



2021-2022 PARENT AND STUDENT HANDBOOK

THE ACADEMY OF MOORE COUNTY
12588 Hwy 15-501 South
Aberdeen, NC 28315
910-757-0401
www.academyofmoorecounty.org

Introduction.....	3
Mission Statement.....	3
Board Chairman.....	3
School Administrators.....	3
Calendar.....	4
Curriculum	4
Pledge of Allegiance.....	4
Equal Education Opportunities	4
Compliance with Other Laws/Fees/Afterschool Fees.....	5
Health and Safety Requirements	6
Student Admission and Leave Procedures	7
Admission Policy.....	7
Lottery Policy.....	8
Waiting List Policy.....	8
Notification of Acceptance Policy.....	8
Acceptance of Seat Policy	8
Placement	8
Re-Enrollment Policy.....	9
Promotion and Retention Criteria	9
Suspension, Exclusion, Expulsion and Long Term Suspension	10-12
Withdrawal	9 & 12
General School Expectations	13
Arrival & Departure Procedures.....	13
Attendance.....	14-16
Bullying.....	16
Child Abuse/Neglect.....	16
Discipline.....	17-18
Disciplinary Action.....	18
Emergency School Closing	19
Emergency Contact Information.....	19
Electronic Devices	20
Field Trips.....	20
Fundraising.....	20
Grading.....	20-21
Grievance Process.....	21
Health/Wellness.....	22

Homebound Instruction.....	23
Homework.....	23
Hours of Operation.....	23
Internet Use Policy.....	23
Lost and Found.....	23
Lunch, Snack and Food Allergies	24
Off Campus Activities.....	24
Participation, Student.....	24
Participation, Parent	24
Physical Education.....	25
Returned Check Fee.....	25
Safety.....	25-26
Solicitations	26
Student Records	26
Supplies, Classroom.....	26
Teacher Conferences.....	27
Testing.....	27
Textbook Fines.....	27
Tobacco Policy.....	27
Tutoring.....	27
Uniform Policy.....	28-29
Visitors/Volunteers	30
 Computer Usage Policy.....	 31-32
Signature Page.....	33
Class Dojo Policy/Signature Page.....	34
Virtual Meeting Policy/Signature Page.....>	35
Parent and Student Handbook Agreement	36
Signature Page.....	37

Introduction

This Parent and Student Handbook sets forth policies and expectations of The Academy of Moore County. This information will be beneficial as your guide to a successful school year.

The faculty of The Academy of Moore County approach each year with excitement and vitality.
We look forward to a rewarding school year!

Mission Statement

“Developing Tomorrow's Leaders Today”

Grades K - 5 **“A Public School of Choice”**

Board Chairman

Dr. David Nordloh

School Administrators

Allyson Schoen

Director of Education

aschoen@academyofmoorecounty.org

Crystal Bonville

Assistant Direction of Education

cbonville@academyofmoorecounty.org

Dorianne Kenn

Administrative Assistant/Data Manager

dkenn@academyofmoorecounty.org

Andriette Fifer

Finance/Payroll Specialist

afifer@academyofmoorecounty.org

Richard Schoen

Director of Operations

rschoen.tamc@gmail.com

TAMC Daily Schedule

7:55 AM – 3:00 PM

7:20 AM - School Building Opens

7:55 AM - School Day Begins!! Children must be in their classrooms before 7:55 AM in order to be “ON TIME”

2:00 PM - SAFETY TIME – DOORS CLOSED & NO STUDENT CHECK OUT

2:55 PM - Bus Dismissal

3:00 PM - Car Rider Dismissal

Calendar

The Academy of Moore County follows a **year-round schedule** consisting of **179** academic day per year. A copy of the calendar can be found on The Academy of Moore County website.

Curriculum

The Academy of Moore County follows the North Carolina Common Core and Essential Standards, with a rigorous set of academic standards that is uniform across the state.

“Based on a philosophy of teaching and learning that is consistent with current research, exemplary practices, and national standards, North Carolina educators seek to provide the most appropriate education possible for the diverse learners in the public schools of the state in order to prepare all students to become successful, contributing members of a 21st century society and global economy.”

“The Common Core and Essential Standards” is part of the Department of Public Education's continual improvement efforts. The curriculum will be revised on a regular basis to remain consistent with the changing needs of our nation, state, and local communities.”

--from www.ncpublicschools.org/curriculum/

Pledge of Allegiance

The Pledge of Allegiance shall be said every morning prior to the start of the academic school day. Individual students may choose to refrain from reciting the Pledge but will be expected to maintain proper decorum while others participate.

Equal Education Opportunities

The Academy of Moore County provides equal education opportunities for all students and does not discriminate on the basis of race, gender, disability, nationality, or religious affiliation. The Academy of Moore County adheres to the legal obligations and requirements under section 504 of the Rehabilitation Act of 1973 and the Individuals with Disabilities Act Amendments of 1997, including identification, evaluation, and provision of an appropriate education.

Compliance with other Laws

The Academy of Moore County shall comply with all applicable federal laws and regulations, including but not limited to such laws and regulations governing employment, environment, disabilities, civil rights, children with special needs, transportation, and student records. The Academy of Moore County shall comply with all applicable health and safety laws and regulations, whether federal, state or local. Neither the State Board of Education nor the local board of education assumes the duty to oversee the operations of the School except as may otherwise be required to monitor the charter school for compliance with applicable laws and regulations. The Academy of Moore County is required to notify parents, students and staff of the provisions of this paragraph.

Fees

The Academy of Moore County will charge an annual technology fee of \$25.00 per student.

Afterschool Fees

After school fees are \$12.00 per child.

For families with 2 children, the fee is \$18.00 for both, per day.

For families with 3 or more children, the fee is \$24.00 for all children, per day.

TAMC Health and Safety Requirements

- **Asbestos, Notification of Inspections:**

In compliance with the US Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), The Academy of Moore County is exempt from the state requirement of a yearly asbestos inspection due to the building being built after October 12, 1988. A copy of the school's management plan is located in the administrative office for review.

- **Blood Borne Pathogens:**

Any staff member or child who is diagnosed as having a blood borne disease, e.g., AIDS, HIV, HBV, etc. shall be allowed to continue to attend duties/school unless it is determined that the staff/child is too ill to attend or presents a health risk to others. In any case of communicable disease, strict adherence to control measures as defined by OSHA and the North Carolina Department of Environment, Health, and Natural Resources, Division of Health Services will be observed.

- **Immunizations:**

The School will comply in full with the provisions of G.S. 130A-155 that requires that all students attending school provide a certificate of immunization indicating that the child has received immunizations required by G.S. 130A-152. Complete and up-to-date records of the student's immunizations must be provided by the parent/guardian to the school office within 30 days of enrollment. If proper documentation is not provided, The Academy of Moore County will follow the process outlined in the law for obtaining the certificate or not permitting the student to enroll and/or continue enrollment.

- **Fire and Safety Regulations:**

The School will submit to all fire and safety inspections by state, county, and municipal authorities as required by law. The School will also obtain all necessary certificates and licenses prior to opening for each school year.

- **Hazardous Chemicals:**

The School will take all necessary steps to protect its students and staff from hazardous chemicals or other potentially dangerous materials, and it will comply fully with all required inspections, laws, ordinances, and regulations regarding hazardous chemicals.

TAMC School Admissions/ Enrollment Policy and Leave Procedures

Admission Policy

In accordance with public school law statues 115C-238.29F, any child who is qualified under the laws of this state for admission to a public school is qualified for admission to charter schools. The Academy of Moore County will not discriminate against any student on the basis of ethnicity, national origin, gender or disability and shall not limit admission to students on the basis of intellectual ability, disability, race, creed, gender, national origin, religion or ancestry.

All students eligible for enrollment in a North Carolina public school are eligible for enrollment at The Academy of Moore County. Applications for the up-coming year will be made available through “Lotterease” link which will be posted on our website. Notification of “open enrollment” will be posted in our local paper, The Pilot, thirty days (30) prior to its commencement. The open enrollment period will be for no less than thirty days (30) days beginning on the first day of our return from winter break and ending on the first Friday following the thirtieth (30th) day.

