

# Parent and Student Handbook

**2017 - 2018**



**Creating "New Beginnings" for Children**

# Parent and Student Handbook

## Z.E.C.A School of Arts and Technology Charter School

### Our Mission

The mission of Z.E.C.A. School of Arts and Technology is to provide a safe and nurturing environment for children by fostering a stimulating and educational atmosphere which will promote each child's unique, social, emotional, physical, technological, and cognitive development with a strong emphasis on arts and technology.

### The Foundation

The Foundation provides structure and support for the Z.E.C.A School of Arts and Technology community. For Children to become **intelligent** they must be ready and motivated to learn and have the **ability** of integrating new information into their lives. For children to become **accountable** they must be able to understand risks and opportunities and be motivated to choose actions and behaviors that serve their own interest and the interest of others. For children to become **compassionate** they must be able to see beyond themselves and appreciate the concerns of others. Social and emotional learning is the foundation to developing intelligent, accountable and compassionate children with the ability to be competitive 21<sup>st</sup> Century Learners.

#### Self-Awareness/Intelligent

Knowing what we are feeling in the moment; having a realistic assessment of our own abilities and a well-grounded sense of self confidence.

#### Self- Management/Ability

Handling our emotions so they facilitate rather than interfere with the task at hand; being conscientious and delaying gratification to pursue goals; persevering in the face of setbacks and frustrations.

#### Social Awareness/Compassionate

Understanding what others are feeling; being able to take their perspective; appreciating and interacting positively with diverse groups.

#### Social Management/Accountable

Handling emotions in relationships effectively; establishing and maintain healthy and rewarding relationships based on cooperation, resistance to inappropriate social pressure, negating solution to conflict, and seeking help when needed.

## Board of Directors

As a North Carolina Public School (funded in large part by tax dollars), Z.E.C.A. School of Arts and Technology Charter School (ZSAT) is not under the jurisdiction of Onslow County School Districts, but is governed by Z.E.C.A (Zero to Eighteen Education Concepts Academy), a nonprofit corporation.

Meetings are the 3<sup>rd</sup> Monday of every month at 6:30pm and are open to the public.

**Contact the board** via the email address [admin@zecaschoolofthearts.com](mailto:admin@zecaschoolofthearts.com) for the most current list of Board members please visit our web-site ([www.zecaschoolofthearts.com](http://www.zecaschoolofthearts.com)).

## General Information

Address	1249 Hargett Street
Phone Number	910-219-8603 (School) 910-333-0892 (Administration) 910-219-8604 (Fax)
Web-Site	<a href="http://www.zecaschoolofthearts.com">www.zecaschoolofthearts.com</a>

## 2014 - 2015 School Calendar

**IMPORTANT:** WINTER BREAK and the LAST DAY OF SCHOOL (before Summer Break) may change depending on the number of inclement weather days utilized. Families should be patient and not make travel plans until the official last day before Break has been determined.

### August 2014

August 21	No School	Teacher Workday
August 22	No School	Teacher Workday
August 25	No School	Teacher Workday
August 26	No School	Teacher Workday
August 27	No School	Teacher Workday
August 28		First Day of School

### September 2014

September 1	No School	Holiday
September 29	No School	Teacher Workday

### October 2014

October 10	No School	Teacher Workday
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### November 2014

November 11	No School	Veteran's Day
November 27-28	No School	Thanksgiving Break

### December 2014

December 22- 31	No School	Christmas Break
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### January 2015

January 1-2	No School	Winter Break
January 19	No School	MLK Holiday
January 26	No School	Teacher Workday
January 24		Parent Conferences 2pm -6pm

### February 2015

February 16	No School	Teacher Workday
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### March 2015

March 20	No School	Teacher Workday
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### April 2015

April 3-10	No School	Spring Break
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### May 2015

May 22	No School	Teacher Workday
May 25	No School	Holiday

### June 2015

June 1-5		EOG Testing
June 12		Last Day of School

**Note: Every Wednesday school will dismiss at 1:30. Teachers will participate in professional development.**

## Faculty & Staff Directory

Stacey Owens-Howard	Executive Director	owenshowards@zecaschoolofthearts.com
Kevin Atterberry	Office Manager	atterberryk@zecaschoolofthearts.com
Iris Foreman	Fiscal Officer	foremani@zecaschoolofthearts.com
Crystal Gray	Executive Admin Assist.	grayc@zecaschoolofthearts.com
Carolyn Lane	Curriculum Director	lanec@zecaschoolofthearts.com
Virginia Simmons	EC Director	simmons@zecaschoolofthearts.com
Jacinta Clemon	Dean of Students	clemonj@zecaschoolofthearts.com
Darius Morgan	Technical Assistant	morgand@zecaschoolofthearts.com
Carolyn Owens	Receptionist	owensc@zecaschoolofthearts.com
Bonnie Delaney	Food Manager	delaneyb@zecaschoolofthearts.com
Sonja Owens	Food Assistant	owenss@zecaschoolofthearts.com
Robert Owens	Head of Maintenance	
Elizabeth Goodall	Kindergarten	
Jena Lipnick	First Grade Teacher	
Danyell Blanks	Second Grade Teacher	blanksd@zecaschoolofthearts.com
Latarsha West	Third Grade Teacher	westl@zecaschoolofthearts.com
TBA	Fourth Grade Teacher	
Lauren Porter	Fifth Grade Teacher	
TBA	Sixth Grade Teacher	
TBA	Seventh Grade Teacher	
TBA	Eight Grade Teacher	
Rebecca I'Anson	Art Teacher	iansonr@zecaschoolofthearts.com
Sarafina Scott	Music Teacher	scottss@zecaschoolofthearts.com
Kim Mahone	Teacher Assistant	mahonek@zecaschoolofthearts.com
TBA	Bus Driver	
TBA	Bus Driver	
TBA	Bus Driver	

## ZSAT Charter School Policies

### **ATTENDANCE POLICIES**

We believe in the potential of all our children. To realize that potential, your child must be present for the entire day, every day. Your support of this will make a *real* difference in the success of your child's educational experience at ZSAT.

#### **Tardies**

The school day begins at 8:00 a.m. Students arriving after 8:15 a.m. are tardy. This fifteen-minute interval is used by students to prepare for the day. This preparation time is very important because it can set the tone for a student for the rest of the day. Tardy students must be signed-in at the front office. Please park your car and walk inside with your child to the office. For the safety of the ZSAT community do not leave your car running and do not leave small children in the car. After the student has been signed in, he or she will be given a pass to enter class.

**ZSAT recognizes that tardies are not always caused by the child. *It is up to parents/guardians to make sure their children are here on time.* Tardies are disruptive to the learning process and have a negative effect on the entire class, as well as the child who is late. Please support ZSAT in our goal to teach children the importance of responsibility and punctuality.**

Only medical appointments for the student will be considered as excused tardies. To be considered an excused tardy, parents/guardians have three (3) school days to bring in documentation from the health care provider. Please make every effort to provide this documentation to your child's teacher within the timeframe requested. A student's failure to turn in a note on the parent/guardian's behalf does not qualify for a time extension – their tardy will be considered unexcused if the documentation has not been turned in by the deadline.

