



APPRENTICE ACADEMY HIGH SCHOOL
OF NORTH CAROLINA

Apprentice Academy High School of North Carolina
2019-2020 Parent-Student Handbook

School Contact Information

Temporary Address: 2850 Old Charlotte Hwy

Permanent Address: 2505 Weddington Road Monroe, NC 28110

Phone: 980-313-8610

School Website: www.aahsnc.org

Mission Statement

Apprentice Academy High School will provide students with a career and technology-focused education that prepares them for post-high school employment and delivers the academic rigor necessary for college success.

Philosophy

Apprentice Academy will accomplish its mission by providing students a personalized education they value by meeting the students' academic and career goals.

- Each student is unique in the way he or she learns.
- Each student is entitled to his or her own individual career and learning plans.
- Each student is entitled to a team of adults who are invested in that student's success.

Our Core Values

- Reliability - You can count on me.
- Integrity - I can be trusted to do what I say I'm going to do.
- Commitment -I am all in and I will not quit.
- Excellence - I strive to be the best in all that I do.

Contact Us

Our location: 2850 Old Charlotte Hwy, Monroe, NC 28110

School hours: Monday-Friday 8:00-3:30

Main Phone: 980-313-8610

Fax Number: 980-313-8747

Email: info@aahsnc.org

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Part 1

School Hours

- Hours for students are 8:00 to 3:30 p.m. Students may be dropped off no early than 7:30 a.m.
- Students arriving before 8:00 will wait in collaboration rooms.

Bell Schedule

Apprentice Academy operates on a 4-block, 2-semester schedule.

Homeroom/ Mentoring	8:00-8:45
Period 1 Instruction & Project Time	8:50-10:15
Break	10:20-10:30
Period 2 Instruction & Project Time	10:35-12:00
Lunch	12:00-12:30
Period 3 Instruction & Project Time	12:35-2:00
Period 4 Instruction & Project Time	2:05-3:30

Student Check In-Check Out

Students who arrive late to school must check in at the front office. Students wishing to check out early must bring a note to the main office before school. The note must be from the student's parent/guardian and contain the reason, departure time, parent/guardian signature and a phone number where the parent/guardian can be reached. The student will be given an early dismissal form that he/she is to bring the main office at his/her departure time. If the student returns to school the same day, he/she must check in at the main office and be issued a pass to class. Students who need to leave school due to illness must have their teacher send them to the main office to call a parent/guardian. Students will not be allowed to leave campus without a parent note or parent pick up. This applies to all students including those over 18 years old. Phone calls, emails, or faxed notes from parent/guardian allowing the student dismissal are acceptable forms of communication.

Student Absences

Students must turn in excuse notes to the main office.

Students who miss more than 15 minutes of a class will be counted absent for that class period.

Students are allowed three days after being absent to bring an excuse note to document the reason for the absence. The note must be signed by a parent/guardian with a working contact number.

A student can have a maximum of 7 unexcused absences in a class per semester and still pass the course. A student will fail the course for excessive absences with 8 or more unless those

absences are made up. Make up dates and times will be published prior to the end of each semester. No more than 4 unexcused absences may be made up.

Students are **not permitted** to leave campus for lunch.

Transportation

Student Transportation Services

Apprentice Academy, in accordance with state law, shall provide free transportation for eligible students. The principal shall ensure that the transportation services of the school meet all the guidelines established by the State of NC, as well as the policies that pertain directly to the qualifications of bus operators and operational procedures adopted by the school.

All eligible students with disabilities will be provided bus transportation by the school based on his or her Individualized Education Plan (IEP). Homeless students will be assisted in accordance with the McKinney-Vento Act. Please contact the Guidance Counselor for further information.

Bus transportation will only be provided for students living in Union County or the Matthews area of Mecklenburg County. Transportation services will be provided on a centralized, community stop basis. Parents/guardians should not have any expectation that community stops will be within walking distance of their homes. It is the parent/guardian's responsibility to drop off and pick up their children at their assigned stop. Bus transportation is a privilege granted to the student. **IT IS NOT A RIGHT.**

Exceptions

This policy shall not in any way be construed as applying to or affecting the transportation rights provided to students with disabilities and/or homeless students, as defined by applicable federal and state law. Students with disabilities and/or homeless students who may be eligible for other transportation services and who would like more information should contact Apprentice Academy's Exceptional Children's Director.

Carpool Dropoff, Pickup and Departure

Students can be dropped off and picked up in front of Apprentice Academy's main entrance. Please note, our interim location while the permanent building is under construction (Open Book Baptist Church) has the school entrance located in the rear of the property. Please follow the entrance road that will be identified with signs to the school building entry. Once your student is dropped off, you may continue along the road to the property exit point which shall be marked by an exit sign.

Arrival and departure times can be hazardous if carpool participants choose not to follow **safe driving** rules. Consequently, parents/guardians are expected to follow staff directions and abide by the physical layout of the carpool. Example. Parents are not to have students come to the middle of the carpool line and then attempt to exit the line in the opposite direction of traffic. Both at the school's Temporary and Permanent locations, there will only be one way in and one way out. Parents/guardians are **always** expected to be cooperative and compliant with the school's carpool control points (signs are prominently displayed). While on school property,

North Carolina School Bus Safety laws are in effect and are to be obeyed in the same manner as one would follow on municipal streets and driveways (e.g. don't attempt to pass the stopped school bus as it's unloading students). Please, once in the carpool line, remain in the carpool line. Parents/guardians should be mindful of school arrival and departure times. Bus riders are dismissed at 3:25 to load the buses, followed by student drivers and then carpool riders. The order of departure are buses, followed by student drivers and finally, carpool riders.

School Bus Safety

Safe transportation of students shall be the paramount obligation of the transportation staff. All procedures and rules developed by the administration shall be governed by this requirement. State and local laws pertaining to the operation of buses and vehicles used to transport students will be observed by drivers, students and staff.

In North Carolina, charter school bus transportation is a privilege, not a right. Students can lose bus privileges due to failure to meet bus-riding behavioral expectations.