Application Contents

At a minimum the following information must be included in application:

1. Parents/Guardian Name, Address, Email and Phone Number.
2. Student’s Name, Birthdate, and upcoming grade.
3. Proof of Residence

Additional information will be required upon acceptance.

Enrollment Priority

The Academy of Moore County will follow all rules and regulations regarding enrollment priority as specified in NC charter school law 115C-215.45. At the time of application our automated lottery system, “Lotterease”, will establish the following priorities:

1. Limited to no more than 15% of the school’s total enrollment, the following:
 - a. Children of the school’s full-time employees.
 - b. Children of the charter school’s Board of Directors.
2. Siblings of currently enrolled students who were admitted to the charter school in a previous year. For purposes of this section, the term “siblings” includes any of the following who reside in the same household: half siblings, step siblings, and children residing in a family foster home.
3. Newly enrolling siblings:
 - a. If siblings apply for admission to The Academy of Moore County and a lottery is needed, The Academy of Moore County will enter one surname into the lottery to represent all the siblings applying at the same time. If that surname of the siblings is selected, then all the

siblings shall be admitted to the extent that space is available and does not exceed the grade level capacity.

b. If multiple birth siblings apply for admission to The Academy of Moore County, one surname will be entered into the lottery to represent all the multiple birth siblings applying at the same time. If that surname of the multiple birth siblings is selected, then all the multiple birth siblings shall be admitted.

Lottery Procedures

Following the last day of open enrollment all applications will be electronically dated, time-stamped, and sequenced within the “Lotterease” system. These applications will be electronically notified via text and email after the lottery list has been depleted and new positions are made available.

The conduct of the lottery will be performed through the automated “Lotterease” system. Public notice will be sent to all applicants no less than one week prior to execution of the lottery process. Immediately, upon completion of the lottery run, all applicants will be notified by email and text of the results.

Acceptance

Parents/guardians will have seven (5) calendar days following notification of enrollment to accept or decline this enrollment. If the school does not hear from the parent/guardian by this date, the school will make reasonable attempts to contact the parent/guardian. If there is no response, the school will remove the student from the enrollment roster and the next student on the waiting list will be automatically offered the position.

If a student has accepted enrollment at the school but does not appear at the school on the first day, the school will make reasonable attempts to contact the parent. If there is no response from the parent/guardian within twenty-four (24) hours, the school reserves the right to remove the student from their enrollment roster and the next applicant on the wait list will be notified of availability through the automated “Lotterease” system.

After notification of acceptance, a student registration packet must be completed and submitted prior to the due date set by administration, otherwise a seat will not be guaranteed for that student, and he/she will be placed at the end of the waiting list. Newly enrolled students must be present the first day of school by 7:55 a.m. to secure their seat. Also, new students will not be allowed to begin classes until proof of promotion from their previous school has been provided.

Placement

The Academy of Moore County Director of Education makes all placement decisions. Placement decisions are made for all new students and a review of placement for all continuing students occurs each year. The Director of Education will make every effort to place students in classes that are balanced to foster the optimum growth of each child, and the class as a whole.

Re- Enrollment Policy

In December of each year, parents will be given the opportunity to re-enroll their child for the next academic year by filling out a “Letter of Intent.” This letter helps determine the number of students per grade level that will be returning and is essential in preparing for new student enrollment.

Withdrawal

Parents withdrawing their children must fill out a “Withdrawal Form” at the time of withdrawal. Student’s permanent records will not be forwarded until the form is completed and a request for transcripts has been received from the student’s new school

Promotion and Retention Criteria

In order for a student to be promoted, the following criteria must be met as set forth by The Academy of Moore County Board of Directors and North Carolina State Law:

- All students shall meet all attendance requirements.
- All students shall earn a yearly average of 70 or above to pass any subject area.
- All students must pass Language Arts, Mathematics, and Science at or above the minimum acceptable grade level.
- Any student who is working below grade level will be notified by their child’s teacher to schedule a conference. Report cards, progress reports, and any other reports to parents/guardians will acknowledge **working below grade level** with a **circled letter grade**. Example: (B)

The following additional criteria will be used in the decision to promote or retain a student:

- Academic promotion requirements which are specified in a student’s Individualized Education Plan (IEP) shall establish the promotion standards by which students with an IEP will be promoted. Any academic requirements for promotion stated in this policy which are not modified in a student’s IEP shall remain as a requirement for promotion.
- An evaluation of a number of assessments; including end-of-grade scores, achievement of mastery, and other additional academic considerations specific to grade level and the school philosophy.
- Teacher recommendation to the Director of Education.

Children progress at their own rate and the significance of their age and/or grade level is deemphasized. There are times, however, when it is believed that it would benefit a student to spend an additional year at the same grade level. The final decision for promotion will be made after End-of-Grade testing has completed. A parent who does not agree with the decision to retain may appeal the decision to the Director of Education. The State of North Carolina has vested all final promotion authority with The Academy of Moore County’s Director of Education.

TAMC Suspension, Exclusion, and Expulsion

- **Exclusion**

A student can be excluded from The Academy of Moore County in accordance with GS 115C-238.29F (d) (5) and be returned to another school in the local school administrative unit if, in the opinion of the Director of Education, there has been sufficient violation of the school Pledge or the rules and policies of the Parent/Student Handbook.

- **Suspension**

A student may be suspended from The Academy of Moore County in accordance with GS 115C-391 if the rules continue to not be followed or if the student's conduct, as established by his or her teacher(s), proves to be disruptive or dangerous to other students and/or staff, recognizing the requirements of state and federal law concerning special needs students. Suspension may also occur if a student or parent(s) fails to adhere to the terms of the school Pledge or the rules and policies of the Parent/Student Handbook. Until the length of the suspension has been completed and/or the suspension is excused by the Board of Directors (see Appeals), the student will not be permitted to return to campus or participate in any off-campus school activities.

Long Term Suspension Guidelines

Discipline

The Academy of Moore County is an academic institution; therefore, all behaviors should reflect the seriousness of this endeavor. Each student is a valuable member of the school's leadership community. A community which values the dignity and worth of each individual is created by each member taking personal responsibility for his or her behavior and respecting the personal and cultural differences of others. Students shall display a courteous attitude at all times. When students fail to do this, disciplinary action may take place. Discipline and self-control are essential to the academic and social success of each child. We are committed to fostering in each student leadership, self-discipline, sound moral character, and respect for our community of unique individuals. With these ethics in mind, the following expectations apply:

Students will:

1. Strive to maintain high academic standards.
2. Respect the personal space, property, and privacy of others.
3. Be kind, courteous, and thoughtful.
4. Respect and keep our environment clean.
5. Complete all class assignments and submit when due.
6. Exhibit a spirit of scholarship and good sportsmanship.
7. Exercise good manners at all times.

Students will not:

1. Compromise the safety of oneself or others through inappropriate behavior.
2. Possess or use alcohol, tobacco products, marijuana, controlled substances or associated paraphernalia on campus or while attending off-campus events.
3. Make a presentation of, or use of counterfeit (fake) drugs or weapons. This will result in the same punishment as if it were the real item.
4. Possess, threaten to possess, or use weapons of any kind as defined in G.S. 14-269.2(b-g) or powerful explosives as defined in G.S. 14-284.1 on campus or while attending off-campus events.
5. Fight, show physical aggression, or display any inappropriate physical contact.
6. Misuse school or personal property of others.
7. Engage in personal harassment of any kind.
8. Leave school grounds without expressed permission of a teacher, parent and/or administrator. Being outside the boundaries of the school campus will be construed as leaving school grounds.
9. Lie.
10. Cheat.
11. Steal.
12. Use profane, rude, or disrespectful language or gestures.
13. Display mean, unkind, or unpleasant behavior towards others, such as bullying.
14. Engage in inappropriate displays of affection.
15. Wear hats indoors.
16. Litter or harm school property.
17. Violate the Uniform Code.