**All other tardies are considered unexcused with the following repercussions:**

- **6 unexcused tardies** may require a meeting with the student's teacher to discuss the situation and possible solutions.
- **12 unexcused tardies** may require a meeting with the Attendance Committee to develop a Tardy Prevention Plan.
- **18 unexcused tardies** may require a meeting with the administration.

Students who are tardy more than 18 times during the year may be subject to other disciplinary measures at the discretion of the administration; such as a referral to the Department of Social Services.

## Early Leave/Late Arrival

Students who are signed out prior to 12:30 p.m. or those signed in at or after 12:30 p.m. will be counted absent for that day per North Carolina Statute. This includes early release or noon dismissal days. During sports seasons, we ask that you not pick your child up until after 4:45. We recognize and support parents wanting to have their child involved in extracurricular activities outside of school however, our school day ends at 5:00 p.m. students who are checked out before 4:45p.m. run the risk of failing their last instructional block.

## Absences

We trust that your child's daily experience will have them excited about each new day at ZSAT. However, we understand there are times when students will be absent. As a public school in the state of North Carolina, we are required to record and report all tardies and absences. We must also adhere to the state-mandated policy which states that all families must comply with the compulsory attendance laws. Families that don't comply with the law will be referred to the District Attorney's office per state mandate.

Students who are counted absent from school may not attend after school activities on the day they are absent.

In order for your child's absence to be excused, the classroom teacher must receive a note within three (3) school days outlining the reason(s) for your child's absence. You can email the excuse note to your child's teacher and [hoguepb@gmail.com](mailto:hoguepb@gmail.com). The State of North Carolina recognizes the following "excusable" absences:

- Illness or Injury
- Death in the Immediate Family
- Quarantine
- Medical or Dental Appointment
- Court or Administrative Proceedings
- Religious Observance
- Educational Opportunity Pre-Approved by administration (See Excused Educational Absences)
- Board Policy (Director's Discretion)
- Deployment Activities

After 10 absences, a note from a medical provider or the appropriate documentation from a third party (judge, clergy..) is required for *each* subsequent absence **NO MATTER THE REASON** in order for those absences to be excused.

## Guidelines Regarding Sick Children

### **Please use these guidelines when determining when to keep your child home.**

- Vomiting and/or diarrhea in previous 24 hours.
- Temperature 100 degrees or higher (keep at home until fever free for 24 hours without medication).
- Any suspicious rash must be seen by a physician. Child may return to school only with a medical doctor's note deeming the rash to be non-contagious.
- Illness that prevents your child from participating comfortably in classroom or program activities.
- Pink Eye with discharge, until seen by medical doctor. A note must be provided stating

when the child may return to school.

- Strep Throat, until 24 hours after medication has been started.
- Head lice, until morning after first treatment and lice/nit free.
- Scabies, until after treatment completed.
- Chicken Pox, after the sixth day of onset of rash or sooner if all sores are dried and crusted.
- Child displays any of the following:
  - Lethargy (lifelessness)
  - Irritability
  - Persistent crying, difficulty breathing or other signs of severe illness.
- Any communicable disease deemed by the Executive Director to require doctor approval to return to school.

## **Excused Educational Absences**

We strongly encourage families not to plan trips or vacations that require absences from school. Because learning at ZSAT is hands-on, integrated and project-based, it is not easy to make up time and work missed. However, we do recognize that occasionally unique learning opportunities and educational trips will occur outside of school. If you are planning an absence for educational reasons, please follow the guidelines below for prior approval. Absences will only be approved as educational if the guidelines below have been followed.

**We will not approve educational absences during the first three weeks of school and the last three weeks of school. Attendance during these times is critical to student acclimation and success, state funding and state testing.**

- Students will only be allowed five (5) excused educational absences, i.e., days, during a school year.
- **The absences will only be excused if the trip is determined to be “educational” by the administration.** For example, a trip to several museums in Washington, D.C. is educational; a cruise is not.
- An Educational Absence Form (available in the main office) must be filled out by the parent or guardian and submitted to the administration **at least one month before the trip.**
- Your child’s teacher must be consulted when developing the activities for sharing knowledge and make-up work portions of the form.
- Approval or denial for the trip will be given within one (1) week of submitting a completed form.
- If the absence has been approved, they will only be coded as “excused” once the student has satisfactorily completed all the agreed upon assignments for the teacher.
- Assignments must be turned in within one (1) week of the student’s return to school.
- Teachers are not expected to provide tutoring for work missed or make-up assignments for educational absences.
- Tests, quizzes, and projects missed during the absence must be made up within one (1) week of the student’s return.
- Educational Leave will not be approved for the month of May as students are involved in preparation for and taking of end-of-grade tests and many other important end-of-year activities.

## **BEHAVIOR AND DISCIPLINE POLICIES AND EXPECTATIONS**

The Social and Emotion foundation is the basis for our expectations about student behavior at ZSAT. The faculty and staff of ZSAT have researched current theories and beliefs about student discipline and have adopted components from those that we feel are appropriate and



meaningful to our community. Students are encouraged to take responsibility for their own actions. We will use logical and natural consequences when problems arise.

Teachers at ZSAT develop their own grade level and classroom discipline plans and procedures based on the social and emotion foundation. Students are involved in the development of class rules and consequences. Your child's teacher will share these policies with you.

The policies outlined below are school-wide policies. The school's administration will always follow applicable state and federal laws regarding student discipline issues and will report incidents as required.

## **Discrimination, Harassment, and Bullying**

Z.E.C.A School of Arts and Technology Charter School strives to provide a nurturing environment where all students can learn. Incidents involving discrimination, harassment, and bullying will be addressed immediately in accordance with the NC School Violence Prevention Act of 2009.

Students who experience or witness discrimination, harassment, or bullying should report the incident to a ZSAT staff member immediately. All complaints submitted will be investigated; however, individuals should recognize that delays in reporting may significantly impair the ability of school officials to investigate and respond to such complaints. Reports can be made anonymously and are confidential. Documentation of the report, the investigation, and outcome will be maintained by school officials. Many complaints may be addressed informally through such methods as conferences or mediation. Some may warrant reasonable, timely, age-appropriate, corrective action intended to end the discrimination, harassment or bullying and prevent it from recurring. The school will take all necessary steps to protect a student who reports discrimination, harassment, and bullying from retaliation.

Discrimination means any act or failure to act that unreasonably and unfavorably differentiates treatment of others solely based on their membership in a socially distinct group or category, such as race, ethnicity, sex, pregnancy, religion, age, sexual orientation or identity, or disability. Discrimination may be intentional or unintentional.

Harassment or bullying behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication that: places a student or school employee in actual or reasonable fear of harm to his or her person or damage to his or her property; or creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance opportunities or benefits.

"Hostile environment" means that the victim subjectively views the conduct as harassment or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is harassment or bullying. A hostile environment may be created through **pervasive or persistent** misbehavior or a single incident, if sufficiently severe.