All behavioral policies within this manual also are applicable to students while on school provided transportation. Transportation rules and regulations will be distributed annually to parents/guardians. Students will receive instruction for the safe loading, riding, unloading and emergency evacuation procedures.

Driver's Education

Apprentice Academy does not directly offer driver's education classes, as charter schools are not funded to provide the program. Driver's education is available to students through Union County Public Schools or through private driving schools in the area. Upon successful completion of a Driver Education program, the student may obtain a **Driving Eligibility Certificate** from the front office once adequate academic progress and promotion has been verified by the school.

Student Drivers

1. Parking on campus is a privilege granted to the student. **IT IS NOT A RIGHT.**
2. Students must purchase a parking permit to drive a vehicle on campus and to park on campus. The number of parking permits will be limited to the available student spaces. Juniors and Seniors have priority. Any remaining parking spots are allocated to student drivers first come, first serve. Parking permits are sold in the front office for \$50 (\$25 per semester). Lost parking permits must be replaced and will be sold in the office for \$5. These are non-refundable fees.
3. Students must present a driver's license, vehicle registration and parking application form in order to purchase a parking permit. Students who have their driver's licenses revoked will also have their parking privileges revoked.
4. Each student who purchases a permit shall park only in the section designated for the permit.
5. Each student must display an Apprentice Academy parking permit in his/her vehicle while parking on campus. The permit must hang from the rearview mirror in such a manner that the permit number can be read when standing in front of the vehicle. Failure to properly display the permit will result in a fine.

6. Students shall operate vehicles in a **safe** manner while on campus. The speed limit on all roads and in all parking lots on campus is 15 miles per hour.

7. Students shall not operate vehicles with loud mufflers nor play radios, or other sound systems at a volume that might disturb classes or offices.

8. Students shall not park along any roadway on campus.

9. Students who have purchased a parking permit and have parking privileges will be fined \$5.00 for each minor violation of parking regulations to include not properly displaying the permit. After three violations, the fine will increase to \$10.00 for each minor violation.

10. Students who have not purchased a parking permit will be fined \$25.00 for each violation of parking regulations to include parking on campus without having a permit. Students who park on campus with an out-of-date temporary permit will be in violation of parking without a permit and incur a \$25.00 fine.

11. The Apprentice Academy principal reserves the right to have a vehicle towed from campus at the owner's expense if necessary. **STUDENTS WHO PARK ON CAMPUS WITHOUT A PERMANENT PARKING PERMIT ARE SUBJECT TO TOWING AT ANY TIME.**

12. Any student who leaves the Apprentice Academy campus without checking out properly or takes another student off campus who has not checked out properly is subject to the loss of parking privileges and disciplinary action up to and including loss of driving privileges for the remainder of the school year.

13. Examples of violations but are not limited to, that may result in a fine, the loss of driving privileges, school disciplinary actions and possible actions by appropriate law enforcement officials are:

a. Driving in an unsafe manner (e.g., aggressive driving, failing to yield for pedestrians, failing to yield for school buses, etc.).

b. Exceeding the 15-mile per hour speed limit.

c. Horseplay in or around a vehicle (e.g., riding on the top, hood or trunk of a vehicle, throwing objects from a vehicle, hanging out of the window of a vehicle, etc.) The student to whom the permit/vehicle is registered will be held responsible regardless of who commits the violation with the vehicle.

d. Failing to cooperate with school employees or law enforcement officials who are directing traffic or assisting in the flow of traffic.

e. Forging a regular or temporary permit.

f. Once parked, returning to the vehicle for any reason during school hours without permission.

Food Service Program

Apprentice does not currently participate in the National School Lunch Program; however, the school will have a Free/Reduced Lunch Program. However, families have a self-reporting question option contained in the enrollment application. As enrollment documents are received, Apprentice Academy will track and determine the number and percentage of students who qualify for free or reduced lunch resulting from responses from the enrollment application. Those students who do not qualify for free or reduced lunch, may bring their own lunch or order lunch for a fee from Apprentice Academy's online lunch ordering service. For those students that do qualify for free or reduced lunch, Apprentice Academy will provide a meal daily through the school's online lunch ordering service.

Apprentice Academy provides equal access to all children. Students will be offered the same selections regardless of whether they are eligible for free, reduced price, or paid meals. Apprentice Academy will provide a meal daily through the school's online ordering service. These students have the same meal options and scheduled deliveries as paying students. This service is entirely confidential. The Apprentice Academy principal or his/her designee will load funds monthly into accounts of students identified as eligible for free or reduced lunch. It is the responsibility of the student/family to monitor their accounts.

Apprentice Academy will review its meal process and procedures at the end of each school month and make data driven adjustments accordingly. The principal or his/her designee will also investigate the feasibility of entering the federal government's free/reduced lunch program and then make a recommendation to the board for future school years after studying the data.

Student Cell Phones

Students may not use or plug in cell phones inside the classroom during the school day unless directed by a teacher. Cell phones are to be secured in their bookbags, pockets or purses while in the classroom. **Students may use their cell phones during breaks and lunchtime.**

Public Display of Affection

The development of self-control and a sense of appropriateness is an essential part of every student's educational process. Displays of affection, other than handholding outside of class, are considered inappropriate. A school campus is not a place for overt displays of physical affection between students. Some examples of actions considered to be overt displays of affection include excessive hugging, kissing, and close physical contact. Students are expected to demonstrate restraint at a public place. Students who fail to do so may be subject to disciplinary action plus a parent conference with the administration.

Fire Drills

- A fire drill will be held each calendar month. When the alarm sounds all personnel must take the attendance roster and:
- Follow the evacuation route for the occupied room.
- Move students quickly and quietly out of the building and approximately 500 feet away.
- Always assume that a fire alarm is the real thing.

- Wait outside until instructed to return to the building.

Other emergency procedure drills will be practiced throughout the year see part 6.

Visitors & Phone Calls

Any visitors to Apprentice Academy, including parents, must check in at the office. People who are not guardians or parents must have prior permission from administration before visiting with students. Parents who need to meet with teachers must make an appointment in advance, at a time when the teacher has no student responsibilities. No phone calls will be transferred to a classroom during instructional time.