Intolerable Behaviors

The following behaviors will not be tolerated (“Zero Tolerance”) and may result in immediate dismissal or suspension from school without discussion. Additionally, a recommendation for long term suspension/expulsion will be made by the Director of Education to the Chairman of the Board of Directors.

- Any action or threat of an action that could jeopardize the safety and well-being of others (students, teachers, and support staff)
- Possession of illegal drugs (including counterfeit)
- Possession of weapons of any kind
- Repeated willful defiance of a teacher or refusal to follow directions given by an adult in charge (including all staff)
- Bullying/Cyber Bullying

Bullying

Bullying, intimidation, repeated teasing or taunting, use of offensive or degrading language including, but not limited to remarks that demean a person's race, religion, sex, national origin, disability, intellectual ability or physical attributes are specifically prohibited. **The Academy of Moore County has a ("zero tolerance") for bullying. Bullying will result in an automatic office referral, and in accordance with the state law, can result in long term suspension/expulsion.**

Disciplinary Action

Most infractions of school rules will be addressed immediately by the teacher or staff member involved, and appropriate consequences will be decided. The following steps will be taken when a student's behavior is inconsistent with the school's mission or standards of conduct:

- The student will be expected to evaluate his/her behavior with the teacher, and to identify actions that will result in leadership behavior. This action plan should include describing the inappropriate behavior, identifying the rule or expectation, and alternatives to the behavior for the future. An apology or restitution, as appropriate, may be required. The student will be expected to correct his/her behavior immediately. Excuses for a recurrence of the behavior will not be accepted.
- If the action plan is not successful and the behavior persists, the teacher and Director of Education will determine appropriate disciplinary action which may include on-campus community services, limits on free play, exclusion from on- and/or off-campus activities, parental attendance in class, suspension, expulsion, or dismissal from The Academy of Moore County.
- The Academy of Moore County may refer to the Local LEA's Code of Conduct Policy Manual when a specific discipline infraction has taken place, or where it is not specifically dealt with in this Parent/Student Handbook.

Appeals

Appeals with regards to a long term suspension should be formally directed in writing to the Board of Trustees within three business days of the student's dismissal. The decision will remain in place until the Board has an opportunity to meet and review the appeal.

Withdrawal

Parents withdrawing their children must fill out a "Withdrawal Form" at the time of withdrawal. Student's permanent records will not be forwarded until the form is completed and a request for transcripts has been received from the student's new school.

General School Expectations

Arrival and Departure Procedures

When students arrive on campus, they should report directly to their classrooms or if they arrive before 7:45 AM, grades K-2 shall report to cafeteria and grades 3-5 shall report to the multi-purpose room. Once students arrive on campus, they must remain on campus throughout the school day. Students should leave campus when their school day ends at 3:00 PM. It is the parents' responsibility to ensure their child/children are picked up by 3:00 PM. **If a student is not picked up by 3:15 PM, they will be sent to After School Care.** The student's parent will be charged the daily fee of \$12 for this service to be paid on the day of services rendered. If they are not picked up by 6:00 PM, we will contact the local authorities, after attempting to contact the parents. Parents will be charged a late fee after 6:00 PM of \$1.00 per minute.

TRAFFIC/VEHICLES

- **No Cell Phone Use During Morning Drop-off and Afternoon Pick-up**
- Drivers are expected to use proper turn signals and obey the direction staff members assisting in traffic flow when entering and exiting the campus.
- **Drivers are reminded to drive slowly throughout the campus. The speed limit is 5 mph.**
- All roads that are located directly in front of classrooms are open only to single vehicle, one-way traffic during drop-off and pick-up.
- **Vehicles are not allowed to pass, go around, or pull in front of stopped vehicles or traffic cones.**
- Drivers must remain in their vehicle while in the drop-off or pick-up line.
- Drivers are expected to obey all traffic signs, cones, and barricades on campus including those put in place to direct traffic into staging lanes (where applicable).

In order to pick up your child/children at dismissal time, all parents/guardians are required to have a visible "STUDENT NAME SIGN" in their vehicle.

If you do not have a SIGN VISIBLE you will be asked to park and go to the front office.

TAMC Attendance Policy

Attendance in school is central to education achievement and school success. Attendance and participation in class is an integral part of the teaching–learning process. Additionally, regular attendance develops patterns of behavior essential to success in later life. While there are times when students must be absent from school due to physical inability to attend, it must be understood that parents or legal guardians have the responsibility for ensuring that students attend and remain at school daily.

The Attendance Policy of The Academy of Moore County has major components. One, the accumulation of excessive days may result in the retention of the student in the same grade. Secondly, the absences/tardiness are coded as excused or unexcused. Excused/tardiness absences are for illness, injury and the like, when we are informed by a parent or guardian. Excused absences become unexcused if no contact is made by the parent or guardian within two (2) school days. Physician note must be presented to the front office to verify excused absence/tardiness if the student has an appointment. Parental notes must be presented to front office to verify excused absence/tardiness as stated below.

- **Absence, Excused and Unexcused**

All children are expected to be at school each day unless they are ill or there is an emergency. In compliance with the North Carolina Compulsory Attendance Law (G.S. 115C-378) all absences require parental and/or physicians documentation explaining the child's absence. SEVEN (7) or more unexcused absences will result in a meeting with school administration and could ultimately result in a parent being referred to the District Attorney's office and the director of social services in the county in which the child resides.

It is the policy of the state of North Carolina and The Academy of Moore County Board of Directors that any student with more than 20 absences (excused or unexcused) shall be retained the following school year. Parents may appeal this decision if a medical condition exists which may have prevented normal attendance.

Excused Absence

When a student must miss school, a written excuse signed by a parent, guardian or a physician note must be presented to the teacher/front office no later than 2 days after the absence. Undocumented absences cannot be excused.

An absence may be excused for the following reasons:

1. personal illness or injury that makes the student physically unable to attend school;
 - a) isolation ordered by the State Board of Health
2. death in immediate family
3. medical or dental appointment
4. participation under subpoena as a witness in a court proceeding
5. observance of an event required or suggested by the religion of the student or the student's parent(s) with written prior approval from the principal for a minimum of two days each academic year. The student shall have the opportunity to make up any tests or other work missed due to the excused absence for a religious observance.

6. **Military**

- a) vacations in conjunction or upon **long term deployment** (NOT TDY)
- b) military promotion or honor ceremony

In the case of any absences, the student will be permitted to make up his or her work. The student is responsible for finding out what assignments are due and completing them within the specified time period, as determined by the teacher.

Students who are absent for family, church trips or other reasons not considered excused by state policy will be given an unexcused absence. Work may be provided ahead or made up upon return if cleared with an administrator before the absence occurs. In certain cases, travel for an educational purpose may be excused. Approval must be obtained prior to the travel and an age appropriate report must be turned in for the absences to be excused.

Unexcused Absence

Any absence not meeting the requirements of an excused absence shall be an unexcused absence.

Excessive Absences/Tardiness

The Director of Education shall notify the parent or legal guardian, by mail, that their child/children may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences/tardiness cannot be justified.

The Director of Education has the right to report the attendance record to the local magistrates office, under N.C. Gen. Stat. 115C-378.

Early Dismissal

If parents must take a child out of school during the school day for reasons such as a doctor's appointment or other medical appointments, a note should be submitted no later than the morning of the pick-up and they must come to the office to sign the student out. A physician note must be presented to the teacher/front office the day after appointment.

Anyone picking up a student must present an ID card which will be verified against the student's records. They must be designated in the student's file as an authorized pick-up. Students will be called from the office to meet their parent or designated adult.

Students will be considered present for the day if they are in attendance for at least the first 3 ³/₄ hours of the school day, from 7:55-11:45 a.m.

We cannot prohibit parents from taking their children out early; however, if a student is checked out of school for reasons not approved by the Director of Education, they will be coded unexcused early dismissal and they will not be allowed to make up missed work or tests.

Students are not allowed to be released from school between 2:00 and 3:00 PM dismissal time unless there is an emergency. Please remember, teachers are still instructing in the classrooms until the end of school and early dismissals interrupt

instruction. We encourage all parents to make routine medical appointments during school breaks.