Harassment and bullying include, but are not limited to, behavior described above that is reasonably perceived as being motivated by any actual or perceived differentiating characteristic or motivated by an individual's association with a person who has or is perceived to have a

differentiation characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental or sensory disability. Examples of behavior that may constitute bullying or harassment include, but are not limited to, verbal taunts, name-calling and put-downs, epithets, derogatory comments or slurs, lewd propositions, exclusion from peer groups, extortion of money or possessions, implied or stated threats, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, visual insults, such as derogatory posters or cartoons. Legitimate age- appropriate pedagogical techniques are not considered harassment or bullying.

It is possible for harassment, including sexual or gender-based harassment, to occur in various situations. For example, harassment may occur between fellow students or co-workers, between supervisors and subordinates, between employees and students, or between non-employees, including visitors, and employees or students. Harassment may occur between members of the opposite sex or members of the same sex. Gender-based harassment may include acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex or sex-stereotyping but not involving conduct of a sexual nature.

### **Sexual Harassment**

Sexually harassing conduct includes, but is not limited to, deliberate, unwelcome touching that has sexual connotations or is of a sexual nature, suggestions or demands for sexual involvement accompanied by implied or overt promises or preferential treatment or threats, pressure for sexual activity, continued or repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal remarks about an individual's body, sexually degrading words used toward an individual or to describe an individual, or the display of sexually suggestive drawings, objects, pictures or written materials. Acts of verbal, nonverbal, or physical aggression, intimidation or hostility based on sex, but not involving sexual activity or language, may be combined with incidents of sexually harassing conduct to determine if the incidents of sexually harassing conduct are sufficiently serious to create a sexually hostile environment.

### **Sexting**

Students in possession of electronic devices containing sexually explicit materials, images, pictures, videos or text will be immediately referred to the school's administration. Depending on the nature of the material disseminated through texting a number of state and federal laws may be implicated. The administration will comply with all applicable state and federal laws when investigating the situation. This may include confiscating and searching the electronic device. It may also include contacting law enforcement. School discipline consequences will vary according to the severity of the situation.

### **Contraband**

"Contraband" is defined as any object that is illegal, dangerous and/or has the potential to disrupt the instructional environment or school activity. It is also defined as any item that a classroom teacher has requested students not bring to school. At no time are students to bring any type of weapon, toy weapon (water pistol, cap gun), tobacco, alcohol, pornography or explosive product/device/ingredient to school property or any school-sponsored events.

Administrative action will be taken if a student is in possession of contraband items and in such circumstance device or materials may be confiscated. In such cases parents may pick up the item(s) from the Administration. Students who repeatedly disregard this policy could be

suspended and/or the device may be retained for a period of time as determined by the administration.

### **Cell Phones and Electronic devices**

Parents should discourage their children from bringing cell phones to school. We do, however, permit cell phones as long as they remain turned off and in the child's backpack (or locker in grades 6-8) during school hours. Cell phones and/or pagers are considered contraband when they are turned on and used on campus during the school day or on field trips without teacher permission. Cell phones may not be kept in students' purses, pockets or desks or anywhere except their backpack and/or locker.

Hand-held electronic games, CD players, I-pods and other types of electronic devices brought to school must be kept in the student's backpack and turned off. They should not be taken out of the backpack unless the teacher gives explicit directions to do so. Students who take out electronic devices without permission will face disciplinary consequences and the device may be confiscated. Parents may pick the device up from an administrator.

Electronic devices may be used during After Care only during designated times.

ZSAT discourages bringing electronic devices to school, as they can be lost, broken or stolen. The school is not responsible for damage to or loss of these devices.

### **Vandalism**

Acts of vandalism against the school will be dealt with by the school administration. Parents are responsible for any costs associated with vandalism of school property by their child. Students who engage in acts of vandalism (including restroom vandalism) will be required to clean or correct damages. The intentional defacing or destruction of student artwork that is posted within the school for display will be considered (a) vandalism of school property as well as (b) an act of harassment against the student whose work was damaged.

### **Firearms, Weapons, and Explosives**

Firearms or weapons, open or concealed, are prohibited on school property or at any school-sponsored event. Firearms and weapons include, but are not limited to the following: gun, rifle, pistol, dynamite explosive, grenade, mine, powerful explosive, BB gun, stun gun, air rifle, air pistol, knife (of any length), slingshot, metallic knuckles, razor blades, or fireworks. For student violations of this rule, please refer to the Discipline Policy's section on Zero Tolerance. The only exceptions are for individuals required to carry a weapon for their occupation (example: law enforcement officer). In such cases, their job requirements supersede school policy. Anyone who falls into this category must provide notice in writing to the administration of his or her exception. Please refer to NC General Statutes 14-269.2 and 115C-391 for complete guidelines regarding weapons on educational property.

## Zero Tolerance

The following behaviors on school grounds or at school-sponsored events will lead to immediate 10-day suspension, report to law enforcement and report to the Board for possible long-term suspension and/or expulsion.

- Arson
- Assault with the use of a weapon
- Assault resulting in serious injury
- Bomb threat
- Homicide
- Kidnapping
- Possession of alcohol
- Possession of a firearm
- Possession of a weapon (as defined in weapons)
- Possession of a controlled substance in violation of law
- Rape
- Robbery with a weapon
- Sale of a controlled substance
- Sexual assault
- Sexual offense
- Taking indecent liberties with a minor

## Discipline Due Process

**Step #1-** The teacher will address the behavior using the class-created list of expectations and consequences.

**Step #2- Administrative Referral:** When a student does not comply with classroom norms and expectations, an Administrative Referral may be written. The student will be referred to an Assistant Director.

## Administrative Referrals

Administrative Referrals (AR) are given for disrupting the learning environment, non-compliance with classroom/school behavioral expectations, discrimination, harassment, bullying, possession of contraband, vandalism, possession of a weapon(s), Zero Tolerance offenses, or any act or behavior that the teacher and/or the administration deems worthy of an AR. Any student **failing to report any of the above behaviors may also face a consequence**. The consequences listed below are a guideline. Each child will be treated with the utmost respect as we determine the best resolution and consequences for inappropriate behaviors. Consequences may include, but are not limited to:

- One hour detention with restitution\*
- Two hours of detention with restitution\*
- In-school suspension with restitution (number of days to be determined)
- Out-of-school suspension (number of days to be determined) and possible restitution
- Five (5) days or more out-of-school suspension or possible expulsion. Parents/guardians meet with an Assistant Director to discuss options prior to student's return to school. Restitution may also be required.

**Severity Clause - The administration reserves the right to immediately call a parent to take a student home for the day, suspend or expel a student from school, if the severity of the student's actions is deemed worthy of such a response, even if that student has committed no prior infractions. This will be at the discretion of the administration.**

\*Restitution is age-appropriate and based on the behavior of the student. It is determined on a case-by-case basis. Most restitution is activity-based, defined by the administration and may include service projects such as picking up trash, cleaning desks and walls, pulling weeds...etc. Restitution will be assigned with logical consequences in mind. For example, a student who writes on the bathroom walls might be asked to scrub the walls.

*Students in the EC Program may have their own set of guidelines that govern the length and severity of their consequences. The EC Coordinators will be active consultants in such situations on a case-by-case basis.*

## **BIRTHDAYS**

Students may enjoy a classroom birthday party if prior arrangements have been made with the teacher. If your child is having a party outside of school, we respectfully ask that they mail or pass out invitations off of school property unless all of the boys and/or girls from the class have been invited.