Distribution of Medication

If a student needs to take any prescription medication during the school day, the student should bring the medicine along with a current form obtained from the physician to the office. It is the student's responsibility to come to the office at the specified time to receive his or her medication from a member of the office staff. Medication will be taken in the presence of a staff member. The student should sign the medication log provided by the office staff. In order to dispense medications to students, parents will need to complete a permission to dispense form that we will keep on file. This will need to be updated each year.

Part 2

Lottery and Procedures

Admission of Students

IAW § 115C-218.45., Apprentice Academy High School of North Carolina shall admit any child who is qualified under the laws of North Carolina.

- Admission to AAHSNC is not determined according to the school attendance area in which a student resides.
- Students will not be denied admission due to their intellectual functioning, measures of achievement or aptitude, athletic ability, or disability except as otherwise provided by North Carolina law.
- Apprentice Academy will not deny admission due to a student's race, creed, national origin, religion, ancestry or gender

Enrollment Priorities

Apprentice Academy will give enrollment priority to the following:

- For siblings, multiple birth and otherwise, parents will enter one name in the lottery. If the program selects the family name in the lottery, Apprentice Academy will offer enrollment to all the siblings. After the first year, siblings of students who were enrolled at the school the previous year will also get enrollment preference.
- Children of Apprentice Academy's full-time employees and Board of Directors but are limited to a maximum of 15% of the school's total enrollment.

- A student who was enrolled in another charter school in North Carolina in the previous school year that does not offer the student's next grade level.

Lottery Procedures Definition. A lottery is a random process to select students for enrollment at Apprentice Academy if the number of applicants exceeds the number of available seats at each grade level.

Lottery Procedures.

- If a lottery is necessary, it will be held in a public place and announced on Apprentice Academy's website and Facebook page. All the names for the lottery will be entered in the school's contracted web-based lottery program. The program will select names completely at random and notify selected families immediately via email and will be offered a spot for enrollment or where they were placed on the waiting list. Families will have the option to complete an online lottery registration packet or a paper version.
- Parent/Guardian of an accepted student will receive a notification via email that they have five days to either accept or decline the seat. Parents who accept the seat will have an additional five days to complete the Apprentice Academy enrollment package. Parents/Guardians will have the option to complete the enrollment forms either online or a paper version.
- If siblings apply for admission to Apprentice Academy and a lottery is needed, Apprentice Academy 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 siblings shall be admitted if the grade level capacity is not exceeded.
- If multiple birth siblings apply for admission to Apprentice Academy and a lottery is needed, Apprentice Academy will enter one surname 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.

Waitlisted Students

- For students placed on the waitlist, if a spot opens, the first student from the waiting list will be offered the spot. Families will be offered information and five days to make the decision to accept or decline the spot.
- If the family chooses to decline the offer of enrollment, the next student on the waiting list will be offered a chance to enroll and given five days to decide. This process will continue until all available seats have been filled off the waitlist.

Notes.

- Once enrolled, students are not required to reapply.
- Apprentice Academy may refuse admission to any student who has been expelled or suspended from a school under G.S. 115C-390.5 through G.S. 115C-390.11 until the period of suspension or expulsion has expired.

Withdrawal

Students withdrawing from the school will be asked to do so in writing. The withdrawal form will include the reason for the withdrawal and the school to which the student will be transferring, including a registered Homeschool Number from the Department of Non-Public Instruction for homeschooled students. Student records will be sent upon receiving an official records request from the receiving school.

Note: Notwithstanding any law to the contrary, AAHSNC may refuse admission to any student who has been expelled or suspended from a public school under G.S. 115C-390.5 through G.S. 115C-390.11 until the period of suspension or expulsion has expired.

Part 3

Summit Personalized Learning Program

The Summit Learning Platform

The Summit Learning Platform helps students connect their long-term goals to their daily actions. Students move at their own pace to learn skills, apply those skills to real world projects and reflect on their learning.

The Summit Learning Platform contains curriculum developed by teachers in the classroom. It is a collection of projects, concept units and resources for content and assessments that are included in the Summit Learning Platform.

The Summit Learning basic curriculum is designed to be the model curriculum for the program and is built with flexibility in mind so partner schools can customize it to meet the expectations of their state standards, district benchmarks, school values and student needs. Teachers can adapt or create new resources and projects to meet their students' needs.

The Summit Learning Platform is designed to facilitate strong relationships between teachers and students through mentoring and ongoing feedback—and between students and their peers. For example, students work in teams to apply what they're learning to projects that mimic and solve real-world problems. Along the way, they develop strong collaboration, communication and critical thinking skills. The Platform also provides teacher with the data to provide individualized instruction.

The Student Experience

Summit Learning has three pillars:

Project-based learning to build cognitive skills

One-on-one mentoring to understand and pursue personal goals

Individualized pathways to master content

Each pillar corresponds with blocks in a student's day:

Project-based Learning Time: Students spend most of their time working on rich, real-world projects with their teacher and classmates that develop cognitive skills. These rigorous projects enable students to apply their content knowledge to real-world situations.

Weekly Mentor Meetings: Students meet one-on-one with a mentor--a teacher, a school leader, or other adult--at least once a week. The weekly check-in and any other organic mentor support revolve around ensuring that a student's daily actions and current progress are aligned to his or her individual long-term goals and aspirations. They also meet regularly as a group with their teacher and other mentees.

Self-Directed Learning Time: During this time, students make their way through content via a range of resources (playlists) to become college and career-ready. They learn content largely via the Summit Learning Platform and all with the support of their teacher. Students can move at their own pace and learn how they best learn because they have different options to learn the same information. Unlike in traditional lectures, they aren't pushed too far ahead of what they are ready for, nor bored because they already know it.

Teacher Role

During Project Time, teachers help students apply their content knowledge to real-world problems. They facilitate discussions in the classroom, coach students in applying their cognitive skills, and give students feedback.