Parents planning to pick up their child/children must report to the office to sign the early dismissal sheet. Office personnel will page the child's classroom to have them sent to the office. **NO CHECKOUTS AFTER 2PM.**

ALL STUDENTS WILL BE RELEASED FROM LOWER BUILDING FRONT OFFICE

Students that are Tardy

Students need to be dropped off no later than **7:50 AM** to ensure that they are in their classrooms by **7:55 AM** ready to begin class. If a student arrives **after 7:55 AM**, parent and student will need to go to the administration office to sign the student in and the student will receive a tardy pass, prior to the student going to class. **Please note that waking up late is not an excused absence. Remember, students must be in their classrooms at the designated time 7:55 AM, not just on campus or in the hallway.**

ALL STUDENTS SIGNING IN TARDY MUST COME THROUGH THE LOWER BUILDING FRONT OFFICE

Also remember that children rely on an adult to bring them to school and that your actions do influence your child's education. Research shows that students who arrive late to school, play "catch up" the entire school day.

Make-up Work

Students will be allowed an equal number of days to makeup work for excused absences and early dismissals as were missed.

Transportation

****If you need to change your child's mode of transportation or if someone different is going to pick your child up from school, please send a written note to your child's teacher/front office and call the school before 2:00 PM. Transportation changes CANNOT be sent through Class Dojo! We understand, however, that emergencies do happen, but we will not take sudden changes after 2:00 PM daily.***

Note: If a teacher is absent, the substitute teacher or front office will not be aware of a transportation change if you use Class Dojo

Bullying

Bullying, intimidation, repeated teasing or taunting, use of offensive or degrading language including, but not limited to remarks that demean a person's race, religion, sex, national origin, disability, intellectual ability or physical attributes are specifically prohibited. **The Academy of Moore County has a zero tolerance for bullying. Bullying will result in an automatic office referral, and in accordance with the state law, can result in expulsion.**

Child Abuse/Neglect

The faculty and staff of The Academy of Moore County are required by law to report any suspected case of child abuse or neglect to the Department of Social Services.

Discipline

The Academy of Moore County is an academic institution; therefore, all behaviors should reflect the seriousness of this endeavor. Each student is a valuable member of the school's leadership community. A community which values the dignity and worth of each individual is created by each member taking personal responsibility for his or her behavior and respecting the personal and cultural differences of others. Students shall display a courteous attitude at all times. When students fail to do this, disciplinary action may take place. Discipline and self-control are essential to the academic and social success of each child. We are committed to fostering in each student leadership, self-discipline, sound moral character, and respect for our community of unique individuals. With these ethics in mind, the following expectations apply:

Students will:

1. Strive to maintain high academic standards.
2. Respect the personal space, property, and privacy of others.
3. Be kind, courteous, and thoughtful.
4. Respect and keep our environment clean.
5. Complete all class assignments and submit when due.
6. Exhibit a spirit of scholarship and good sportsmanship.
7. Exercise good manners at all times. This includes:
 - Not interrupting others or speaking out of turn.
 - Raising one's hand to be called upon.
 - Addressing all adults by their appropriate title (Mr., Mrs., Miss, Ms., Dr., etc).
 - **Using polite responses frequently, such as: "Thank you," "Please," "Yes Ma'am/Sir," "No Ma'am/Sir," etc.**

Students will not:

1. Plagiarize –claiming the intellectual, artistic, or literary work of another student.
2. Compromise the safety of oneself or others through inappropriate behavior.
3. Possess or use alcohol, tobacco products, marijuana, controlled substances or associated paraphernalia on campus or while attending off-campus events.
4. Make a presentation of, or use of counterfeit (fake) drugs or weapons. This will result in the same punishment as if it were the real item.
5. Possess, threaten to possess, or use weapons of any kind as defined in G.S. 14-269.2(b-g) or powerful explosives as defined in G.S. 14-284.1 on campus or while attending off-campus events.
6. Fight, show physical aggression, or display any inappropriate physical contact.
7. Misuse school or personal property of others.
8. Engage in personal harassment of any kind.
9. Leave school grounds without expressed permission of a teacher, parent and/or administrator. Being outside the boundaries of the school campus will be construed as leaving school grounds.
10. Lie.
11. Cheat.
12. Steal.
13. Use profane, rude, or disrespectful language or gestures.

14. Display mean, unkind, or unpleasant behavior towards others, such as bullying.
15. Engage in inappropriate displays of affection.
16. Wear hats indoors.
17. Litter or harm school property.
18. Chew gum.
19. Violate the Uniform Code.

Intolerable Behaviors

The following behaviors will not be tolerated and may result in immediate dismissal or suspension from school without discussion. Additionally, a recommendation for expulsion will be made by the Director of Education to the Chairman of the Board of Directors.

- **Any action or threat of an action that could jeopardize the safety and well-being of others**
- **Possession of illegal drugs (including counterfeit)**
- **Possession of a weapon**
- **Repeated willful defiance of a teacher or refusal to follow directions given by an adult in charge**
- **Bullying**

Disciplinary Action

Most infractions of school rules will be addressed immediately by the teacher or staff member involved, and appropriate consequences will be decided. The following steps will be taken when a student's behavior is inconsistent with the school's mission or standards of conduct:

- The student will be expected to evaluate his/her behavior with the teacher, and to identify actions that will result in leadership behavior. This action plan should include describing the inappropriate behavior, identifying the rule or expectation, and alternatives to the behavior for the future. An apology or restitution, as appropriate, may be required. The student will be expected to correct his/her behavior immediately. Excuses for a recurrence of the behavior will not be accepted.
- If the action plan is not successful and the behavior persists, the teacher and Director of Education will determine appropriate disciplinary action which may include on-campus community services, limits on free play, exclusion from on- and/or off-campus activities, parental attendance in class, suspension, expulsion, or dismissal from The Academy of Moore County.
- The Academy of Moore County may refer to the Local LEA's Code of Conduct Policy Manual when a specific discipline infraction has taken place, or where it is not specifically dealt with in this Parent/Student Handbook.

Emergency School Closing

An emergency school closing is defined as a cancellation of part or all of a normally scheduled school day due to any reason that may endanger the safety of our students and staff including but not limited to: inclement weather, electrical failures, and water system failure.

School Closing Announcement

In the event a decision is made by the Director of Education to delay or close school due to a situation that may endanger our students and staff, it will be announced on the following local new stations' broadcasts and websites: **We do not follow Moore County Schools Schedules.**

WRAL-TV 5
Bright Arrow
www.academyofmoorecounty.org

School information will be strictly listed under the name of **The Academy of Moore County.**

Our school does not follow the local school district's schedule of closings and delays.

Emergency Closing Procedure

In the event of any emergency school closing **during the school day**, The Academy of Moore County will follow normal pick-up procedures, at the time designated for closing. After School Care will not be available due to safety concerns. Please ensure that your child is familiar with those individuals authorized on their enrollment form to pick him/her up and where he/she will be taken in case of school closings. Students not picked up by the time designated for the school closing will be secured in a safe place while attempting to contact parents and emergency contacts an additional time. If no response is received, the local authorities will be contacted.

Delayed Opening Procedure

The Academy of Moore County will open following the normal hours of operation plus the number of hours of the delay. For example: If the normally scheduled school day begins at 7:55 AM and there is a two-hour delay, the school day would then begin at 9:55 AM. Students may arrive 30 minutes prior to the start of the delayed schedule. After School Care may or may not be available due to safety concerns.

Emergency Contact Information

Before the start of the school year, each child must have on file in the school office a Student Enrollment Form that contains health information, emergency telephone numbers, and parent signatures. Changes in this information at any time during the school year should be reported to the office immediately.

Electronic Devices

Cell Phones, iPods, MP3 players, video games, personal laptops, and other personal electronic devices are prohibited at school.

In the case that a student may have a cell phone, it must be turned off and turned into the office staff for the day. It will be returned at the end of the school day. Any electronic device will be confiscated and returned to a parent/guardian at the end of the school day. Second offenders will receive further consequences and will lose future electronic device privileges. The Academy of Moore County will not be responsible for lost, stolen or broken items.

