **Morning Pledge**

Today is a brand new day.

I am filled with optimism.

I will respect others, as I am worthy of respect.

I will LEARN.

I will GROW.

I will PROSPER.

### **Afternoon Pledge**

Today has been a profitable day.

I have grown from the lessons of today.

Tomorrow, I will achieve greater heights.

### Student Schedules

Doors open at 7:45 AM	Early Release	11:45 AM
Classes begin at 7:55 AM	2-Hour Delay	9:45 AM - 3:30 PM
School Day 7:45 AM - 3:30 PM		

### Student Academics

Student academics are taken very seriously. All students are expected to complete all assigned schoolwork and perform to the best of their abilities.

In spite of teachers' efforts, it is ultimately the responsibility of students and parents to ensure that all homework is complete. We feel that homework is very important; students rarely have no homework. Homework is expected to be completed on the date that it is due. If your homework is not turned in on the due date, you may be required to get a homework makeup request for your parents to sign. Homework percentages for late homework will be reduced at the teacher's discretion. Also, teachers may require parents to sign homework and/or tests and count their signatures towards their child's homework grade.

### Lunch

Alpha Academy is part of the National School Lunch Program and will be serving Lunch each day. **No cash will be accepted on site**; there is an online application that must be completed by **all parents**. **Student lunches are paid through LINQ**. Visit the school's website at [www.alphaacademy.net](http://www.alphaacademy.net) to complete the lunch application and create a LINQ account to pay for the student's lunch. Please be sure to complete the School's Allergy form if your child has any food allergies.

Parents can still send their child to school with lunch if you so choose. For security reasons and to minimize disruption, DoorDash, Uber Eats, and Grubhub will not be allowed to deliver lunches at school. If your child does not have lunch or funds in their account to buy lunch, parents/guardians will be contacted to bring lunch.

Refrigerators or microwaves are not available for storage or to heat student lunches. Please be sure you attempt to pack a healthy lunch. We strongly discourage sodas and excessive sweets. Bring only plastic forks and spoons to school.

### Wellness Program

The Wellness Program provides health education and physical fitness activities. On days when students are expected to participate in physical fitness activities, guidance will be provided concerning the proper attire and the extent of the activities.

### School Safety

To ensure that we maintain a safe and secure learning environment, family members and visitors must sign in at the administrative office and obtain a visitor's pass. After 8:00 am all doors are locked, and only the front office entrance will be accessible. Push the intercom button, and the office will respond to allow you to come in.

We welcome parents to volunteer, however, volunteers should be confirmed with the teacher in advance so as not to disrupt classroom activities. You must complete a Volunteer Application, to include a valid government issued ID. Background checks will be completed on all volunteer applications. Refer to the Volunteer Handbook for requirements and details for volunteers and visitors.

Any students entering the school after 8:00 am are considered tardy and must sign in at the office with a parent/guardian, 18 years older. Only authorized individuals, 18 years or older, with a valid state ID can sign students in/out. Please be prepared to show a picture ID when signing students in/out.

Parents are not allowed to check students out after 2:30 pm. All student transportation arrangements must be made before 1:00 p.m. Do not leave student transportation arrangements on the school's voice mail. The student may not receive the information in a timely fashion.

If you are dropping off items for your child, you must sign in at the main office. Please do not go directly to the classroom. Collaborate with your child's teacher and make sure all items are labeled with the student's name, grade, and teacher's name.

### **Student Dress Code Policy**

Students are expected to wear school uniforms at all times; Alpha navy or white polo shirts, and blue or khaki pants or shorts. High School students **only** have the option of Alpha navy, white, or light blue polo shirts, and navy blue or khaki bottoms (pants, shorts, jumpers). **NO CARGO PANTS! NO JOGGERS!!**

Parents will be notified for students who do not wear the appropriate uniform. Parents will be asked to provide the student with a uniform change of clothes or the student will be sent home.

Students may wear their school uniform club or team shirt (whichever is directed by the school leader) on all school field trips. Parents will be notified in writing and in advance if any changes should occur.

The school uniform consists of:

*a) Navy blue or khaki uniform skirt, long pants, or shorts. Girls may wear navy blue or khaki uniform jumpers but must still wear the Alpha Academy Polo white or navy-blue shirts underneath.*

*b) Alpha Academy Logo Polo white or navy-blue shirt or Light blue polo shirt for high school students **only**. **All students are required to wear the Alpha Academy logo shirts.***

c) *White or black shoes or sneakers, or white and black combination.* Shoes that have slight coloring in the pattern, **must be approved by Administration** before they are worn. Students must remain neatly dressed throughout the day.