## **Late Pick-Up**

- At 5:10 p.m., all students who have not been picked up will be sent to the After Care program. Students must go to After Care. They may not wait in another location.
- Parents picking up students from After Care must come into the building and sign students out.

## **Early Pick-Up**

- All students being picked up before dismissal must be signed out in the front office.
- Students leaving early must be picked up at 4:45.
- If you need to change your child's transportation, a handwritten note must be written to your child's teacher. If you call, all phone calls must take place before 2:00. Transportation changes via phone will not be accepted after 2:00.

## ***CLASSROOM PLACEMENT***

Many factors are considered when placing students and creating homeroom classes. A committee of teachers and administrators carefully balances many criteria including gender, cognitive abilities and interpersonal relationships, to create classes that will function well and promote learning. Parent requests for specific teachers will not be accepted.

## ***COMMUNICATION WITH TEACHERS AND ADMINISTRATION***

The Faculty and Staff of Z.E.C.A. School of Arts and Technology Charter School welcome and encourage direct communication with our families. To assure effective communications please follow the guidelines listed below.

The school's administration is available to answer questions from families and students or offer assistance should it be required. Families should always feel free to set an appointment to meet with the Executive Director or Assistant Directors-

With or without an appointment, parents/guardians should be advised that the **Executive Director and Assistant Directors will not meet with a parent about a classroom issue unless it has already been discussed with the classroom teacher.** This process not only honors the teacher as a professional, but also cuts back on the time it takes to bring closure to issues. If after discussing the issue with the classroom teacher a parent still feels there is a need to speak to an administrator, they may schedule an appointment to meet with the Executive Director or Assistant Directors as well as the teacher.

The front office is expected to gain as much information about a particular issue in order to determine if a message should be taken or if the request requires immediate attention based on school processes. We appreciate your cooperation.

The best way to communicate with the staff and faculty is through email. Parents may also call the school's phone number and leave a message on voice mail. Please see the General Information and the Faculty and Staff Directory in this handbook for email addresses.

Notes are also a good way to communicate, and can be placed in a student's classroom communication folder. Parents who desire a meeting with a teacher may request one via email or phone message. Please do not "drop in" to communicate with teachers before, during or after school. In cases of emergency, please contact the front office.

For information on problem resolution or the grievance procedures, please refer to the Grievance Process in this handbook.

## ***CONFIDENTIALITY STATEMENT***

Information concerning students, families and staff is confidential and cannot be shared at any time. **Faculty, staff, and administration may only share information concerning student behavior, performance or disciplinary action with a student's parents or legal guardians.** The board and administration retain the authority to designate individuals to work with confidential information on behalf of the school. Volunteers in our school are expected to follow rules of confidentiality as well.

## ***DRESS CODE***

We understand that students will explore unique and creative ways to express themselves. We appreciate the unique gifts that each student brings to ZSAT, and we want to allow them the latitude to express that uniqueness throughout the school year. However, we must work to ensure that the learning environment does not suffer at the hands of this expression. As a school, our mission and vision reach far beyond individual expression. Students at ZSAT are expected to adhere to the uniform policies. (Refer to uniform policy for more details)

## **EDUCATIONAL RIGHTS OF STUDENTS EXPERIENCING HOMELESSNESS**

In January 2002, Congress reauthorized the McKinney-Vento Homeless Assistance Act of 1987, to help people experiencing homelessness. This federal law includes the Education of Homeless Children and Youth Program that entitle children who are homeless to a free, public education and requires schools to remove barriers to their enrollment, attendance and success in school. This Act protects all students who do not have a fixed, regular and adequate residence, such as students living in the following situations:

- Doubled-up housing with other families or friends due to hardship
- Runaway/homeless youth shelters (even if parents invite the youth home)
- Hotels or motels
- Shelters, including those for domestic violence
- Transitional housing shelters
- Cars, abandoned buildings, parks, the streets or other public spaces
- Campground or inadequate trailer homes
- Awaiting foster care placement
- Abandoned in a hospital

At ZSAT, the Homeless Education Liaison is Crystal Gray, who assists families and school personnel by ensuring students who are homeless can enroll and succeed in school. If your child is homeless, please contact the Ms. Gray for an explanation of his/her educational rights. You may also find information on the following websites:

1. National Center for Homeless Education at SERVE, [www.serve.org/nche](http://www.serve.org/nche) or contact them directly 1-800-308-2145 (toll-free).
2. National Association for the Education of Homeless Children and Youth, [www.naehcy.org](http://www.naehcy.org)
3. National Law Center on Homelessness and Poverty, [www.nlchp.org](http://www.nlchp.org)
4. National Coalition for the Homeless, [www.nationalhomeless.org](http://www.nationalhomeless.org), or call 202-462-4822
5. In North Carolina, Lisa Phillips is the State Coordinator of Homeless Children and Youth. Her number is 336-315-7491.

## **EXCEPTIONAL CHILDREN (EC) PROGRAM**

As a public charter school, ZSAT follows state and federal regulations pertaining to the education of students with disabilities. Individualized Education Plans (IEPs) are developed and implemented to ensure every student has free and appropriate access to education. Parents of students with identified disabilities should contact the EC Program Coordinator, upon enrollment. Parents who suspect their child may have a disability should share concerns with their child's classroom teacher or may make a referral to the Student Nurturing Team (SNT).



## ***FIELD TRIPS***

We consider field trips to be a vital fundamental part of a student's educational experience. As you know, the world is so much larger than the classroom, and our teachers embrace opportunities to expand their students' educational experience through field trips whenever possible. Students must have a signed **Annual Field Trip Permission Form** on file in order to participate. This permission slip is a general form which will give your child permission to attend these trips throughout the year. Before each trip you will be notified of specific destinations and itineraries for each separate excursion. All field trips are planned, organized, and supervised with the students' welfare first and foremost.

Please notify your child's teacher in writing (email or handwritten note) if you do not want your child to participate in a specific trip. **If we do not receive a note from you and you have signed this annual permission form, we will take your child on the trip.**

Students who do not accompany their class on a field trip are required to attend school that day. If the student is not in attendance, the absence will be coded unexcused.

For most field trips, there is an entrance or activity fee. These fees are due in advance and must be paid by cash or check (made out to Z.E.C.A Inc.). **Students who do not bring in the fee required for a field trip by the deadline will not be permitted to attend.** If a family is unable to pay, please contact the teacher to discuss arrangements at least two weeks before the field trip.

### **Field Trip Chaperones**

Opportunities exist for parents, guardians and family members to accompany a class on field trips. Those of you wishing to chaperone on a field trip are encouraged to let your child's teacher know of your availability. As with other issues within the classroom, the teacher will make the final decision for chaperones. If you are chosen as a chaperone, it is imperative you understand you are accompanying a class as an "official" supervisor of a child or group of children. Parents who are chaperoning will not be permitted to bring their own younger children, infants and/or newborns with them on the trip.

## ***HOMEWORK POLICIES***

Our extended day program, allows teachers more time to cover more material in school, in turn requiring fewer take home assignments. Time at home should be used to focus on routine reading. It is our expectation for all students to read for a minimum of 30 minutes nightly and for parents to ask questions and assist the child in reflecting on what was read. Time at home should also be used to study for upcoming test.