During Personalized Learning Time, teachers check in with students about their academic progress, and provide coaching and tutoring as students focus on mastering content knowledge to apply in projects.

In addition to teaching, Summit Learning teachers are also empowered to get to know their students deeply by serving as mentors. With dedicated mentor time, teachers support their mentees throughout their entire time at school and work to help them develop a sense of purpose. Mentors help students set both long term and short-term goals and coach them through their progress over time.

Grading: Cognitive Skills

Cognitive skill scores on projects make up 80% of a student's grade.

Only the best grade for each cognitive skill in a course will be counted towards the overall grade.

The overall grade is based on the weighted average of all cognitive skills being measured in a course. For example, if a specific cognitive skill is assessed 4 times, then it will count in a student's grade 4 times.

Content Knowledge

Students demonstrate mastery by passing a Content Assessment (CA) for lesson Focus Area.

Passing Content Assessments make up 20% of a student's grade.

A content assessment is a 10-question assessment from a large bank of questions that tests students' understanding of the knowledge.

Students can take CAs multiple times until they master the content.

Students must answer 8 out of 10 questions (receive an 80%) on a Content Assessment (CA) to pass.

For AP courses, students must receive a 70% to pass.

If a student passes a CA, he/she receives full credit for that lesson's focus area.

Curriculum

With their teachers, students move through resources, learning content at a pace that is right for them and demonstrating competency at different stages by taking assessments.

Tests will not be scheduled for an entire class on the same day (except EOCs, ACT, etc.)

Students who are ready can take a test early, and those who are struggling can prepare until they're ready and having the opportunity to re-take assessments until they have passed.

Playlists of content (text, videos, and exercises) for each course allow students to choose how they learn best.

They learn content largely via the Summit Learning Platform and all with the support of their teacher.

Online on-demand assessments give teachers and students real-time data to use to improve teaching and learning.

Each course includes a series of projects and focus areas.

The project is the core experience in Summit Learning.

Projects are designed to provide authentic opportunities for students to demonstrate their fluency with core content area cognitive skill objectives.

In math courses, most of the learning experiences are in Concept Units, which are often shorter experiences designed to provide students with tasks that promote their conceptual thinking and application.

The core content for a course is organized into Focus Areas in the Summit Learning Platform.

Focus Areas are comprised of learning resources organized around objectives and content assessments.

Students build content competency by learning from content-based playlists and demonstrating content knowledge through on-demand content assessments.

Source: www.summitlearning.org.

Graduation & Classification Requirements

North Carolina Future Ready Core

Apprentice Academy Students have a 28-credit requirement to graduate:

English- 4 credits

Math-4 credits

Social Studies- 4 credits

Science-3 credits

CTE-4 credits

Work-based learning credits-2,

Health/Physical Education- 1 credit

Other Electives-6

Total- credits 28.

To be promoted to the next grade, a student must earn the required number of credits each year. Those credits must include one credit each in English and Math. The credit requirements for promotion from grade to grade are:

To Grade 9, Promoted from Grade 8

To Grade 10, 6 credits that must include the appropriate Math and English course in grade 9

To Grade 11, 12 credits that must include the appropriate Math and English course in grade 10

To Grade 12, 18 credits that must include the appropriate Math and English course in grade 11

To Graduate- 28 total credits including passing (Level III, IV or V) on the NC Math 1 EOC, English 2 EOC and Biology, grade 12 Math and English.

Grading Policy

There are multiple purposes for the assignment of grades, including but not limited to the documentation of student and teacher achievement; providing teacher feedback on student progress to students, parents and fellow teachers; monitoring for continuous student growth and concept mastery; and informing instructional practices and small-group instruction in the classroom.

Traditional Grading System

The following grade scale will be used by Apprentice Academy

A (90% - 100%) Superior

B (80% - 89%) Above Average

C (70% - 79%) Average

D (60% - 69%) Below Average

F (0% - 59%) Unsatisfactory

I – Incomplete

P-Pass

F-Fail

Standards Based Grading System

Standards based assessment provides an accurate snapshot of student abilities based on the standards which they are accountable for at their individual grade level. As such, the following scale is utilized to identify a student's progress towards a standard:

4 - Has demonstrated advanced, in-depth understanding of the standard

(I know it even better than my teacher taught it)

3 - Has demonstrated a complete understanding of the target learning goal

(I know it just the way my teacher taught it)

2 - Has demonstrated a simple understanding of the target learning goal

(I know some of the simpler stuff but can't do the harder parts)

1 - Can partially demonstrate understanding with assistance

(With some help, I can do it)

0 - Is not successful with the learning goal, even with assistance

(Even with help, I can't do it).

To report grades in PowerSchool and for traditional transcript purposes, a student's scores for each standard shall be averaged together to determine a term grade for the course based on the following scale.

A 3.00 - 4.00

B 2.50 - 2.99

C 2.00 - 2.49

D 1.50 - 1.99

F Below 1.50

GPA Calculation

AAHSNC abides by the grade point average values and class rank calculation method devised by the University of North Carolina and NC Community College systems:

Weighted Grade Point Average (GPA) Scale:

Standard Courses	Honors Courses	AP & College Courses
A=4	A=4.5	A=5
B=3	B=3.5	B=4
C=2	C=2.5	C=3
D=1	D=1.5	D=2

F=0

F=0

F=0

Students earning a 4.3 or above are recognized as summa cum laude, 4.0 to 4.299 as magna cum laude and 3.7 to 3.99 cum laude.

Part 4

Work Based Learning

Apprentice Academy students can explore career pathways through work-based learning opportunities such as apprenticeships. Work-based learning provides students with real-life work experiences where they can apply academic and technical skills. All high school apprenticeships are referred to as pre-apprenticeships. Most apprenticeship programs last from one to five years but vary based on the occupation and complexity of the job offered by the employer. Pre-apprenticeship programs are often shorter than apprenticeships and provide pre-employment training for students preparing to go into a registered apprenticeship after graduation. Apprentice Academy student participants must be at least 16 years old to start an apprenticeship. All apprenticeships and pre-apprenticeships are governed by U.S. Department of Labor's Bureau of Apprenticeship and Training. In North Carolina, the Department of Labor works with the North Carolina community college system to implement and monitor certified apprenticeship programs. *ApprenticeshipNC* is the system's agency that ensures all employers involved with apprenticeships provides Apprentice Academy students with high-quality training and issues the Certificate of Completion.