*Note: No open toe shoes , slides, Crocs, house shoes, slippers or flip flops are allowed.*

**Other forms of dress may also be unacceptable and deemed inappropriate by Administration. Students who violate the dress code will be disciplined according to the school discipline plan.**

*\*\*The Alpha Academy logo is owned by Alpha Academy and cannot be copied or duplicated. All copyrights are the property of Alpha Academy. Any copies or duplications without the permission of Alpha Academy and its Trustee Board will be considered copyright infringement and can be punishable by law. \*\**

### **Alpha Academy Dress Code and Guidelines**

If there are questions about clothing/shoe design, please consult Administration **before** they are worn. Students must remain neatly dressed throughout the day. **The Alpha Academy dress code is as follows:**

- No shirts hanging out of pants (shirts must be tucked).
- No shirts without sleeves.
- No heavy jackets are to be worn in the classroom. Light jackets that zip up in the front are allowed in the class. Jackets must be solid color: black, white, navy blue,
- No student is allowed to have head covering such as hats, hoodies in the classrooms. Students will be asked to place these items in their lockers.
- No clothing with designs or emblems (except the Alpha Academy logo\*\*).
- No shoes with the back out, no sandals, no high heels, no open toe shoes or sneakers, no flip flops, no slides, no Crocs, no house slippers.
- Shoes/sneakers are black or white, or a black white combination. Shoes with a slight color pattern must be approved by Administration before they are worn.
- No colored shoe strings; the color must be the same as the shoes (solid black or white ONLY)
- No sagging pants; Uniform pants/shorts with belt loops must have a belt or inside belt adjustment . If the student does not have a belt, and pants are sagging, the student may be taped by administration.
- No cargo pants (pants with large outside pockets on the leg or thigh); uniform pants only.
- No joggers (a hybrid of sweat pants and regular pants, tight fitting at the ankles); uniform pants only.
- No colored jeans or five pocket jeans; uniform pants only.

- **No** rolled up pant legs/shorts, No cuffed pants. No cut off pants or shorts.
- **No** shorts/skirts above mid-thigh (2" above knee).
- **No** tight-fitting clothing (to include leggings, skinny leg, and jeggings).
- **No** ear-rings (on boys).
- **No** combs in hair, no metal combs/picks (these items are considered weapons)
- **No** baseball caps or hats.
- **No** unclean braided or twisted hair.
- **No** colored headbands or head scarves/wraps (all hair accessories must be solid black, white or navy); no colored flowers, no pointed, metal headbands. No decorative headbands to include animal-like headbands.
- All tattoos and piercings (other than ear piercings on girls) should be covered at all times. Clear retainers are to be used for all other piercings to include nose and face piercings.
- **No** long or hanging earrings (studs & quarter size or smaller hoops only; no more than two (2) pairs should be worn at one time) (on girls).
- **Necklaces/chains** must be worn underneath the uniform shirt.

**Alpha Academy PE Uniform** – Students, grades 6th -12th graders are required to dress out for PE. This counts as fifty percent (50%) of the student's grade. If there is any reason why the student is not able to meet these requirements, the parent or guardian is to contact the Athletic Director with any concerns. The PE Uniform consists of gray or navy top, gray or navy bottom, sneakers. No heels, sandals, flip flops, open toe/open back shoes, Crocs or slides.

## **STUDENT BEHAVIOR**

It is important that we maintain an environment that is conducive for learning. Problem behavior disrupts the learning environment and other students are not able to learn. When problem or disruptive behavior occurs, the following guidelines may be followed (based on the severity a level may be omitted):

- 1st occurrence - Teacher communicates with Parent/Guardian of student
- 2nd occurrence - Parent/Guardian/Student/Teacher conference
- 3rd occurrence - Parent/Guardian/Student/Teacher/Administration conference
- 4th occurrence - Administrative Action

After three suspensions the student will be recommended to return to his/her home school.

**Students who are served under IDEA (Special Education) or under Section 504 of the Rehabilitation Act of 1973 are entitled to certain additional rights in the area of discipline based upon their qualification for services under these federal laws.**

**Discipline and Guidelines**

**Class I Offenses**

1. Dress code violation
2. Repeatedly reporting to class late
3. Failure to attend an assigned class without a valid excuse
4. Littering school property
5. Possession of non-educational electrical equipment and/or games, which disrupts the educational environment.
6. Insubordination towards adults
7. Lying to or deliberately deceiving a staff member or falsification of information

**Consequences**

Violations may result in; in or out of school suspension for 1-3 days. Upon re-entry from suspension, it is expected that students will demonstrate immediate improvements and turn in all completed assignments.