Field Trips

The Academy of Moore County recognizes that field trips are a fun and necessary part of education. Students must have a signed permission slip for each field trip in order to participate. Permission slips must be turned in by the due date. Students without written permission slips will not be permitted to participate in the field trip. In many cases there is an activity fee to pay for attendance or entrance to an event. We encourage parents to pay in cash or check made out to The Academy of Moore County. Uniforms are required to be worn on field trips unless otherwise noted.

Safety on field trips is also a primary concern of The Academy of Moore County. Students are required to ride the school bus to the field trip. Only students and faculty are allowed to ride the school bus unless otherwise approved by the Director of Education. Parents who wish to drive to attend a school field trip may only drive their own children home after the field trip if they so choose. Because of the possibility of distraction, other siblings or children may not accompany parents who have volunteered to drive and/or participate on the trip.

Fundraising

All fundraising events are to be approved by administration. The Director of Education must approve the event prior to it being scheduled or announced. The purpose of this policy is to ensure that all fundraising events are consistent with The Academy of Moore County's mission and that all responsible parties are informed of school activities.

Grading

The academic year is divided into four 9-week grading periods. Progress reports are sent home with students halfway through each nine-week period.

The first Report Card requires a parent/teacher conference before being sent home. Subsequently, all other Report cards are sent home at the end of each nine weeks. Parents should sign progress reports and report cards and return to the appropriate teacher. The grading scale for grades 3-5 is as follows:

A	90-100	Excellent
B	89-80	Above Average
C	79-70	Average
D	69-60	Below Average
F	Below 59-Below	Failure

- INC - Incomplete grades must be made up at the end of each nine weeks or the grade will be changed to an F.
- Where applicable, conduct is graded as follows:
O= Outstanding, S = Satisfactory, N = Needs Improvement, U = Unsatisfactory
- **A letter grade with a circle around it indicates that a child is working below grade level**

Parent Grievance Committee- Structure and Guidelines

As resolved at the 07/15/2015 meeting of the Board of Directors of The Academy of Moore County, a Parent Grievance Committee has been established in compliance with NC Charter School Governance requirements. The Board of Directors approves the following guidelines for the said committee:

(1) A member of the Board of Directors of TAMC will be elected by the board to chair the committee. The Committee will be made up of members of the Board of Directors and the School Director of Education/Principal.

(2) The following procedure is to be followed whenever a parent has a particular grievance:

The parent is to set an appointment to meet with the teacher or staff member to attempt to resolve the issue. If the issue is not satisfactorily resolved, it then should be brought to the Director of Education/Principal. Finally, if the issue remains unresolved, the parent is to write a letter of grievance addressed to the Chairman of the Grievance Committee.

(3) The procedure for parents to follow if they wish to bring a grievance to the committee is available in the parent handbook. All grievances must be dated and submitted in writing to the Chairman of the Grievance Committee. The Chairman shall call a meeting of the committee within two weeks of receipt of the grievance, if possible. At the initial meeting, the committee will decide, via majority vote, whether to bring the grievance before the Board of Directors, with a recommendation of any action to be taken.

(4) The parent(s) that submitted the grievance will be notified by letter as to the decision of the Grievance Committee within a reasonable amount of time that would be required for resolution of the grievance.

Health/Wellness

- **Contagious Conditions**

To protect the school population, students with ailments that are easily spread must be kept at home until a physician renders the student non-contagious. The following includes, but is not limited to possible contagious conditions: pink eye, ringworm, and chicken pox.

- **Head Lice**

We have a zero nit policy. If you discover lice or nits in your child's hair, please do not send them back to school until they have been treated and **all** the nits have been removed. Please tell your child not to share other children's combs, brushes, hats, etc. After adequate treatment, please accompany your child to the school office where he/she will be inspected for lice and nits. Upon a thorough inspection by school personnel, the child may remain in school if nits and lice are not found. Please re-check your child frequently to ensure lice has not returned.

Remember, head lice may cause extreme discomfort, interfere with concentration and spread easily; therefore, we ask parents to give this matter immediate attention. Children will only be given two excused absences for lice and nit removal.

- **Illness**

Students should not come to school with a fever. Additionally, a student should not come to school if they demonstrate any of these symptoms: malaise, headache, nausea, vomiting, abdominal pain or symptoms of upper respiratory infection.

If your child becomes ill at school, we will contact you immediately. If we cannot reach you, we will use the emergency contact numbers on the student's enrollment form to contact you or the person you designate. Please remember, we cannot keep ill children at school.

- **Immunizations**

Please refer to Health and Safety Requirements in the School Overview section.

- **Injuries**

In the event of a serious injury, The Academy of Moore County staff will use the emergency contact information that you provided on your child's enrollment form to contact you or the person you have designated. If necessary, we will call 911 while we are trying to reach you. Our staff will complete an accident report to keep on file for insurance purposes. If the injury is minor, the classroom teacher will exercise judgment in making a decision to call you. In most cases you will be alerted so that you will have the option of viewing the injury yourself.

- **Medicine – Prescription and Non-prescription**

The staff cannot dispense non-prescription medicine (such as aspirin or creams for itching, etc.) to students. Students who need to take prescribed medication must have a current prescription and a completed "Request for Administration of Medicine" form that can be obtained from the administrative office. This form must be filled out by a doctor, signed by a parent, and returned to the office before the medication can be administered. All prescribed medication will be kept in a locked box to be accessed and dispensed by designated staff only. Under no circumstance should a student have in their possession any type of medication. Any medications not picked up by a parent/guardian at the end of the school year will be disposed of.

Homebound Instruction

Homebound Instruction will be provided for any student that is expected to be confined for four weeks or longer at home for treatment or convalescence. The homebound instruction, based on the individual need of the student, will be approximately 3-5 hours per week. A medical statement **must be signed by a physician** confirming that the student will be away from the classroom for a minimum of four weeks and the anticipated length of time the student is expected to be unable to attend school.

Homework

It is the responsibility of parents to provide adequate time and proper environment for homework assignments to be completed. **Homework is not an optional activity.** Failure to complete homework will result in loss of privileges. All students are expected to complete assigned homework neatly, accurately, and on time. Parents may help with a child's homework, but should not do the work for the child as this is considered a form of cheating. All homework is to be turned in the morning of the due date.

Hours of Operation

Our normal office hours during the school year are **7:30 AM – 3:30 PM**. Students are required to be at school **by 7:55 AM** and remain until **3:00 PM**. On half-days, we will dismiss at **11:45 AM**. In the summer, our normal office hours are **9:00 AM – 2:00 PM**.

Internet Use Policy

Students are not allowed unsupervised access to the Internet at school.
Access is only available under the direct supervision of a teacher, instructional assistant or other trained adult.

Parents must read and sign the attached Computer Usage Policy, Class Dojo Policy and Virtual Meeting Policy

As per the student Computer Usage Policy, students will lose computer privileges for each infraction occurred.

Grades 3-5 use the Net Ref program to monitor student websites during the entire school day.

Lost and Found

Lost and found articles that are turned into the office will be returned to the owners upon identification. We urge parents to put nametags on clothing and other articles. Articles without names will be kept as long as possible, but there is very limited space. Items not claimed will be given away to local charitable organizations prior to breaks.

Lunch and Snack

The Academy of Moore County does not provide food services. Students need to bring a lunch, drink (non-caffeinated only), and snack in an appropriate container(s). Meals will be eaten in the classroom or outside, weather permitting. Please strive to pack healthy and filling meals. High sugar, caffeinated, and highly processed foods do not give children the energy they need to learn and function well in a classroom. Also, keep our environment in mind and pack meals in reusable and/or recyclable containers to help eliminate excessive waste. In the event that a student forgets a lunch, parents must bring a bagged lunch to the school office. **Please refrain from bringing fast food lunches.** If you are unable to provide your child with a lunch, please notify the school and we will provide your child with a pack of crackers and a juice. Please refrain from sending in homemade items. All classroom treats need to be store bough

Food Allergies

Due to students who have severe food allergies, we ask that all treats and food donations be store bought and approved by individual classroom teachers.