## ***GRADE ACCELERATION/DOUBLE PROMOTION POLICY***

The decision to advance a student (skipping grades) is one that cannot be made without careful consideration of many factors. When considering double promotion for a student, the administration will work with the student's teacher(s), and parents/guardians to collect information that will indicate if the promotion will be successful.

ZSAT will follow the process listed below when determining whether to double-promote a student:

1. A written request outlining the reasons for considering double-promotion of a student should be submitted to the grade- Director by February 1<sup>st</sup>.
2. The Director will gather existing data on the student and will complete a double promotion checklist. Standardized test scores, classroom assessments, and social maturity will be among the many factors considered. Parents may be asked to provide data from independent testing outside the school environment.
3. After relevant data has been gathered, the Assistant Director will convene a meeting to discuss the request with the student's teachers, and parents.
4. The Administration will make the final decision regarding the double promotion.

## **Reading Proficiency and Student Promotion**

Students in the Third (3<sup>rd</sup>) Grade shall be retained if the student fails to demonstrate reading proficiency by reading at or above the third grade level as demonstrated by the results of the State-approved standardized test of reading comprehension.

Students may be exempt from mandatory retention in third grade for good cause. The Good cause exemptions as listed in general statute 115C-238-29F:

- Limited English Proficient students with less than two years of instruction in English as a Second Language program.
- Students with disabilities, as defined in G.S. 115C-106.3 (1), whose individualized education program indicates the use of alternative assessment and reading interventions
- Students who demonstrate reading proficiency appropriate for third grade students on an alternative assessment of reading comprehension.
- Students who demonstrate, through a student reading portfolio, reading proficiency appropriate for third grade students.
- Students who have (1) received reading intervention and (2) previously been retained more than once in kindergarten first, second, or third grades.

## ***RETENTIONS***

The decision to retain a student is one that cannot be made without careful consideration of many factors. When deciding if retention is a positive option for a student, the Director will work with the student's teacher(s), and parents/guardians to collect information to determine if retention is likely to be successful. Standardized test scores, classroom assessments, attendance, Light's Retention Scale, and social maturity will be some of the many factors considered.

ZSAT will follow the process listed below when making the decision to retain a student:

1. The teacher notifies the Director in writing of possible retention.
2. The parent is notified of the possibility of retention as soon as possible.
3. A retention screening is conducted and other pertinent data is collected.
4. The Director reviews the data and discusses the student with the classroom teacher(s).
5. The student's teacher and an administrator will meet with the parents, discuss the data and gather parent input.
6. Administration **will make the final decision regarding the retention.**
7. The parents will be notified as soon as possible after the final decision.

## ***GRIEVANCE ISSUES AND DUE PROCESS***

Anyone with an issue that needs to be resolved should attempt to resolve the issue following the appropriate chain of responsibility as outlined in the Problem Resolution Policy:

1. Issues with a classroom teacher, program coordinator, administrator or teaching assistant should first be brought to that person's attention.
2. Only if the individual and the parent cannot reach an understanding or agreement should the issue be brought in writing to the Executive Director.
3. If the issue is not satisfactorily resolved with the Executive Director it may be brought in writing to the Board of Directors through the Executive Committee. Documentation must show that the chain of responsibility has been followed.

The Problem Resolution and Grievance policies are available by request from the front office staff or from any member of the Board.

## ***INCLEMENT WEATHER PROCEDURES***

One of the processes below will be employed if our area experiences inclement weather which makes travel to or from school hazardous. The administration of ZSAT will consider multiple factors when making determinations regarding school closings. We will always attempt to make decisions that are best for our entire community.

### **Inclement Weather Before School**

If there is a question as to whether or not school will be open on a particular morning, please employ one of the following options:

- Call the school at 219-8603 after 6:30 a.m. The message on the school phone will announce our status.
- Do not follow "Onslow County School Information. Look/Listen for the ZECA School of Arts and Technology Charter School information.
- The following television and radio stations will carry related news regarding the closings of ZECA School of Arts and Technology due to inclement weather.

Television Stations  
WCTI TV Channel 12 New Bern

- Down load the School info app from the app store:
- Via Facebook

## **Delayed Opening**

If there is a delayed opening, the Z.E.C.A school messenger system will call you. You should always confirm school is actually open before you leave. A late opening is based upon the assumption that the weather will clear or the snow/ice will be sufficiently melted in a couple of hours. However, there are no guarantees the weather will cooperate with our plans. If the school is closed, you will receive a second call from the school messenger system.

### **ONE HOUR DELAY**

- Students should arrive between 9:00-9:15
- Do not drop students off before 9:00
- Classes will begin at 9:15
- No morning care

### **TWO HOUR DELAY**

- Students should arrive between 10:00-10:15
- Do not drop students off before 10:00
- Classes will begin at 10:15
- No morning care

### **THREE HOUR DELAY**

- Students should arrive between 11:00-11:15
- Do not drop students off before 11:00
- Classes will begin at 11:15
- No morning care

## **Closing During the School Day**

If we must close once the school day has started, we will:

- Change the message on the school phone (910-219-8603) to reflect the early closing
- Call parents/guardians to inform them of our intention to close. All children will be supervised until they are picked up. Of course, any time that a parent or guardian feels the need to pick up their child/children due to the weather, they are free to do so.
- Cancel all after school activities (including After Care and Extracurricular Classes)

**IT IS IMPERATIVE YOUR EMERGENCY CONTACT INFORMATION IS CORRECT IN THE SCHOOL OFFICE SO NEITHER YOUR CHILD NOR ANY OF OUR STAFF WILL BE TRAPPED AT SCHOOL DUE TO AN INABILITY TO CONTACT YOU. ALL AFTER SCHOOL ACTIVITIES (INCLUDING AFTER CARE) WILL BE CANCELLED IN THE EVENT**

## ***LUNCHES AND SNACKS***

The importance of nutritional food and drink to the human body is clear. Research has proven again and again that the brain needs adequate water and nutrition to function properly. It is with this in mind that the following regulations concerning food and drink will be enforced, so that all students of ZSAT can be happy, healthy and productive citizens.

- All students will be permitted and encouraged to bring a water bottle to school daily. Please provide your child with fresh water and encourage them to drink water throughout the school day.
- **Soda and caffeinated drinks are not permitted at snack or lunchtime.**
- Candy is not permitted at snack time.
- Snack time during the school day is not required, but the teachers of ZSAT may opt to provide this time for students. Snacks must be nutritious. Each classroom teacher will work with students to develop a list of appropriate and inappropriate snack foods. Please support your child and his or her teacher by only sending these approved nutritious snacks with your child.
- There is no school-wide ban on gum chewing. Each teacher will share his/her expectations with students.
- All students are encouraged to complete the free and reduced lunch forms and submit them at the start of the year.
- ZECA School of Arts and Technology will not be able to honor student prior lunch statuses. All students must pay for lunch at a rate of \$2.00 per day or bring a lunch from home until a lunch application has been submitted and processed. If your child qualify for free or reduced lunch daily payments will stop as soon as verification letter has been provided to the parent.
- Students will only be allowed 3 charges before an alternate lunch will be provided.