**Class II Offenses**

1. Deliberately disrupting the normal educational process in the classroom
2. Use of profanity and/or obscene gestures
3. Lying to a teacher or deliberately deceiving a staff member
4. Willfully leaving the classroom without the teacher's permission
5. Deliberately failing to respond to a reasonable request by a school official
6. Knowingly possessing and/or using tobacco / vaping products at school
7. Leaving school grounds without permission
8. Inappropriate public displays of affection
9. Littering on school property
10. Spitting on school property to include electronic equipment
11. Gambling on school property
12. Truancy

**Consequences**

Violations may result in; in or out of school suspension for 2-5 days. Upon re-entry, it is expected that students will demonstrate immediate improvements and turn in all completed assignments.



### **Class III Offenses**

1. Threatening to physically harm or attack another student
2. Physically harming or attacking another student
3. Physically aggressive behavior (i.e., pushing, shoving, or invading another student's space)
4. Stealing or possessing stolen property valued at less than \$100
5. Leaving school grounds without permission
6. Bullying and/or Harassment (other than sexual in nature)
7. Desecration of school property - School property should not be destroyed or defaced in any manner. This includes, but is not limited to writing graffiti on desks, walls, or lockers. Spreading body excrement on school property is also considered desecration of property (i.e. urinating and/or defecating on school property).
8. Committing repeated Class I and/or Class II offenses

### **Consequences**

Temporary suspension from school for up to 10 days. Automatic expulsion from the school may apply. Expulsions may be appealed within 10 days to the Superintendent. Students will be suspended until the final decision is reached.

;

### **Class IV Offenses**

1. Possessing any gun, rifle, knife, leaded cane, blackjack, metallic knuckles, razor/cutter, mace, pepper gas, explosives, or martial arts weapons, **or facsimile of stated items**, at school, **on school property (bus stops), or at school-related functions** (to include using or threatening to use, to inflict injury any blunt or sharp pointed instrument which may be capable of inflicting bodily injury)
2. Participating in gang activities
3. Sexual Harassment
4. Creating or encouraging other students to join in a disturbance, to cause the disruption of normal school operations
5. Arson, vandalism, unlawful entry, theft of school property or personal property at school, which results in the loss of \$100 or more
6. Possessing, using, or being under the influence of alcohol or illegal drugs at school
7. Selling, exchanging, or distributing alcohol, illegal drugs, prescribed drugs, over-the-counter drugs, or any substance purported to be an illegal drug or alcohol at school
8. Touching or directing language to another person, which by contact or language suggests or proposes sexual acts and is offensive to the other person at that time

9. Committing sexual assault, sexual battery, sexual intercourse, attempted rape or rape at school and any extreme cases of physical aggression.
10. **Cyber bullying** (includes but is not limited to the following misuses of any school or non-school technology resources or networks: harassing, threatening, teasing, intimidating, humiliating, embarrassing, terrorizing another student or school employee by sending or posting such inappropriate or hurtful email messages, instant messages, text messages, text/digital pictures or images, or through social media websites and blogs)

**(The Student Internet Policy and Use of Technology is included on page 15. By signing the Student Handbook, you are acknowledging said policy.)**

### **Consequences**

Suspension can be up to 10 days. Automatic expulsion from school may apply.

Expulsions may be appealed within 10 days to the Superintendent. Students will be suspended until the final decision is reached.

If a Class IV Offense compromises the safety and welfare of students and staff, State law requires the school administrator to recommend a 365 calendar-day suspension. It also allows for expulsion of a student, as provided by state statute, for a violation of the Code of Conduct, if the student is 14 years of age or older and the student's behavior indicates that his or her continued presence in school constitutes a clear threat to the safety of other students or employees, and the Superintendent determines there is no appropriate alternative education program.

\* **All consequences of I, II, and III offenses** may also include after school detention, in school detention, and/or other means to be determined by administration. Students with disabilities who exhibit problem behaviors are monitored according to the student handbook under the direction of the Policies Governing Services for Children with Disabilities.

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

### **SCHOOL BUS BEHAVIOR**

School transportation service is a privilege and not a right. The school bus, including bus stops, is an extension of the school. Therefore, the Student Code of Conduct and the Student Handbook are applicable to incidents occurring on the school bus and at the bus stop area. Alpha Academy requires that no person at any time create disruption on any school bus/van or activity bus that can in any manner jeopardize the safety of other passengers. While riding a school bus, students shall at all times comply with the directives of the school bus driver and all other rules outlined in this Student Code of Conduct and in the Student Handbook. Failure to follow directives will result in suspension from riding the bus.

1. The students assigned to school buses for transportation must adhere to the bus schedule, board and leave the bus at his/her designated stop and board or leave the bus through the designated door, and observe established safety rules and regulations.
2. The students must conduct themselves in an orderly manner and obey all Alpha Academy's rules related to school bus operation.
3. The students assigned to a school bus are responsible for any willful or negligent damage caused by their actions.