Pre-Apprenticeship

Pre-apprenticeship connects school-based learning with the workplace to integrate core and technical instruction. As opposed to full apprenticeships, pre-apprenticeships offer shorter training programs that allow participants to explore an industry before they decide to join it. In addition, pre-apprenticeship participants can decide to either learn in the classroom, gain on-the-job experience, or pursue both at the same time. If participants are planning to continue apprenticeship training, they can also earn credit that can carry over to their field of interest.

Career & College Promise

Career & College Promise is North Carolina's dual enrollment program for high school students, where eligible high school students can enroll in college classes at North Carolina community colleges and universities. In many cases, students can earn college credit and meet high school graduation requirements through college courses. Apprentice Academy students in apprenticeships are eligible for CCP.

Postsecondary – Career Preparation

Once an Apprentice Academy student graduates from high school, he/she is eligible to participate in an *ApprenticeshipNC* registered apprenticeship. Apprentice Academy students who complete our high school pre-apprenticeship are eligible for additional benefits during their registered apprenticeship, including:

- Tuition Waiver: Students who start in a qualifying apprenticeship program while in high school and enroll in a registered apprenticeship program within 120 days after graduation qualify for the Youth Apprenticeship tuition waiver at one of our local community colleges (SPCC, CPCC).
- Transfer of College Credits: Credits earned in college courses taken during high school through certified Career & College Promise pathways can be applied toward a community college degree.
- Career Advancement: Apprenticeships are increasingly aligned with higher education goals depending on student interests.

Part 5

Restorative Practices and Student Discipline Policy, Rules and Procedures

To support and promote positive behavior, Apprentice Academy will employ preventative practices using a three tiered-Restorative Practice Apprentice Academy uses the guiding principles of Restorative Justice Practices when addressing student discipline. The following information is provided by Triad Restorative Justice:

"What are the foundational principles of Restorative Justice?"

First and foremost, the value of respect is the foundational value of restorative justice. Respect guides how the stakeholders are involved in the process and how the stakeholders interact with each other. Respect permeates all the principles, models and steps of restorative justice practices. The importance of relationships and our interconnectedness with each other are also vital values that underlie the principles of restorative justice.

Howard Zehr identifies three pillars of restorative justice in *The Little Book of Restorative Justice*:

Restorative justice focuses on harms and needs – the needs of the victim, but also the needs of the offender and the community

Wrongs or harms result in obligations – the offender needs to take responsibility for the harm caused and take actions to make things right as much as possible

Restorative justice promotes engagement or participation – the principle stakeholders (victim, offender and community) have significant roles in the process

Throughout all the restorative processes, the value of Respect for everyone is first and foremost."

When any student is referred by any staff member for violation of school rules the following Restorative Plan will be followed:

1. Restorative measure represents a philosophy and a process that acknowledges that when a person does harm, it affects the persons they hurt, the community and themselves. When using restorative measures, an attempt is made to repair the harm caused by one person to another and to the community so that order is restored for everyone. By applying restorative measures in schools, school personnel have another tool to use with youth to repair harm and teach problem solving skills.

2. Restorative practices guide teachers to teach students self-control through an understanding of personal needs, the use of problem-solving skills and an expectation that youth and adults can make amends – restitution – for the harm that they cause.

3. An offending student is given the opportunity to participate in a restorative process as a means of making things right for victims and the school community. Restorative approaches can be used either in place of traditional discipline (detention, suspension, expulsion...) or as a re-entry tool upon re-entry from traditional discipline practices.

Restorative practices include:

Peace making circles – group of individuals address issues in school.

Restorative meetings – wrongdoing occurs; classroom discusses impact on fellow students and school community.

Conferencing – conversation among people affected by behavior to explore the harm and how individuals were affected and how to repair the harm with a plan.

Restorative Practices are proactive, rather than reactive measures, however, Apprentice Academy discipline policy and expectations are outlined below.

Expected Behavior

Apprentice Academy believes that standards for student behavior must be set cooperatively through interaction among the students, parents/legal guardians, staff, and community members producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school and community property on the part of students, staff, and community members. Since students learn by example, school administration, faculty, staff, and volunteers will always demonstrate appropriate behavior and treat others with Civility Professionalism and Respect (**CPR**).

Students are expected to behave in a respectful manner while under the responsibility of school staff (this includes during the school hours, on the bus, at the jobsite, after school activities, or any activity in which school staff members are responsible for the students. Restorative Practices are a whole school relational approach to building school climate and addressing student behavior that fosters belonging over exclusion, social engagement over control, and meaningful accountability over punishment (The Institute for Restorative Justice). Apprentice Academy will have a Restorative Practices (RP) team that will work with all Tier 2 and Tier 3 issues as well as provide classroom management coaching to classroom teachers.

Tier 1 are schoolwide practices that are meant to reduce, prevent, and improve harmful behavior through modeling and instruction. Tier 1 practice is classroom-based where students and teachers are building relationships. Research shows that positive student-teacher relationships are the primary means of preventing disciplinary issues. Teachers are expected to build relationships by considering 1. How do I interact with my students? 2. What am I doing to make sure students feel welcome? and 3. What is the process for resolving conflict or disagreement in the classroom?

Examples of Tier 1 behavior infractions include but are not limited to:

1. Verbal aggression towards peers and/or staff
2. Bus referrals
3. Horse play
4. Theft
5. Cursing
6. Refusal to work/non-compliance
7. Classroom Removals
8. Cell phones device misuse.

Tier 2 issues are those where students display behavioral issues that cannot be resolved classroom teacher alone and the teacher needs assistance from the RP team. The team's actions at this level include conferencing and mediation as well as formal processes for restoration of relationships, to repair harm and prevent future incidents.