Snack time during the school day is provided as the teacher allows. Snacks must be nutritious (fruit, cheese, granola bars, raisins, trail mix, yogurt, pretzels, veggie sticks, 100% fruit juice).

Off-Campus Activities

The same School rules of behavior and discipline, as well as the consequences already outlined under Disciplinary Action, will apply to the students attending and participating in any off-campus school sanctioned activities.

Student Participation

Students are required to participate in all school directed activities. Any exceptions must be in writing and pre-approved by the Director of Education.

Parent Participation

The Academy of Moore County believes that the education of children is a cooperative effort between parents and schools. Parents are their children's first teachers and involvement by parents improves the educational achievement of their children.

We will build capacity for strong parental involvement by:

- Providing the LEA policy for every child. Translations and oral communications will be used to inform parents with language barriers and/or disabilities.
- Coordinating and integrating the parent involvement activities with other programs offered in district.
- Offering flexible schedules for meetings such as parent conferences on teacher workdays and opportunities for meeting in the evening so that meaningful consultation occurs with parents of participating children.
- Assist in the annual evaluation of the content and effectiveness of the parent involvement policy. Use the findings of the evaluation to design strategies for more effective parental involvement and improving the academic quality of the school.
- Assist in identifying barriers to greater participation of parents.

Physical Education

The State of North Carolina requires that all students “recognize the joy of participating” in athletic activities. Therefore, each child is expected to participate in Physical Education classes. A note will be accepted if a student cannot participate in P.E. classes for the length of one week. Beyond one week, a doctor’s statement must be presented. ***Doctor’s note must be applicable for 2021/2022.***

Returned Check Fee

A fee of \$25.00 will be charged for all returned checks until payment is made. After two returned checks from an individual, The Academy of Moore County will no longer accept checks for any payment.

Safety

Safe schools are critical to creating a learning environment where students can succeed. Staff and students share in the responsibility to take reasonable precautions and safety measures to create and maintain safe schools. **TAMC is a closed campus!**

- **Campus Boundaries**

For safety reasons, students are not permitted outside the immediate school area without supervision. Violation of these boundaries will subject the student to disciplinary action for being off-campus. Under no circumstances are students allowed to wander without supervision.

- **Care of School Buildings and Grounds**

Students are required to treat the school building and grounds with respect. All students will be given age-appropriate tasks to help in the upkeep of the campus. Any signs of vandalism or potential hazards on campus must be reported to a staff member.

- **Reporting Suspicious Behavior**

Students are required to notify any staff member of any acts of violence or any unusual or suspicious behavior that may endanger safety. Ongoing student education efforts will aim at minimizing any fear, peer pressure, embarrassment or other impediments to students reporting potential problems. Staff must report immediately to administration any student’s information or their own observation of unusual or suspicious behavior or acts of violence. A member of administration is required to investigate and act upon any reports of such behavior including, when appropriate, reporting criminal activities to law enforcement.

Weapons

The Academy of Moore County has a “No Weapons” policy in accordance with G.S. 14-269.2 (b-g) that reads:

“It shall be a Class I felony for any person to possess or carry and/or cause, encourage, or aid a minor who is less than 18 years old, whether openly or concealed, any gun, rifle, pistol, or other firearm, and a Class G felony for any person to possess and/or cause or aid a minor less than 18 years old, any dynamite cartridge, bomb, grenade, mine, or powerful explosive as defined in G.S. 14-284.1 of any kind on educational property or to a curricular or

extracurricular activity sponsored by a school. It shall be a Class 1 misdemeanor for any person to possess or carry and/or cause, encourage, or aid a minor who is less than 18 years old whether openly or concealed, any BB gun, stun gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades, firework, or any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance on educational property.

Any student with a weapon in his/her possession will have the weapon confiscated and will be suspended. The weapon will be stored with administration. Any student who threatens or intimidates another student or staff member with a knife or any weapon may be immediately expelled.

Solicitations

Any solicitations are prohibited without the permission of administration. This includes the selling of tickets, candy, toys, the distribution of political materials and the circulation of petitions, etc. All items intended for sale or sold for profit will be confiscated. The only exception is the selling of goods for an approved school fundraiser.

Student Recognition

Teachers and staff will take opportunities throughout the school year to recognize students who are upholding academic and leadership characteristics as outlined in their classroom. These students demonstrate by their actions that they are working towards being self-directed learners, problem solvers, thinkers, quality producers, community contributors, collaborative workers, and individual leaders who respect themselves and others.

Student Records

Confidentiality of all student records is protected by the Family Educational Rights and Privacy Act of 1974. The Academy of Moore County cannot make available any student information to unauthorized persons.

- **Review, Release of Records to Parent, Guardian or Eligible Student**
- A parent or guardian will be allowed access to the student's records upon proper request. A formal review of a student's complete records will be conducted only in the presence of the Director of Education or his or her designee.
- **Release of Records to Others**

Student records will be released promptly upon request from any school to which a student transfers, and in other circumstances specifically permitted by law. Written permission by a parent, guardian or eligible student is required for the release of a student's records in any other circumstance.

Supplies, Classroom

Each teacher will issue a list of supplies required for the class before the beginning of the school year. Parents are expected to replace used supplies throughout the year and encouraged to donate items that are exhausted frequently (tissues, hand sanitizer, paper towels, etc.). Supply lists will be posted on our website.

Teacher Conferences

Parents may contact teachers during regular school hours to relay a message or schedule conferences by writing a note, calling the administrative office and leaving a message, or through their school email as listed on the school website. Any dialogue with a teacher concerning a student is to be scheduled in advance. Remember, our teachers are planning for students, teaching, supervising, and advising during their time on campus. In order to maximize teaching time and teacher effectiveness, interrupting or detaining a teacher is not allowed. Parents may schedule a meeting with the Director of Education by contacting the school office; however, all grievances must be handled as described under Grievances in the General School Expectations section. Please realize that the Director of Education has many meetings and appointments and will not always be able to meet with you immediately.

Testing

The Academy of Moore County will administer benchmark tests throughout the year in order to gauge individual progress. Additionally, all children will participate in grade appropriate state required End-of-Grade testing.

Textbook Fines

Students will be held accountable for the condition of textbooks they are assigned. Damaged textbooks will earn a fine. These fines are meant to encourage students to take care of their books and to discourage any deliberate defacing of school items. As such, the fines do not relate directly to the original price of the book, except in the case of a book that is no longer fit to be checked out. In that case, the replacement cost of the book will be charged. Parents and students are asked to look over each assigned and record any damage found. Any damage not reported will be charged to the student. All damage must be reported to the teacher when it is found. If textbooks are lost or rendered un-useable, parents will be required to reimburse The Academy of Moore County for the cost of the book plus shipping.

Tobacco Policy

The Academy of Moore County is a tobacco free school.

Session Law 2007-238: Tobacco Free Schools requires all local boards of education to adopt, implement, and enforce a written policy that prohibits use of all tobacco products by any person in public school buildings, on public school campuses, and in or on any other school property owned or operated by the district. The policy also prohibits use of all tobacco products by persons attending school-sponsored events at other locations when students or school personnel are present. The North Carolina Health and Wellness Trust Fund Commission has been directed to provide assistance to local boards of education in implementing this policy that must be in place no later than August 1, 2008.

Tutoring

Special tutoring is available to all students on an as needed basis. If it is determined that a student requires additional remediation, it will be provided based on teacher availability. The use of an outside tutor during school hours is not authorized. The use of any outside consultants, regardless of specialty field, must have permission from the administration prior to coming on campus.