If a bus driver reports that a student is misbehaving, and such actions are determined to be habitual or to constitute an adequately serious offense that jeopardizes the safe operation of the bus, the administration shall decide if the student shall be suspended from riding the bus. A suspension from riding the Alpha Academy School bus/van is not suspension from attending classes. The suspended student must find their own transportation to and from school.

Discipline on the school bus is the responsibility of the administrator/assistant administrator of the school where the student is assigned. The administrator/assistant administrator has authority over students on the bus and at designated bus stops. This authority is also delegated to the bus driver. The bus driver has the responsibility and authority for the safe operation of the bus and will refer all students who violate any directives or rules to the administrator/assistant administrator:

1. Students shall not attempt to ride a bus unless assigned to it by administration or the transportation coordinator.
2. Students shall not board or disembark the bus unless it is their assigned stop.
3. When students enter the school bus, they shall take their assigned seats quickly and remain seated and always face the front of the bus. Students are not allowed to be out of their seats or move while the bus is in motion.
4. Students shall not rush to get off the bus. Students must wait for the bus to come to a complete stop before boarding and exiting the bus.
5. Students shall not loiter or play near a stopped bus but shall walk quickly away from the bus to the school building or to a waiting parent/guardian.
6. The following is a nonexclusive list of specific prohibited bus behaviors:
  - a. Putting any part of the body outside of the bus.
  - b. Throwing objects about the bus or out the windows. No body parts or objects should be extended out of the window.
  - c. Striking matches or lighting cigarette lighters.
  - d. No piling of books, book bags, lunch boxes, or other objects in the bus aisle.
  - e. Using profane and indecent language, tobacco, vaping devices, alcoholic beverages, illegal drugs, or substances that mimic the effects of illegal drugs while riding in a bus.
  - f. No eating or drinking on the school bus.

- g. Making loud or boisterous noises that have the potential of distracting the driver's attention.
- h. No fighting, shoving, playing, hitting, pushing, or scuffling on the school bus.
- i. No tampering with the emergency door or any other part of the bus.
- j. Marring or defacing the bus in any way.
- k. Tampering with the fire extinguishers or first aid supplies.
- l. No harassing, aggressive behavior, discriminatory language, or assaulting other students, the driver, or bus monitor, written or verbal is prohibited.
- m. Making obscene gestures; and no loud talking.
- n. Leaving trash or discarded items behind on the school bus or at the bus stop. Students are responsible for the maintenance and upkeep of their seating area. If the student is found responsible for any damage to the bus, the student's parent/guardian will be responsible for all damage and expenses.
- o. Students are not allowed to use any electronic devices or phones on the bus for any reason, including to record activities on the bus or other students.
- p. No pets or other animals on the school bus
- q. Any other incident, not listed, that can cause a negative impact on the safety of students and staff.

### **MAKE SURE THE DRIVER CAN SEE YOU, WHEN GETTING ON OR OFF THE SCHOOL BUS.**

Parents/guardians are responsible for bringing their child to the bus stop, and for meeting their child at the bus stop after school. If parents are not on time at the bus stop to pick up their child, the student will be brought back to school and the parent may be assessed an after-care fee, which is expected to be paid at the time the student is picked up from the office or from after-care.

## **Student Code of Conduct**

### ***Attendance***

#### **THE NORTH CAROLINA COMPULSORY ATTENDANCE LAW**

All children enrolled in kindergarten through 12th grade are required to attend school on a regular basis. The parent, guardian, or custodian of a child shall notify the school of each known absence. The state identifies two types of absences: excused (lawful) and unexcused (unlawful). Refer to the NC General Statute 115C-378 and the North Carolina Department of Instruction Student Attendance and Accountability Manual concerning student attendance and excused (lawful)/unexcused (unlawful) absences.

## SENDING IN EXCUSES FOR ABSENCES

- Should your student need to be absent from school, please provide a written note or doctor's note explaining the reason for the absence(s) upon returning to school. See a list of excused absences below that would require a written note or doctor's note.
- You may send a note to the office or email your child's teacher a note to excuse them, or you may email the office directly at [office@alphaacademy.net](mailto:office@alphaacademy.net)

It is the student's responsibility to attend class regularly and promptly. Student success in school is directly tied to attendance. To receive credit for any class, a student must attend 90 percent of class sessions.

### ***ABSENCES***

If a student is absent from class, he/she should do one of the following within two days of returning to school:

1. Bring a note to the office from a parent or guardian stating the date(s) of the absence and the reason(s).
2. Have his or her parent or guardian come to the office and provide the dates of absence and the reason (s).

#### **5 unexcused absences per 9 weeks session = an attendance failure**

Upon return from any absence requires a legitimate note from a parent, guardian, or doctor to excuse the absence. If documentation is not provided, it is considered an **unexcused absence**. Students are expected to make up all the work. For extended unexcused absences, parents and teachers will discuss a plan of action with specific date options for completion.