Examples of Tier 2 behavior infractions include but are not limited to:

1. Repeated referrals to the office
2. Bullying
3. Sexual harassment and/or sexually inappropriate behavior
4. Tobacco product use on school grounds and buses such as e-vapors or cigarettes.
5. In possession of paraphernalia associated with drugs, alcohol or tobacco such as rolling paper or display of said items on clothing and headgear.

Tier 3 behavioral issues require individualized interventions and support services likely to be long-term and ongoing for a small percentage of the school's population (approx. 3% to 5%) who present significant and ongoing behavioral challenges that cannot be resolved using Tier 2 conflict resolution strategies. Tier 3 behavioral issues that result in suspensions requires the RP team to assist the injured parties with developing a reentry plan.

Examples of Tier 3 behavior infractions include but are not limited to:

- Physical violence towards any staff member or other students
- Serious property damage that would result in charges being filed
- Possession of a weapon
- Possession, use, and/or distribution of illegal drugs and/or alcohol
- Threatening and/or intimidating peers or staff
- Setting fires or use of other combustible items on school grounds or property

Behavioral Consequences

The following is a list of possible consequences that may be given to students for inappropriate behavior. In certain instances, other consequences that appropriately match the misbehavior may also be used.

- **Warnings:** If a student is exhibiting a relatively minor behavioral infraction, the staff at their professional discretion, may give the child verbal warnings that their behavior is inappropriate, and the warning may be documented by that staff member for future reference. The staff member is expected to notify the parent/guardian within 24 hours of the warning.
- **Counseling Interventions:** In accordance with the school's Restorative Practices, the RP team will be the first line of counseling intervention where feasible (Tier 1 & Tier 2 infractions).
- **Removal of Students from Class:** On occasion, a student's behavior may require that he or she be removed from a class to ensure either the academic growth of other students or the safety of everyone involved. Due to the nature of our school, teachers do not have the option of requesting permanent removal from class. Should a situation arise that a student requires removal from class, the student may be issued a cooling-off period with the Restorative Practices (RP) team to reflect and regroup until they regain both self-control and a cooperative attitude before returning to class. The RP team member and the student will discuss the concern and ways of remedying the situation. If necessary, the principal (or designee) may meet with other involved or uninvolved students and/or the teacher(s) to identify ways to rectify the situation, towards allowing the student to return to class. Parents will receive notification by an RP team member if a child is removed from class for serious or repetitive behavioral concerns.
- **Out of School Suspension:** An Out-of-School (OSS) suspension will be time away from school to consider and reflect their misbehavior. When suspended, a student is not allowed on school property, and if seen on school property, will be considered trespassing. While suspended, students are not allowed to participate in any school related activities. Out-of-school suspensions will be considered unexcused absences, and the student will be required to make up on their own time all work from time missed. When returning, students will meet with the RP team prior to integrating back into the normal school schedule.

Note: Students receiving OSS are prohibited from participating in athletic, clubs or other extracurricular activities for the term of the OSS.

Due Process

Disciplinary referrals needing administrative intervention will require student due process to be completed by the principal or designee. Due process is an internal investigation that includes the student's comments regarding his or her misbehavior. It will also include the comments of the injured party along with any witness statements. The principal or designee will consider all the

statements, video footage (if any) and recommendations of the RP team to make his or her decision. Consequences, if any, will be in accordance with the Apprentice Academy's three-tiered system. Infractions that are in violation of local, state or federal laws will immediately be reported to the School Resource Officer (SRO) or other law enforcement agency in the absence of the SRO.

Discipline Reporting

Parents or guardians are notified of all incidents of student misbehaviors within 24 hours of the occurrence and these incidents are recorded into the PowerSchool Student Information System.

Discipline of Students with Disabilities

When appropriate, the principal or designee may discipline a student with a disability who has not complied with the Apprentice Academy's discipline policies. Exceptional Children's education services will be provided to a disabled student if the student has been removed from school for more than ten (10) school days. If a student with a disability is removed for less than ten (10) cumulative days, educational services will be provided only if such services are provided to students without disabilities who have been similarly removed.

Appeal Process Foundation

Every effort is taken to ensure students are treated equitably and fairly when investigating a behavioral concern and issuing consequences. However, should a parent/guardian feel that such issuance is unwarranted; they may use the following procedure to appeal the referral.

Note: Short term suspensions (1 to 10 days) may not be appealed. Long term suspensions (more than 10 days) may be appealed to the Board of Directors.

During the appeal process, the consequences the student received will stand and must be met by the student while any final decision is pending. If the student was suspended, he or she must also honor the terms of the suspension including accompanying consequences until any appeal decisions have been exhausted. If the referral is appealed successfully all record of the consequence will be expunged and the student will be excused from any missed work during that time and the unexcused absence will be converted to excused absence.

Requesting an Appeal

If a parent/guardian wishes to request an appeal for a disciplinary consequence, the parent or guardian may make a written appeal to the Board of Directors within two (2) days of the incident and may appear before the board if the board agrees. All Board decisions are final.

Dress Code

The Board of Directors expects student dress and grooming to be neat, clean and in keeping with community standards, so that each student may share in promoting a positive, healthy and safe atmosphere within the school. This expectation includes the school day, job site and school sponsored extracurricular activities. Students shall observe modes of dress and standards of personal grooming that are in conformity with an educational/job environment and necessary to maintain an orderly and safe atmosphere for all students. Apparel is expected to conform to reasonable student standards of modesty, and as such, no excessive or inappropriate areas of skin

or undergarments may be exposed. No apparel or grooming which presents a safety concern is permitted. No apparel displaying messages that are gang-related, sexually explicit, vulgar, violent, or advocating illegal activities is permitted. Jeans torn above the knee are unacceptable. Undergarments shall not be visible. Further, no clothing or personal grooming that disrupts, or can be forecasted to disrupt, the educational environment is permitted.

Although students may wear hats while in the building during free times, teachers have discretion to require students to remove their hats while in the classroom.

School administration reserves the right to address any school dress code violation they determine to be disruptive to the learning environment. Parents may appeal to the Board following the steps previously mentioned in this section.