## ***MEDIA POLICY***

Throughout the year, it is important to share the amazing things our teachers and students are doing at school with our community. Often this includes photos, articles, and multi-media (television, internet, etc.) coverage. Upon enrollment, parents are asked to grant permission allowing their child to be photographed and named in the media. If you do not grant permission, we will make every effort to honor your request, but please keep in mind this does take significant time to identify and remove the child from the photo and/or video. Any changes to your permission slip or questions should be made in writing to the Student Data Coordinator.

## ***PERFORMANCES***

Arts-integration is our driving instructional methodology at ZSAT. The arts are viewed as a critical part of the learning process and a participating student's attendance is mandatory at all performances. Therefore, performances or presentations are part of the criteria used to determine your child's grade in core academic subjects. Each teacher will determine how an unexcused absence will affect the student's final grade.

**Students attending performances or other school events as audience members must be accompanied by a parent or designated guardian and are not to be left unattended.** Students are not the responsibility of staff after school hours, unless they are involved in the activity/rehearsal as a participant, not an observer or audience member. Students are at no

time allowed in any of the classrooms, on the playground or any other areas of the school (except the designated performance, practice or activity space, hallways and restroom, dressing room, green room areas) unless they are specifically directed and/or accompanied by a staff member. ZSAT will not be held liable for any activities or actions that are in violation of this policy.

## **PERMANENT RECORDS**

ZECA follows the rules and regulations of Permanent Student Records retention as outlined in the “North Carolina Department of Cultural Resources – Local Education Agencies”. Among other issues, it requires schools to keep certain schools records permanently.

Occasionally, a parent, a legal guardian or a student over 18 years of age (“eligible student”) may wish to review educational records. To do so, the individual must make the request in writing to the Executive Director. The records will be made available to the individual within 45 days of the written request with the Executive Director or designee present. The record may not be removed from the school. The school will provide ten free pages of the record to the appropriate adult. A cost of 10 cents will be charged per page beyond the initial ten.

The Family Educational Rights and Privacy Act (FERPA), a federal law, outlines certain rights with respect to the student’s educational records. These rights are:

1. The right to inspect and review your child’s educational records within 45 days of the day the school receives a written request for access.
2. The right to request in writing to the Executive Director the amendment of your child’s education record that you believe is inaccurate or misleading. If the data to be amended was included by another school, the parent must appeal to that school or school system for amendment. ZSAT will notify the parent/legal guardian in writing of the decision to amend or not to amend within two weeks. The parent, legal guardian or eligible student has the right to place a statement with the record setting forth his or her view about the contested material.
3. The right to consent to disclosures of personally identifiable information contained in your child’s education records. FERPA requires that the school obtain your written consent prior to the disclosure of any such information with certain exceptions:
  - a. Disclosure to a school official who needs to review an education record in order to fulfill his or her professional responsibility.
  - b. Disclosure of education records, including disciplinary records of long-term suspension or expulsion, upon request, to officials of other school districts in which a student seeks or intends to enroll.
  - c. Disclosure of “directory information” about a student, unless you have advised the school to the contrary. ZSAT has designated the following information as directory information:
    - Student’s name
    - Address
    - Telephone listing
    - Electronic mail address
    - Photograph
    - Participation in officially recognized activities or sports
    - Grade level
    - Enrollment status
    - Date and place of birth

- Dates of attendance

The primary purpose of directory information is to allow the school to include this type of information from your child's education records in certain school publications. Directory information may also be disclosed to outside organizations without your prior written consent. Outside organizations include, but are not limited to, companies that publish yearbooks.

If you do not want the school to disclose some or all of the directory information described above from your child's education records to all or certain recipients without your prior written consent, ZSAT must be notified within 20 days of the beginning of the school year or within 20 days of your enrollment.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures of ZECA School of Arts and Technology Charter School to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

The Permanent Record will include:

ADMINISTRATIVE: full name, gender, ethnic information, date of birth (birth certificate), name(s) of parents or legal guardians, social security number, health record and immunization record, address, emergency information, photograph, legal documents (adoption papers, court orders, custody papers, etc.), Kindergarten Health Assessment.

EDUCATIONAL: attendance, standardized test scores, progress reports, withdrawal and reentry, records of courses and activities, significant correspondence with parents/ legal guardians, educational records, transfer and follow-up records.

Exceptional Children records will be stored separately, and will accompany the Permanent Record when a student transfers to another school

### ***PHYSICAL ACTIVITY (RECESS)***

Teachers at ZSAT will make every effort to provide students with at least 30 minutes of physical activity each day. Students are expected to participate in all other classes that include physical activity in order to participate in recess. This activity may be achieved through dance, recess, walking, running, organized games, sports and free-play time. If weather does not permit outdoor play, students will have an opportunity to stretch and move to some degree in the classroom.

Because physical activity is such an important part of health and well-being, all ZSAT students are required to participate in the activities designated by their teacher(s). A written excuse from a medical provider will be required to excuse students from these activities. The excuse must include the designated number of days that the student is unable to participate in physical activity.

Students will not be denied their entire recess time as a behavioral consequence except in extreme circumstances. Students who have in-school suspension, who have been removed

from the classroom for disruptive behavior or who are physically endangering themselves or others during recess, will lose the privilege of this time.

## ***PUBLIC DISPLAYS OF AFFECTION***

We recognize that determining appropriateness of PDAs is often a challenging issue, especially as students enter the middle school grades. Guidelines and expectations for PDAs will be determined by specific grade levels and communicated with parents through classroom newsletters. Administration will enforce these expectations as outlined for each grade and appropriate consequences will be assigned according to our school discipline policies.

## ***RETURNED CHECK POLICY***

Z.E.C.A School of Arts and Technology families will be charged \$20.00 for checks returned for any reason.

## ***SECTION 504***

The Section 504 part of **the Rehabilitation Act of 1973 and the Americans with Disabilities Act** prohibits discrimination against persons with a disability in any program receiving federal financing.

A person with a disability is defined as anyone who:

1. Has mental or physical impairment which substantially limits one or more major life activities (major life activities include: caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working)
2. Has record of such impairment; or
3. Is regarded as having such impairment.

In order to fulfill its obligation under Section 504, ZSAT recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in our school. Parents, who believe their child qualifies for a 504 plan, should contact their child's classroom teacher.

## ***SMOKING***

In compliance with the State Board of Education's "Act to Protect Children in the Public Schools from Exposure to Tobacco Products" (SB-1086), **smoking is not permitted in school buildings, on school property, in vehicles on school property or at school-related and school-sponsored events.** We thank you in advance for your cooperation with this policy.

## ***SURVEILLANCE***

This facility is monitored by a closed circuit security system that records both video and audio.

## ***STUDENT MEDICATIONS***

### **Prescription Medications**

For each prescription medication to be given, a copy of a Request for Medication Form must be completed and signed by your child's licensed health care provider and parent/guardian. A Request for Medication Form may be obtained from the school office and must be completed in its entirety.