***TARDINESS:*** Tardiness is considered a disruptive behavior and will be treated as a discipline problem. **3 Tardies = 1 Absence.**

Cumulative absences more than 15 days may constitute a valid reason for retention.

Absences due to extenuating circumstances will be reviewed by administration and appropriate action will be taken. Students who exceed the days may not be granted any approved educational days and may not be allowed to participate in grade level trips/rewards.

Any student who is counted absent for the day may not participate in extracurricular activities for that day such as sports events, dances, etc.

### **HALL PASSES**

Students are not permitted in the hallways during instructional time unless they have a hall pass.

## **STUDENT'S SIGN IN OR SIGN OUT**

A student is considered tardy after 8:00 a.m. A Parent/guardian 18 years or older, with a valid government issued ID will be required to sign the student in. If a student must leave the school early, a parent/guardian 18 years or older, with a valid government issued ID will be required to sign the student out of school from the office by 2:30 pm. No students will be released after 2:30 pm.

## **RULES**

School rules were developed to encourage respect for self, others, and property. Students and staff must be guaranteed an environment that is safe. Mutual respect is the underlying principle in the classrooms, hallways, and on school grounds. All rules will be publicized, explained, and equitably enforced.

## **DRUGS, ALCOHOL, TOBACCO**

Smoking and/or possessing any drugs, alcohol or tobacco in school buildings, on school grounds, or at school events is prohibited. In addition, the possession and/or usage of any alcoholic beverage, narcotic, controlled drug (other prescription drugs) or intoxicant at any school activity is strictly prohibited. Failure to comply with these regulations will result in severe disciplinary action.

## **CHEATING**

Students who cheat, plagiarize, or commit forgery in connection with academic endeavors and/or school procedures are subject to severe disciplinary action.

## **FIGHTING**

Students involved in violence of any kind— either before, during, after school, school sponsored events, on school property, or in an area that will reflect negatively on the school will be suspended and a parent conference will be scheduled. Any student engaged in promoting a fight or confrontation of any kind will be subject to severe disciplinary actions.

## **HARASSMENT**

Students, faculty, staff and all others in our Alpha Academy are expected to adhere to a standard code of conduct that is respectful of our students and staff. Accordingly, the School's prohibition of sexual harassment extends to our students and staff in a school setting. Sexual harassment is defined as conduct that is sexual in nature, unwanted, and denies or limits a student's ability to participate in or benefit from the school's educational programs. Although not an exhaustive list, examples of conduct that could constitute sexual harassment include such things degrading sexual remarks, statements from anyone or other conduct that indicate that a student's submission to, or rejection of, a sexual overture will affect their grades, unwelcome attention of a sexual nature including verbal comments, physical touching or leering, displays of sexually suggestive objects or use of sexually suggestive remarks, emails, text messages, jokes, pictures or gestures, telling sexual or dirty jokes, or sending emails or displaying websites of a sexual nature. Sexual harassment in any form will not be tolerated.

If violations occur, disciplinary action will be taken. Any discrimination on the basis of race, creed, national origin, sex, age, or handicap will not be tolerated.

### **COMPUTER AND/OR SCHOOL EQUIPMENT**

The use of school resources may be provided if abuse does not occur. Access and/or use of equipment is a privilege that will be denied if used inappropriately. Damage equipment will incur a fee to be repaired or replaced. In addition, disciplinary and/or legal action may be taken.

Alpha Academy provides student access to hardware and school applications to accommodate the academic requirements for all students. It is the school's responsibility to ensure that all technical resources are maximized, and the technical environment is conducive to learning. Therefore, this Parent/Student agreement defines the technology use, guidelines, and information technology ethics for students enrolled at Alpha Academy.

### **TECHNICAL PROPERTY**

**Alpha Academy retains the sole right of possession of all technical property.** A Chromebook shall be provided for each student at the beginning of the school year for **in-school use only** and should remain at all times in the school building.

<b>Student Responsibilities</b>	
<b>Students shall...</b>	
1. Use chrome books and technical applications for class/school assignments only.	
2. Be mindful and cautious when using chrome books and other IT property to avoid damage and loss. In the event chrome books and other IT devices are lost or damaged, students/parents may be charged for the repair/replacement cost.	
3. Report any damage, malfunction or loss to their homeroom teachers.	

### **NETWORK USE & SECURITY**

Chromebooks use the Chrome operating system which is web-based and only runs the Google Chrome browser. Students will log into their Chromebook using an Alpha Academy managed Google account. Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook or Alpha Academy School Google Account, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. The school may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks and Google accounts, students agree to such access, monitoring, and recording of their use. Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks only during regular school hours.