Student Conduct on Buses

The safety of students during their transportation to and from school as well as while on field trips is a responsibility which they and their parents/guardians share with the bus drivers and school officials.

Students can be suspended from school bus transportation due to inappropriate behavior. Students are expected to follow all safety rules while riding the bus. It is important to remember that any time the driver must remove his/her eyes from the road to students who are breaking the rules; the entire bus is placed in jeopardy. Therefore, we expect students to:

- Always remain in their seats,
- Obey the bus driver,
- Speak in respectful voices,
- Keep feet out of the aisles,
- Refrain from eating or drinking on the bus, and
- Always keep hands to themselves and inside the bus.

Suspension from School Transportation

NC charter schools are not required to provide student transportation. Therefore, school bus service is a privilege, not a right. Restorative Practices also apply to bus transportation discipline. After notice to the student and his or her parent(s)guardian(s), misbehavior on the bus may lead to a student being suspended from school transportation. Depending on the severity of bus misbehavior and its impact on bus safety, students may be removed from the bus for up to and including the remainder of the school year.

Bullying and Harassment

All members of the Apprentice Academy community will refuse to tolerate harassment or bullying. Apprentice Academy upholds that bullying of any student or employee is prohibited:

- During any education program or activity conducted by the school
- During any school-related or school-sponsored program or activity

- On a school bus
- Using data or computer software that is accessed through a computer, computer system, or computer network within the scope of the district school system.

Consequences for an act of bullying or harassment

Concluding whether an action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances necessitating the principal to initiate Due Process for all involved parties. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action. Consequences and appropriate remedial action for students who commit acts of bullying or harassment may range from counseling interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for an employee found to have committed an act of bullying or harassment may range from counseling and up to and including immediate termination

Consequences for intentional misreporting

Consequences and appropriate remedial action for a student found to have wrongfully and intentionally accused another as a means of bullying or harassment range from counseling interventions up to and including suspension. Consequences and appropriate remedial action for an employee found to have wrongfully and intentionally accused another as a means of bullying or harassment may range from counseling interventions up to and including immediate termination.

Reporting an act of bullying or harassment

The principal or designee is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal or designee. All other members of the school community, including students, parents/legal guardians, volunteers, and visitors are encouraged to report any act that may be a violation of this policy anonymously or in-person to the principal or designee. To report incidents of bullying, individuals may meet with either the principal or designee to make the report. Any report in person should be followed within one day with a written report or a written explanation to the school's office. Should the principal wish, other forms of reporting may be created. The methods of reporting bullying will be prominently publicized to students, staff, volunteers, and parents/legal guardians, as well as how the report will be acted upon. The victim of bullying, anyone who witnessed the bullying, and anyone who has credible information that an act of bullying has taken place may file a report of bullying. An employee, school volunteer, student, parent/legal guardian or other persons who promptly reports in good faith an act of bullying or harassment to the appropriate official and who makes this report in compliance with the procedures set forth in this policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments. Written and oral reports shall be considered official reports. Reports may be made anonymously but formal disciplinary action may not be solely based on an anonymous report.

Investigation of whether a reported act is within the scope of the school

The principal or designee will conduct Due Process investigative procedures to initiate an investigation of whether an act of bullying or harassment is within the scope of the school. Based on the results of the Due Process investigation, the principal will determine if an act of bullying or harassment falls within the scope of the school and will act according the following protocols:

If it is within the scope of the school, the principal will apply appropriate consequences.

If it is outside scope of the school, and determined a criminal act, refer to appropriate law enforcement.

If it is outside the scope of the school, and determined not a criminal act, inform parents/legal guardians of all students involved.

Determination of consequences and due processes for a perpetrator:

Concluding whether an action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances, followed by the determination of disciplinary sanctions appropriate to the perpetrator's position within the school.

Consequences and appropriate interventions for students who commit acts of bullying may range from counseling interventions up to, but not limited to suspension, or expulsion.

Consequences and appropriate interventions for an employee found to have committed an act of bullying may include counseling intervention up to and including immediate termination. If the staff member holds a NC professional license, results of the investigation will be reported to NCDPI.

Consequences and appropriate intervention for a visitor or volunteer, found to have committed an act of bullying shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

These same actions will apply to persons, whether they are students, school employees, or visitors/volunteers/independent contractors, who are found to have made wrongful and intentional accusations of another as a means of bullying.

If a complaint of bullying or harassment is made by the alleged victim during or after the commencement of an investigation into employee or student misconduct, it shall not be a defense to the allegations of employee or student misconduct but may be considered as a mitigating factor under school policy, if appropriate.

Providing immediate notification to the parents/legal guardians of a student victim:

The principal, or designee, shall report the occurrence of any incident of bullying as defined by this policy to the parent or legal guardian of all students involved as soon as possible after an investigation determines that an act of bullying has occurred. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

If the bullying incident results in the perpetrator being charged with a crime, the principal or designee, shall by telephone or in writing by first class mail, inform parents/legal guardian of the victim(s) involved in the bullying incident. Once the investigation has been completed, law

enforcement will be contacted immediately as circumstances warrant to determine whether to pursue criminal charges.

Referral of victims and perpetrators of bullying or harassment for counseling

After an investigation has determined that an act of bullying has occurred, as defined herein, the principal or designee shall discuss with both the victim's and perpetrator's parents/legal guardians' options available for counseling. This may include referrals to community agencies or partner agencies the school has relationships with

The Principal or designee shall also refer the perpetrator and victim to the school's RD Team to develop strategies to be used within school to prevent the bullying behavior from continuing.

Providing instruction regarding bullying and/or harassment

The board seeks to ensure that Apprentice Academy sustain healthy, positive, and safe learning environments for all students. It is important to change the social climate of the school and the social norms with regards to bullying. This requires the efforts of everyone in the school environment including all school staff, parents/legal guardians, students and school volunteers.