TAMC Uniform Policy

Students are required to dress in the appropriate school uniform. High standards of decency, cleanliness and grooming are expected at all times. The Administration believes these dress guidelines are reasonable. Additionally, if a child's clothing is torn, dirty or not properly fitted, parents will be asked to replace the uniform. Please find the grooming standards and uniform requirements below:

PLEASE BE SURE TO HAVE YOUR CHILD'S NAME IN ALL PERSONAL BELONGINGS

TAMC SWEATSHIRTS ARE PERMITTED OVER UNIFORM

ANY SWEATSHIRT WITH A HOOD IS NOT PERMITTED

PLEASE REFER TO TAMC WEBSITE FOR PICTURES OF APPROPRIATE UNIFORM ATTIRE

- Girls may wear single stud and small earrings that are no longer than ½ inch (no more than 2 per ear). **Boys are not allowed to wear earrings of any kind.**
- Black, brown or navy blue belts are required.
- Watches may be worn.
- **Make-up is not allowed.**
- Shoes can be black, brown, neutral or subdued colors. Tennis shoes and "Mary Jane" shoes are acceptable; **Pants and shorts with cargo pockets on the sides are not permitted.**
- If a student is in violation of the uniform policy, the student will be removed from class and a parent will be called to either bring uniform items or take the child home.

		Girls' Uniform Requirements	
Category	Types	Description	Color
Tops	Shirts	Blouses with peter pan collars, polo shirts. Must be tucked in.	White, Navy Blue Light Blue, Black
	Sweaters	V-neck, cardigan, button sweater without hood	Navy, White, Black
	Ties-Optional	Cross-tie	Navy, Blue-Green Plaid, Black
Bottoms	Jumpers/Dresses	(dresses- plain, with a collar and sleeves or without a collar must have polo or blouse underneath)	Navy Blue; Khaki, Black, Plaid
	Skirts/Skorts	Arm-length or longer	Navy; Khaki, Black, Plaid
	Shorts	Plain, No Cargo Shorts	Navy; Khaki, Black,
	Pants	Plain, No Cargo Pants	Navy; Khaki, Black
Footwear	Socks/Stockings/ Leggings		White, Navy, minimal design, Black
	Shoes	Closed-toe/Closed-heel secure shoes, crocs(navy blue/black) required; Flip-flops, sandals, platform shoes, high heel shoes, light-up shoes/sneakers are prohibited	Solid Black; Brown; White, neutral or subdued colors

		Boys' Uniform Requirements	
Category	Types	Description	Color
Tops	Shirts	Oxford style polo shirts, button shirt with color- must be tucked in	White; Navy Blue Light Blue, Black
	Sweaters	V-neck sweater; v-neck sweater vest, crew collar zip uniform sweater without hood	Navy, Black, White
	Ties-Optional	Adjustable solid	Navy, Black
Bottoms	Shorts	Knee-length; plain, no cargo pockets	Navy, Khaki, Black
	Pants	Plain, no cargo pockets	Navy, Khaki, Black
	Socks	Required	White, brown, black
Footwear	Shoes	Closed-toe/Closed-heel secure shoes, crocs (navy blue/black) required; Flip-flops, light-up shoes/sneaker and sandals are prohibited	White, neutral or subdued Colors

Visitors/Volunteers

Visitors and volunteers are welcomed at The Academy of Moore County and are reminded that they are a very visible role model while on campus and should conduct themselves as such. Visitors are those who participate in events and who have signed up to offer specific support while on campus.

Due to the nature of their assignments in working directly with our students, volunteers will be asked to sign a confidentiality agreement and may be subject to a background check. Visitors and volunteers are subject to the same expectations of the conduct as outlined for students in this handbook (see Discipline). Specifically, the following limits are asked to be kept in mind:

- First schedule an appropriate time to participate on campus with the teacher and administrative staff.
- On the day of the visit, check in with the school office. A pass will be issued by the school office which must be visibly worn at all times during their visit.
- Act appropriately. Use of profanity or acting hostile while on campus is strictly prohibited. Disagreements may be resolved in private or off-campus.
- Dress appropriately. All volunteers working on campus are asked to dress in business casual attire.
- Be considerate while visiting classrooms so as not to interrupt the instruction or distract the students.
- Do not have other children accompany you on campus, while volunteering.
- Classroom visits are not a time to conference. Teachers are teaching during this time and cannot be distracted to answer questions about individual students. (Please see Teacher Conferences in the General School Expectations section).
- Only enter an empty classroom, even if unlocked, with **the permission** of the teacher.
- Grade books are highly confidential and are not available to the parents. Parents may find out what their child's grades are by scheduling a conference with the teacher. Parents may request to view their child's academic records but must be accompanied by a school employee.
- Do not interrogate or discipline another family's child under any circumstances.
- **No smoking on campus.**
- **Do not litter. This includes cigarettes. This is not only a litter problem, but a fire hazard as well.**

Failure to observe these standards of behavior can result in parents being denied the right to come on campus.

The Academy of Moore County

A Tuition Free Public School Choice

Computer Usage Policy

The Academy of Moore County provides access to various computer resources, including the school network and the internet. These resources are available to facilitate the learning process in a supportive school environment and to provide quality learning outcomes for our students. The Academy of Moore County encourages students to become familiar with the use of information technology in the achievement of learning outcomes and personal learning goals.

As responsible member of the school community, it is expected that all students will follow and adhere to the guidelines established below. These guidelines are based on respect, common sense, school rules and procedures, as well as other state and federal legislation.

For the benefit of all users, students are expected to observe the following:

Use of Information Technology Equipment

The school has endeavored to ensure that all students' work can be saved, stored and accessed in a secure manner. It is expected that all students will respect the right of other students to use the network resources.

Grades 3-5 use the Net Ref program to monitor student websites during the entire school day.

It is expected that all students will respect the information technology equipment with which they have been provided, and realize that using this equipment is a privilege, not a right. This privilege can be withdrawn if necessary.

Access protocols include:

- Use computers for the purpose directed by the teacher in charge. Students are not to play games or use other software unless the teacher has given specific permission for this.
- Do not tamper with the computer system. It is unacceptable to seek access to restricted areas of the computer network.
- Do not swap around any equipment.
- Report all equipment faults to the teacher immediately.
- Computers are not to be used unless permission has been given by appropriate staff.

Printing

The school has provided printing facilities for students to obtain printouts of their work. Students are expected to use the printers for school purposes only and endeavor to keep paper wastage to a minimum.

- Before printing, always proofread, spell check, and print preview your document.
- When completely satisfied with the final product, print your document.
- Where possible, use double-sided printing options.

The Role of the Academy of Moore County

The Academy of Moore County undertakes a commitment to provide appropriate and financial resources to facilitate the successful incorporation of access to Information Communication Technology services throughout the curriculum in accordance with established school policies and procedures. In addition, the school will actively support the professional development of all staff to ensure the effective inclusion of information technologies, including the relevant information skills, into the school's curriculum.

The Role of the Staff within the Academy of Moore County

The School expects that each staff member will aim to incorporate appropriate use of electronic information throughout the curriculum (as they would any other curriculum resource) and that teachers and staff will provide guidance and instructions to students in the appropriate use of such resources. Staff will facilitate student access to curriculum information resources appropriate to the individual student's instructional needs, learning styles, abilities and developmental levels.

The Role of Parents

Parents and guardians are ultimately responsible for setting the standards that their children should follow when using media and information sources, and ensuring that these standards are met. This school expects that these standards will be in accordance with The Academy of Moore County Mission Statement, Parent-Student Handbook and other school policies including, but not limited to, the signed Internet Access Agreement.

The Role of Students

Students are responsible for appropriate behavior on the school computer network as detailed in The Academy of Moore County Parent-Student Handbook in relation to general school behavior. They must comply with specific computer rules including those outlined specifically within the Computer Usage Policy and Internet Access Agreement.

Communications on the information networks are public and users should not expect that files stored on school equipment will always be private. General school rules for student behavior, conduct and standards will apply. Individual users of the school networks are responsible for their behavior and communications over these networks. It is presumed that students will comply with school standards and will honor the agreements they have signed.

Copyright

Students are expected to respect and adhere to the laws concerning copyright and other people's ideas. Students must have permission before copying files from another user. Copying files or ideas belonging to another user or author without their permission may constitute plagiarism or theft.

Breach of Rules

Breaches of this Policy and the Internet Access Agreement may result in students being excluded from using the school's computer equipment and/or other disciplinary action.