<b>I. Student Responsibilities</b>
<b>Students shall...</b>
1. Only log into chrome books with Alpha Academy issued Google accounts.
2. Keep their passwords private and not share with others.
3. Be aware that Google accounts are managed by Alpha Academy and that all actions while logged are monitored and reviewed even if used at home.

## **CHROMEBOOK & DEVICE CARE**

Students are responsible for the general care of the Chromebook that was assigned. Chromebooks that are broken or fail to work correctly must be reported to a teacher or administrator as soon as possible so that they can be taken care of properly. The school will repair or replace damaged equipment resulting from normal use. Abuse or neglect may result in damage that the student is responsible to pay for. The school will make its best attempt to purchase replacement parts at the best possible price.

<b>II. Student Responsibilities</b>
<b>Students should...</b>
1. Keep food and beverages away from my Chromebook
2. Do not disassemble the Chromebook in any way or remove/alter district identification tags
3. Keep chrome books free of personal stickers, labels, writing, drawings, etc.
4. Carefully insert and remove charging cords in storage devices
5. Transport and lift chrome books carefully with the screen shut. Also, do not lift chrome books by the screen.
6. Do not put pressure on top of the Chromebook when the lid is closed, including storing or cramming other items into the device carrying case.
7. Ensure there is nothing on the keyboard before closing the lid (pens, pencils, notebooks, etc.).
8. Do not leave the Chromebook in an unsupervised or unsecured location. If a chrome book is lost or damaged, it is his/her responsibility to pay for the lost/damaged device.



## EDUCATIONAL USE

School-issued Chromebooks should be used for educational purposes and students are to always adhere to the Acceptable Use Policy and all its corresponding administrative procedures. The school utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks will have all Internet activity protected and monitored by the school while on campus. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked. Most of the student work will be stored in Internet/cloud-based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices. Activity in the Alpha Academy Google account is still subject to monitoring; however, parents/guardians are responsible for filtering and monitoring any internet connection students receive that is not provided on school grounds.

III. Student Information Technology Responsibilities & Ethics
<b>Students should...</b>
1. Always use appropriate language.
2. Only use chrome books for specific teacher-designated activities, resources, websites, programs for educational purposes, and communicate with teachers and classmates about academic matters.
3. Use headphones, camera, or sound when the teacher directs me to, otherwise my Chromebook will be muted.
4. Do not copy information from the internet and claim it as their original work for class. Information sources from the internet approved from the teacher. Articles and other information on the Internet may be considered <i>intellectual property</i> . Teachers will provide guidance regarding proper use.
5. Immediately inform teachers of any inappropriate literature/language detected while using school computers.
6. Do not use chrome books for social media and posting.

## CONSEQUENCES FOR MISUSE OR MISCONDUCT

**Violations of these policies may result in one of the following but not limited to these disciplinary actions:**

- Chromebook Privileges Removed--Student's Chromebook privileges can be revoked at any time.
- Network, Internet privileges or Google accounts suspended-- Student's access to their Google, Internet and school Network accounts may be disabled.
- Removal of unauthorized files and folders
- Student/Parent Conference with school administrator/principal

- Detention, suspension, or expulsion
- Law Enforcement Intervention

**If a violation of the Student Technology Policy and Guidelines violates other rules of the Alpha Academy Student Code of Conduct, consequences appropriate for violation of those rules may also be imposed. Your enrollment is an acknowledgment of accepting these rules. By signing the Student Handbook and Student Code of Conduct, you and your student are acknowledging your responsibility and your student's responsibility for the use of Alpha Academy's computer and technology use.**

### **RANDOM SEARCHES**

In an effort to maintain student's safety, a positive learning environment, random searches of lockers and backpacks may be conducted. This may be based on grade level or special school-wide search. A random search may never be used to target any individual student.

### **PROHIBITED ITEMS**

Students may not possess the following items on school property or at school events:

1. Cameras, television sets, or any other electronic items of distraction
2. Gambling devices: dice, playing cards, etc.
3. Drugs, alcoholic beverages, narcotics, cigarettes, inhalants, cigarette lighter, matches, tobacco products, and look-alikes.
4. Explosive devices, including firecrackers, fireballs, cherry bombs, stink bombs, etc.
5. Gang paraphernalia, such as rags/bandannas, etc.
6. Weapons, look-a-like weapons, guns, knives, screwdrivers and/or other items designed or easily used to cause physical exam.

### **FAMILY INVOLVEMENT**

Alpha Academy strongly encourages parental and community involvement. Alpha Academy's Administration reserves the right to prevent, discourage, and/eliminate any behavior or activity deemed inappropriate, negative, or harmful to the safety of its students and staff.