- Medicine must be brought to school by a responsible adult and signed in to the medication logbook.
- Medicine must be brought to school in a container that is current and clearly labeled, stating when and how it should be administered.
- A new Request for Medication Form must be completed each school year and anytime dosage or directions change. Students may not carry medication (including cough drops) with them to class without permission from the administration.
- Students will NOT receive lunchtime (or later) medication on early release days without a note from his/her parent or guardian.

### **Nonprescription Medications**

A Request for Medication Form must be completed and signed by a parent/guardian, and your health care provider for nonprescription medications such as vitamins/supplements, cough drops, or any other over-the-counter medicine. These must be brought to school in the original container. The date, dose and time(s) for nonprescription medication(s) to be given at school must be indicated. No medicine will be given unless the above steps have been completed. To make sure your child receives his/her medicine safely NO EXCEPTIONS can be made. If a Request for Nonprescription Medication Form is NOT completed the parent/guardian will have to come to school to administer the medication personally. If possible, it is best to give your child's medicine at home. You may want to talk to your child's doctor and ask if medicine can be taken at times other than during the school day. Any parent/guardian is free to come to school to administer medication to their child.

## ***STUDENT SEARCH/PROPERTY SEIZURE***

### **Student Search**

The administration retains the right to search desks, backpacks, purses, lunches, bags and lockers at any time. These spaces are considered school property and are not considered private. Individual students and/or personal possessions will be searched when reasonable suspicion arises. Students will not be randomly searched. When a search is required, the Director or designee will conduct the search away from classmates and in the presence of an adult witness. Parents/guardians will always be notified if their child is searched. In the event that a student refuses to cooperate, the parents/guardians and law enforcement, if appropriate, will be contacted. Further disciplinary action may also occur.

### **Property Seizures**

The administration reserves the right to seize inappropriate items, including but not limited to contraband items and electronic devices. Return of the items is at the discretion of the Administrator.

## ***STUDENT NURTURING TEAM (SNT)***

The Student Nurturing Team (SNT) is a group of individuals who meet to address the particular needs of a student who is struggling academically and/or behaviorally. The SNT is typically composed of the SNT chair, the student's classroom teacher, an EC teacher, and the parent(s). The team may also include other teachers and individuals who are involved in the education and social well-being of the child.

The SNT's goal is to develop specific strategies to help struggling students succeed. The team gathers information on a student's needs and strengths, develops an intervention plan designed to support the student, and sets a date to revisit the plan to ensure the student is

experiencing success.

Teachers or parents who feel that a child is having difficulty with learning, behavior, and/or academic achievement, may refer that child to the SNT by putting their concern in writing and emailing or mailing them to the SNT Committee Chair:

The SNT process is as follows:

- 1) The SNT chair receives a written student referral.
- 2) The Chair gathers information on the student. Information will include but is not limited to:
  - a. The needs of the student with specific examples
  - b. The strengths and interests of the student
  - c. Strategies that have been tried so far to help the student
  - d. Any history of testing and scores
  - e. Grades and absences/tardies
  - f. Results of most recent vision and hearing screening
  - g. Any relevant health information
  - h. Any relevant behavior information
- 3) The Chair creates a SNT team for the student, sets a date to meet, and invites team members (including the student's parents).
- 4) The SNT meets to review the information gathered by the SNT chair and any additional information provided by team members. Using this information, the team devises strategies for improving the achievement of the student. The team agrees on a time-line and a way to assess the effectiveness of the strategies.
- 5) The team sets a date to revisit the plan (usually 4-6 weeks). At that meeting the team evaluates the student's progress. At that time they will decide:
  - a. to stop the SNT process if the student interventions have been successful.
  - b. to make changes and set a new time-line for evaluating the revised plan
  - c. to refer the student for further evaluation.

## ***TECHNOLOGY - ACCEPTABLE USE POLICY***

### **6.4 Acceptable Use Policy (AUP) for Technology and Network Access**

The purpose of this policy is to meet the requirements of state and federal law (i.e., Children's Internet Protection Act, CIPA) and to provide guidelines for safe, legal, and ethical use of ZSAT Technology. In order to comply with CIPA, this document will serve as ZECA Charter School's Internet Safety Policy. Questions regarding this policy or technology use should be directed to the System Administrator.

**A PRIVILEGE, NOT A RIGHT:** Use of any or all ZSAT technology, including the network, hardware, software (both locally installed and web-based), Internet access, the ZSAT website, and e-mail is a privilege, not a right. All users must complete and return the appropriate "agreement acknowledgement" before use.

#### **USERS WILL**

- only access ZECA computers, network, Internet, applications and e-mail with the username(s) and password(s) assigned to them.
- keep private the username and password assigned to them.
- change their password(s) frequently and when requested.

#### **USERS WILL NOT**

- access ZECA's computers, network, Internet, applications, or e-mail with the user name(s) and password(s) of others.
- store their assigned username and password in a location where others may easily find it.
- use password(s) that can be easily guessed such as names and birthdates.

**NO EXPECTATION OF PRIVACY:** ZECA reserves the right to monitor all computer use and reserves the right to access and examine all data stored on or accessed from ZECA computers or its network. Users are advised that they should have no expectation of privacy.

**USERS WILL**

- respect the privacy and confidentiality of others.

**USERS WILL NOT**

- attempt to access or delete the files of others.

**LIABILITY AND RESPONSIBILITY:** ZECA will not be liable for the actions of users; each user bears full legal and financial liability for their use of ZECA technology. ZECA takes no responsibility for any information or materials that are accessed or transmitted by users via the Internet. Student use of ZECA technology will only occur under the supervision of faculty or staff.

**USERS WILL**

- take full moral, legal, and financial responsibility for their actions while using ZECA technology
- limit their use of ZECA technology to purposes deemed appropriate by ZECA.
- demonstrate appropriate etiquette when using ZECA technology.
- report receipt of threatening or inappropriate messages or files.

**USERS WILL NOT**

- use ZECA's technology to engage in illegal activity, such as the purchase or sale of drugs, criminal gang activity or "hacking."
- violate any local, state, or federal statute.
- create, copy, distribute material that is threatening or obscene.
- use inappropriate language or images.
- engage in any form of cyber bullying.

## **CONTENT FILTERING AND**

**SECURITY:** ZECA makes every effort to filter content deemed obscene or harmful to minors, including child pornography. Anti-virus software protects the network and computers. ZECA will monitor the activities of users for compliance with this policy.

### **USERS WILL**

- only access websites that are not blocked by ZECA's content filters.
- immediately close out of a website if the content displayed is inappropriate.
- immediately report to the supervising staff if they become aware of a possible security issue.

**HARDWARE AND SOFTWARE:** ZECA provides users with hardware and software appropriate for use in an educational setting. Users will respect ZECA-owned technology and use personal technology devices with caution.

### **USERS WILL**

- understand that computers and peripherals are the property of ZECA.
- only use software purchased by and licensed to ZECA on ZECA computers.

### **USERS WILL NOT**

- attempt to subvert network security or to impair the functionality of any ZECA technology.
- attempt to bypass ZECA content filters and restrictions.
- post chain letters, distribute spam, create and/or intentionally infect ZECA technology or network with a virus.
- stream live video or audio without permission from the System Administrator.