Student Internet Access Agreement

Students are encouraged to become familiar with the use of information technology. This agreement must be signed by students and parents/guardians annually and returned to the office of The Academy of Moore County in order for access to the Internet through the school's computer network to be allowed. Parents/guardians are encouraged to contact the appropriate personnel at The Academy of Moore County if they require more information about this form.

TAMC COMPUTER USAGE STUDENT/PARENT SIGNATURE PAGE

STUDENT

I understand that the Internet can connect me to useful information. While I have access to the internet, I will follow all rules as stated in the Computer Usage Policy.

I WILL:

Only use the Internet for the purpose directed by the teacher.

Use the Internet solely for educational purposes.

Respect the rights and privacy of other users.

I WILL NOT:

Reveal any private information such as another person's name, address or phone number.

Attempt to retrieve, view or disseminate any obscene, offensive or illegal material.

Send or access any e-mail account.

Download or print information without permission from my teacher.

Use chat rooms.

Disclose my home address, telephone number or any credit card or pin number.

Attempt to change or tamper with the computer network or passwords in any way.

If I accidentally come across something that is illegal, dangerous or offensive, I will:

Minimize my screen, and

Immediately and quietly inform my teacher.

I understand that if The Academy of Moore County decides I have broken this agreement, I may be prevented from using the Internet for a period of time.

Student Name – Please Print Homeroom Teacher

Student Signature Date

PARENT/GUARDIAN

I understand that the Internet system can provide students with valuable learning experiences. I also understand that, although unlikely, it may give access to information that is illegal, dangerous or offensive.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information must depend upon responsible use by the students.

I give permission for _____ to use the Internet at The Academy of Moore County. I understand that students who break the Computer Usage Policy and/or Internet Access Agreement may be prevented from using computers and/or have disciplinary action taken against them.

Parent/Guardian Name – Please Print

Parent/Guardian Signature Date

The Academy of Moore County

A Tuition-Free Public School of Choice

CLASS DOJO POLICY

The TAMC Board of Directors has adopted the Class Dojo application as the preferred online communications tool for teachers and students, and has established the following rules of conduct which those using Class Dojo are expected to observe. Following these rules will assure that all users can engage in safe and productive communication. Everyone should be aware that the same expectations for respectful behavior apply within the tool as they do in any other kind of person-to-person interaction. TAMC leadership has the right to terminate the participation of a parent, guardian, other adult caring for a child, and a child who does not observe these rules.

A Class Dojo Student/Class ID shall be issued to a parent or guardian on behalf of a child attending the Academy of Moore County on condition that the parent or guardian agrees to accept the following rules of conduct:

- The Class Dojo access credentials shall be limited to students who are currently registered with TAMC.
- Communications will primarily pertain to the following items:
 - Class Announcements and Reminders
 - Classroom and School-wide Activities
 - Lesson Materials and Assignments
 - Notifications of Communicable Diseases and Steps to Address them
 - Schedule Change Notifications
 - Drop off and Pickup Change Notifications
 - PTO Communications for School Related Events/Needs
- The School Story and Class Story pages shall only be used for items that are not sensitive in nature. Items posted here shall relate only to school-wide or classroom-wide matters.
- Items of a sensitive nature shall be kept on the Messages function of the application. Items shared here shall include matters involving individual student and parent needs with their TAMC teacher(s) and staff.
- Class Dojo shall not be used to discuss race, religion, politics, or other personal views.
- All users are prohibited from taking any images or photos from the application and sharing them outside of the approved users. This includes posting any images from Dojo to any social media platform.
- Posts that are deemed by TAMC Leadership to be inappropriate or unrelated to school matters will be administratively deleted.
- Breaches to this policy will lead to account suspension and/or account termination.

I have read and understand the above Class Dojo policy, and in consideration of a Class Dojo access ID being issued to me on behalf of my child or ward I agree to abide by this policy.

Parent/Guardian signature: _____ Date: _____

The Academy of Moore County

A Tuition-Free Public School of Choice

VIRTUAL MEETING POLICY

The TAMC Board of Directors has adopted the **Zoom** and **Google Meets** platforms as the school's preferred virtual (video) teaching tools, and has established the following rules of conduct which those using the platforms are expected to observe. Following these rules will enable students and teachers to share a safe and productive learning environment. Parents, guardians, and anyone caring for a child while he or she attends a TAMC virtual class should be familiar with these rules and make sure that they are observed. The teacher has the right to terminate the participation of anyone who fails to do so.

A Zoom meeting ID or Google Meets link shall be issued to a parent or guardian on behalf of a child attending the Academy of Moore County on condition that the parent or guardian agrees to accept the following rules of conduct:

- The Zoom meeting ID or Google Meets link shall remain confidential and shall not be shared with anyone for whom it is not intended.
- Every effort shall be made to assure that a virtual class meeting is accessed in a workspace that is quiet and free of distraction.
- To the extent possible, the child's participation in a virtual class meeting shall be supervised by an adult who can assist with any technical difficulties encountered by the child.
- The same expectations for good behavior in a classroom apply to virtual class meetings.
- A child participating in a virtual class meeting shall be dressed appropriately.
- The teacher has the right to disable access to specific video functions, including Record, Chat, and Screen Share, during a meeting.
- No one shall record or take a photo or screenshot of any virtual class meeting.
- Only the child shall participate in the virtual class meeting and no parent, guardian, or other adult caring for the child shall (1) make comments that will either distract the child or be heard by other participants, (2) attempt to address the teacher, or (3) otherwise interfere with the child's learning experience.

I have read and understand this virtual meeting policy, and in consideration of a Zoom meeting ID of Google Meets link being issued to me on behalf of my child or ward I agree to abide by this policy.

Parent/Guardian signature: _____ Date: _____

Parent and Student Handbook Agreement 2021-2022

In order to accomplish our mission charge, The Academy of Moore County will need the help and cooperation of parents. We believe that parental presence in the school will contribute to learning through the example set by committed, caring adults. *Parental and student commitment to the following agreement is required by all parents and guardians.*

Students are expected to:

- attend school punctually and regularly.
- obey the rules and regulations of The Academy of Moore County.
- be courteous, obedient, and respectful to all school staff and personnel.
- be respectful and considerate of classmates.
- be diligent in study.
- complete homework assignments on time and in good order.

The Parent(s)/Guardian(s) and Student agree to:

- the philosophy of The Academy of Moore County
- make sure the student is at school on time with appropriate materials.
- read correspondence and sign notices sent home with the student in a timely manner.
- set aside a homework time for the student to complete individual assignments.
- attend parent/teacher/student conferences. Other meetings can be arranged at a mutually convenient time.
- not allow non-enrolled siblings or other children we may bring with us to play on the playground or go anywhere on the premises unless accompanied by an adult.
- the ultimate responsibility of the student's appropriate behavior in school.
- provide lunch for my child on a daily basis, as The Academy of Moore County will not be operating a cafeteria.
- provide timely transportation for my child to and from school each day.

TAMC STUDENT/PARENT SIGNATURE PAGE

I/We as the Parent(s)/Guardian(s) and our child have read and understand the rules and expectations outlined above in the Parent/Student Handbook. We agree to be held accountable for these rules and expectations.

Student's Printed Name:

_____ Homeroom:_____

Student's Signature:

_____ Date:_____

Parent/Guardian's Printed Name and Signature:

_____ Date:_____

Note: Please sign and remove the signature page and return it back to your child's homeroom teacher.

Please cut line above, return signature portion, and keep bottom portion for future reference

TAMC Daily Schedule

7:55 AM – 3:00 PM

7:20 AM - School Building Opens

**7:55 AM - School Day Begins!! Children must be in their classrooms before
7:55 AM in order to be "ON TIME"**

2:00 PM - SAFETY TIME – DOORS CLOSED & NO STUDENT CHECK OUT

2:55 PM - Bus Dismissal

3:00 PM - Car Rider Dismissal

**Students are not allowed to be released from school between 2:00 and 3:00 PM
dismissal time unless there is an emergency.**

NO CHECKOUTS AFTER 2PM.