Family involvement is critical to student success. For that reason, the school encourages all parents and other family members to complete family involvement hours each year. This, of course, does not limit the number of family involvement hours a family may complete. Ask your child's teacher for assistance or one of the administrators. The following are not considered family involvement hours:

- Attending school meetings because of issues or incidents pertaining to your child.
- Time spent asking questions or communicating concerns relating to your child or the school.

### **All Parents are part of the Parent Teacher Task Force (PTTF)**

Parents/guardians of students are strongly encouraged to support the Parent Teacher Task Force. If you are interested in participating in the Parent Teacher Task Force, contact the school office at (910) 223-7711 for a volunteer application. Please note: all applications are subject to a Criminal Background Check.

### **Parent/Student Concerns and Issues (Grievance Policy)**

Parents and students should first contact and communicate any academic problems or concerns to the teacher. If a resolution has not or could not be met at this level, you will need to submit your concerns in writing to the teacher's supervisor/administrator. If the matter is not resolved, submit your concerns to their supervisor, the Site Director. If it is not resolved, a correspondent should be sent to the Superintendent. If it is not resolved with the Superintendent, then a letter needs to be written and addressed to the Alpha Academy School Board.

### **NC Child Find**

The Individuals with Disabilities Education Act includes the Project Child Find mandate. The Project Child Find mandate applies to all children who reside within a state, including children who attend private and public schools, highly mobile children, migrant children, homeless children and children who are wards of the state. (20 U.S.C. 1412(a)(3)) Child Find requires all school districts to identify, locate and evaluate all children with disabilities.

This effort is coordinated by Alpha Academy Exceptional Children's Division, and State Department of Public Instruction to:

- Locate and identify children and youth ages birth through 21 with disabilities who are in need of special education and related services.
- Inform parents and/or guardians of the services available from their local school system and other state community agencies.

If you know of a child or youth with disabilities who is not in school or receiving special assistance, you can help by encouraging the parent/guardian to contact the Exceptional Children's Coordinator at (910)223-7711.

### **Suggestions and Recommendations**

Parents and visitors are welcome to submit comments or suggestions to the administrative offices or you may visit our website at [www.alphaacademy.education](http://www.alphaacademy.education).

### **PARENT BEHAVIOR**

Parents are always expected to behave in a courteous, safe, and orderly manner. Alpha Academy is committed to providing its students with the very best educational experience possible and to ensuring the safety and the overall well-being of all parents, students, faculty and staff, and volunteers. To achieve this goal, the support of parents and a strong and positive

relationship with the school is imperative. Therefore, all parents are expected to conduct themselves in a responsible manner consistent with the values of integrity, open communication and mutual respect. Parents shall always model positive and responsible behavior and communicate in an ethical manner. The use of inappropriate behavior is unacceptable and will be addressed by the Administration as needed.

### **Personal Cell Phones and Electronics**

Cell phones, smart watches and any electronics are not allowed in school and/or must be turned into the office or stored in the lockers or backpack during school hours. Cell phones, smart watches, and electronics will be apprehended if seen or heard during school hours and will be returned after 30 days. The school is not responsible for lost or stolen cell phones and electronics.

## **MEDICAL & HEALTH INFORMATION**

Medical forms should be completed for all students. Parents are encouraged to get routine physicals for their children. All shot records must be up-to-date. The office can only administer medicine prescribed by a physician. When over-the-counter medication is prescribed by a physician it must be accompanied with a note from the prescribing physician. Students are not allowed to have any medication prescribed or over-the-counter in their possession. All medications are kept in the office.

Students with an illness or contagious medical condition should be kept home until clearance is received from their physician.

**This facility is free from asbestos and follows all state and federal guidelines.**

## **POLICIES AND COMMUNICATIONS**

### **Promotion Policy**

By the end of the school year, a student must pass 2 of the 4 core subject areas for the school year. The 4 subjects are Language Arts/Reading, Science, Social Studies, and Mathematics. The combination of Language Arts and Reading constitutes one subject area.

Based on the current academic position of a student, Alpha Academy's administration must approve a student's request to retake a class from an accredited school.

Please note, if a student is retained for any reason, summer school is not a means of promotion.

Middle school students that successfully pass Algebra I will earn one full high school credit.

Alpha Academy follows the North Carolina requirements for high school graduation. Students must earn a minimum of 22 credits and complete all required coursework with a D or higher. Attendance is considered, and students must meet local and state attendance requirements.

### **Information**

Parents may receive school communications via memos, newsletters, school websites, automated phone message systems, emails, letters, school meetings and workshops, or personal phone calls. It is extremely important for parents to notify the school immediately of any phone number or address changes. In addition, please check book bags daily for school memos.