### **USERS WILL NOT**

- take any action that impairs the operation of any piece of ZECA technology.
- place food or beverages in close proximity to ZECA technology.
- attempt to install software on ZECA computers, unless given written permission by System Administrator.
- copy ZECA owned software or use ZECA computers to copy software owned by others

**INTERNET ACCESS AND SAFETY:** ZECA provides Internet access to staff and students for the purpose of research, dissemination of information, collaboration, and access to curriculum/professional materials.

### **USERS WILL**

- participate in Internet safety instruction provided by ZECA. Instruction will occur annually by assembly, guided lessons, or distributed materials.
- primarily use ZECA computers and Internet for educationally relevant purposes.
- be allowed to use the private blog and chat features provided through ZECA.

### **USERS WILL NOT**

- post or share any personal information without written consent and permission from System Administrator
- access **public** social websites, chat rooms and instant messaging services during working hours unless it is a job requirement with written permission from System Administrator

**COPYRIGHT AND PLAGIARISM:** Users will obey all copyright laws and will not plagiarize.

### **USERS WILL**

- agree to use copyrighted material only when permission has been granted.
- correctly cite all materials referenced in their work.
- follow Fair Use – section 107 of US copyright law.

### **USERS WILL NOT**

- take the ideas or writings of others and present them as their own.
- “copy/cut and paste” from the Internet or other digital sources to a document which they will submit as their work without citing source

**WEBSITE:** ZECA strives to maintain an up-to-date website for the benefit of faculty, staff, students, parents, guardians and the community at large. All guidelines listed in this document apply to the use and design of ZECA's website.

**USERS WILL**

- only post information that is educationally relevant and/or related to school business

**USERS WILL NOT**

attempt to disable or impair the functionality of the ZECA website.

**CONSEQUENCES OF MISUSE:** Prohibited conduct may result in loss of computer/network privileges, disciplinary action and/or criminal or civil prosecution under State and Federal law.

- For students, violations of any of the above guidelines may result in the loss of access and/or additional disciplinary action.
- For staff, a violation of this policy may result in disciplinary action ranging from a verbal warning or suspension of system privileges up to and including termination of employment.
- When applicable, ZECA will advise appropriate law enforcement agencies of suspected illegal activities conducted through ZECA's network.
- ZECA reserves the right to seek reimbursement and/or indemnification from the user, for any losses incurred or penalties paid as a result of a user's disallowed activities. The Executive Director or designee will make the final determination as to what constitutes unacceptable use and their decision is final.

Adopted – August 19, 2013

Students who do not comply with the Acceptable Use Policy may be subject to Administrative Referral.

## **TEXTBOOKS**

Parents are responsible for paying the replacement costs for any lost, stolen, or damaged textbooks that have been checked out to their child by their classroom teachers. Charges include replacement cost of the textbook plus shipping and handling.

## **TITLE IX: EDUCATIONAL AMENDMENTS**

ZECA School of Arts and Technology follows the Title IX Education Amendments of 1972, which deals directly with the prohibition against discrimination. The law states that “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” There are exceptions to this law. For a complete list of the exceptions and for more information on Title IX, please refer

to: <http://www.dol.gov/oasam/regs/statutes/titleix.htm>.

***VISITATION we are pleased to have parents, guardians and extended family visit the school. If you intend to visit your child’s classroom you must follow the steps listed below before doing so:***

- ***Prearrange your visit with your child’s teacher-*** The classroom environment is a dynamic and sometimes fragile one. Crafting a meaningful lesson takes skill and artistry. It is imperative that we avoid distractions when possible. If your teacher knows you are coming, he/she can plan accordingly.
- ***Always sign in and out at the front office - We expect each and every visitor to our school to register in the front lobby and to wear a name tag.*** If none are available, please ask in the front office. You must sign out before leaving the building.
- ***Let us do the delivering -*** Once again, to avoid distractions we will deliver lunches, etc. during a teacher’s break so as to not interrupt the instructional flow. **Please take a moment each morning to make sure your child has his/her work, lunch, etc. Lunches should be dropped off for students only on rare occasions.** All other deliveries will be held until the end of the day.

## **VOLUNTEERS**

ZSAT welcomes volunteers with open arms. The volunteer contribution to life at ZSAT is immeasurable, and we want to be welcoming at all times. As part of the community contract, all families of ZSAT are required to donate a minimum of forty hours per school year. Please coordinate volunteer hours through the classroom teacher or the volunteer coordinator. Here are some guidelines to help make volunteering rewarding and enjoyable for everyone:

- Volunteers are often needed to assist teachers with planned activities.
- Volunteers must attempt to remain as unobtrusive as possible.
- It is probable that parents will not be working with their own child.
- Please call the teacher when it is necessary to cancel a volunteer commitment.
- Volunteers are bound at all times by the school’s Confidentiality Statement (page 22).
- Volunteers must sign in at the office upon your arrival and wear a name tag at all times.

## **Family-School and Community Partnership**

To ensure family involvement, parents are required to donate 40 hours per school year to the academy by volunteering, tutoring, attending PTA meetings and parent trainings.

# Family Partnership Agreement

## Contract of Obligation

We know that learning can take place only when there is a combination effort, interest, and motivation. Support for that learning is equally important. This agreement is between the student, parent, and the Z.E.C.A. staff. It is essential that every member of the team is aware of the expectation in order to ensure success. By signing this partnership agreement, you are acknowledging that you are aware of your responsibilities and are accepting the challenge to ensure academic success for the 2017-2018 school year.

### As a student I will:

- Respect myself and the rights of others
- Bring my Z.E.C.A. agenda everyday
- Come prepared everyday (ie: agenda, materials, pencils, paper).
- Ask teachers when I don't understand a concept
- Treat themselves, peers, staff members, visitors, volunteers and their environment with respect.
- Model qualities of a good leader and strive to assume leadership roles.
- Complete assignments neatly and on time and turn them in.
- Put forth consistent effort in the areas of: academics, arts, personal growth, and interpersonal relationships.
- Participate in service learning projects.
- Arrive daily, ready to learn, with materials.
- Attend class on time and regularly.
- Accept responsibility for actions, behaviors and belongings.
- Abide by the rules that are set forth in the ZECA 10

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### As a parent/guardian, I will:

- Communicate regularly with my child's teacher(s) , phone, face-to-face, and/or email to stay informed of my child's academic progress.
- Check and sign my child's Z.E.C.A agenda each night.
- Encourage my child to read for 30 minutes each night
- Donate 40 hours of volunteer time and attend parent workshops
- Be an advocate for my child, to ensure that he/she is receiving a quality education.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### As a program, we pledge to:

- Provide a motivating, interesting, and hands-on learning experience in the classrooms.
- Provide a safe, orderly, and nurturing learning environment.
- Provide parent workshops throughout the year to help meet the needs of each student.
- Communicate rules, and expectations to student and his/her parent/guardian.
- Implement a curriculum based on the North Carolina Standard Course of Study.
- Communicate student's progress through Z.E.C.A. agendas and pre/post test results.
- Provide clear and timely communication with families regarding classroom activities and student progress.
- Treat each student with respect and as an individual.

**Z.E.C.A. Representative Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



I have received a copy of the Parent and Student Handbook.

Child Name \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_