### **School Cancellation Due to Inclement Weather or School Emergency**

In the case of a school cancellation or early dismissal, announcements will be made on local television stations, via the school website and phone messaging system and social media. The school's voicemail may also contain information. It is the responsibility of the parents to make sure that the school has current parent contact and emergency contact information.

### **Transportation Issues**

Call the school at (910) 223-7711, to verify or report any bus issues. During non-school hours a message may be left on the school's voicemail or a message may be transmitted via the automated phone message system. All student pickups must be made before 2:30 p.m. No students will be released after 2:30 p.m. Any change in student transportation must be made before 1:00 p.m. Do not leave transportation information on the school's voice mail, because it may not reach the student in a timely fashion.

### **Religious Activities**

We are a public school and no activities, instruction, or communications which promote religious beliefs will be directed towards any child at any time. Please notify your child's teacher of any school activities that your child may not be allowed to participate due to religious and/or cultural beliefs.

### **Student Resource Fee**

Students may be assessed a non-refundable resource fee.

### **Pre-Kindergarten Program**

Alpha Academy's Pre-Kindergarten program is a fee-based program. Students accepted to this program are four (4) years of age by August 31st of the current school year. (unless approved by administration) Parents must submit a Pre-Kindergarten application, with supporting documents and pay the fee(s) required before the student is able to attend.

- Pre-Kindergarten students will need to attend normal school hours, Monday - Friday, 7:45 am - 3:30 pm, except school designated days off.
- Students must be in uniform, according to the Alpha Academy school dress code policy.
- Students are required to bring a healthy, nutritious lunch, which includes fruits and vegetables. No candy, gum, or sugary sweets. No soda or flavored juices. Parents are asked to send 100 % juice and/or water.
- Parents are asked to provide a healthy, nutritious snack daily for snack time.
- Pre-Kindergarten students will be allowed to take a sixty (60) minute nap daily.
- Pre-Kindergarten students must follow the Alpha Academy Student Code of Conduct.

### **GETTING ORGANIZED**

Getting organized now will certainly help you achieve a more productive school year. Do yourself a favor and follow the tips below:

1. Get plenty of rest on school nights. This will enable you to be more alert during class. If possible, wake up early enough so that you are not rushed. This also helps prevent forgetting or leaving items at home that you need for school.
2. Plan your wardrobe for school the night before. We are a uniformed school; this task can be very simple.
3. If possible, purchase your school supplies on time. Teachers often request that you purchase items (folders, pencils, student planners, etc.) that help you become more organized.
4. Clean out your book bag and organize all your papers and notebooks regularly. Try doing this daily or at least once a week.
5. Write down your assignments in a student planner. If you do not have a planner, a homework notebook will work just fine. You may also write down events in your planner (tests, ball games, holidays, etc.).
6. Find a good spot at home to study and do homework each night. Do not do homework in front of the television. TV can be a distraction; you are prone to make errors on your homework.
7. Do not wait until the last minute to work on homework assignments and projects. Be proactive and attempt to do your very best on every assignment. Starting early certainly gives you more time to work on assignments.

8. Make a habit of making a to-do-list. This simply means that you are writing things that you need to do tomorrow. This way you will know exactly what your daily tasks are: (homework, home chores, dental appt., etc.)
9. Never hesitate to get help. If you do not understand your school work, get help immediately. Ask your teacher, a parent, sibling, or friend for help.
10. Do the homework for the most difficult subjects first. The remainder of your homework will be less stressful and more enjoyable,

***The more that you read, the more things you will know, the more that you learn, the more places you'll go.***

***- Dr. Seuss***

**School Colors**  
**Royal Blue & White**

**School Mascot**  
**Timberwolves**

**Mailing Address:**  
**Post Office Box 26179**  
**Fayetteville, NC 28314**

**Website: [www.alphaacademy.education](http://www.alphaacademy.education)**  
**Email: [hello@alphaacademy.education](mailto:hello@alphaacademy.education)**

**Location:**  
**8030 Raeford Road**  
**Fayetteville, NC 28314**

**Student Hours**  
**7:45 A.M. – 3:30 P.M.**

**Office Hours**  
**7:30 A.M. - 4:30 P.M.**



**(Page left blank intentionally)**

# PARENT AND/OR GUARDIAN SIGNATURE SHEET

## **Receipt of Student Handbook and Student Code of Conduct**

Alpha Academy is a School of Choice. By your child attending Alpha Academy, you acknowledge that you and your child understand and accept the policies and procedures of the school. Any updates of the policies and/or procedures will be posted online or forwarded via email. By signing and returning this page, you acknowledge that you have reviewed this information with your child.

This form will be kept in your child's record in the front office.

\_\_\_\_\_  
Print Parent or Guardian's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian's Signature

To enable us to properly record that you have returned this sheet, please carefully print the information below:

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Grade