Students, parents/legal guardians, all school staff and, and school volunteers shall be offered instruction at a minimum on an annual basis on the school's Policy and Regulations against bullying and harassment. The instruction shall include evidence-based methods of preventing bullying and harassment, as well as how to effectively identify and respond to bullying in schools.

Regularly reporting of actions taken to protect the victim

The principal (or designee) shall by telephone and/or in writing report the occurrence of any incident of bullying as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident has determined an act of bullying has occurred. According to the level of infraction, parents/legal guardians will be notified by telephone and/or writing of actions being taken to protect the child; the frequency of notification will depend on the seriousness of the bullying or harassment incident. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

Students are subject to all school rules and potential consequences while utilizing school transportation. Additionally, suspension of transportation privileges is another possible consequence for misbehavior during transportation.

Bullying and Harassment

Statement prohibiting bullying and harassment

It is the policy of the Apprentice Academy Board of Directors that all of its students, employees, and volunteers learn and work in an environment that is safe, secure, and free from harassment and bullying of any kind. The board will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited.

Definition of bullying and definition of harassment

Bullying means intentionally and repetitively inflicting physical hurt or psychological distress on one or more students or employees and may involve but is not limited to:

Teasing

Social Exclusion

Threat

Intimidation

Stalking, including cyber stalking as defined herein

Physical violence

Theft

Sexual, religious, racial or gender orientation harassment

Public humiliation

Destruction of property

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or employee that:

- Places a student or employee in reasonable fear of harm to his or her person or damage to his or her property.
- Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits.
- Has the effect of substantially disrupting the orderly operation of the school.

Bullying and harassment also encompass:

Retaliation against a student or employee by another student or employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.

Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:

Incitement or coercion

Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the school

Acting in a manner that has an effect substantially like the effect of bullying or harassment

Cyber bullying, which is defined as engaging in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or using electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose. See NC § 14-458.1.

Student Participation in Secret Organizations and Gangs

Apprentice Academy prohibits membership in secret fraternities or sororities, or in other clubs or gangs not sponsored by established agencies or organizations recognized by Apprentice Academy or law enforcement. Apprentice Academy feels that the presence of gangs and gang activities can cause a substantial disruption of or material interference with school and school activities. A "gang" as defined in this policy is any group of two or more persons whose purposes include the commission of illegal acts. By this policy, Apprentice Academy acts to prohibit the existence of gangs and gang activities as follows:

No student on or about school property or at any school activity:

Shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other things which evidence of membership or affiliation in any gang.

Shall commit any act or omission or use any speech either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.

Shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including but not limited to:

- Soliciting others for membership in any gangs.
- Requesting any person to pay protection or otherwise intimidating or threatening any person.
- Committing any other illegal act or other violation of school policies.
- Inciting other students to act with physical violence upon any other person.

Searches

Apprentice Academy school administration reserves the right to search student property (including vehicles) when reasonable suspicion exists. When conducting searches of student property (including vehicles), the Principal of Apprentice Academy or his/her designee may seize any illegal or unauthorized items that may pose a threat to the student body or staff. Such items include, but are not limited to:

- Controlled substances or intoxicants
- Dangerous weapons
- Explosives
- Firearms
- Flammable materials
- Poisons

- Tobacco and e-cigarette products

Non-criminal items i.e. e-vapes will be disposed of. Criminal items i.e. weapons will be confiscated, and law enforcement will be immediately notified. All confiscated items will be turned over to law enforcement. The parent/guardian will be notified regarding the confiscation and the involvement of law enforcement.

Tobacco-free School Campus Policy

The AAHSNC Board recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and school facilities. The Board believes that the use of tobacco products on school grounds, in school buildings and facilities, on school property or at school-related or school-sponsored events is detrimental to the health and safety of students, staff and visitors.

The Board acknowledges that adult employees and visitors serve as role models for students. The Board recognizes that it has an obligation to promote positive role models in schools and to promote a healthy learning and working environment, free from unwanted smoke and tobacco use for the students, employees, and visitors on the school campus.

Tobacco Use Prohibited

No student shall be permitted to possess a tobacco product while in any school building; while on school grounds or property; or at any school-sponsored or school-related event, or at any other time that students are under the authority of school personnel.

Additionally, employees, school volunteers, contractors or other persons performing services on behalf of Apprentice Academy also are prohibited from using tobacco products at any time while on duty and in the presence of students, either on or off school grounds.

Enforcement for Staff and Visitors

Consequences for employees who violate the tobacco use policy will be in accordance with personnel policies and may include verbal warning, written reprimand, or termination. Visitors using tobacco products will be asked to refrain while on school property or leave the premises. Law enforcement officers may be contacted to escort the person off the premises and cite the person for trespassing if the person refuses to leave the school property. Forfeiture of any fee charged for athletic events admission will be enforced for visitors violating this policy.

VIOLATIONS OF SCHOOL POLICY NOT SPECIFICALLY ADDRESSED

The faculty, administration, and staff of Apprentice Academy High School have the responsibility to provide a safe and orderly learning environment. Students are subject to disciplinary action for any disruptive behavior which detracts from the safe orderly environment **even if not specifically mentioned in these guidelines.**

Part 6

Emergency Procedures

Should Apprentice Academy experience an actual inclement weather event, families will receive a phone call and email with a closing alert message informing them that schools are closed. Apprentice Academy will always defer to the Union County Sheriff's Office inclement weather recommendations.

Classroom Procedures for Severe Weather

Listen for the announcement to activate the Severe Weather Procedures.

Teachers will direct the students to their assigned safe shelter area (usually hallways). Students will leave all belongings behind, including books, bags, coats, etc.

Students will move quickly, quietly and orderly to their assigned areas.

Students will wait for instructions.

Teachers will take an attendance sheet or similar document with them.

Teachers will make sure the classroom door is closed after the last person has left the room. Teachers/Administrators will check to make sure all students are out of bathrooms.

Teachers will instruct the students to line up and sit down against the inside wall of the hallway and be prepared to assume the Tornado Protective Kneeling Position.

Teachers will keep students calm.

Tornado Protective Kneeling Position:

Kneel or crouch on your knees and elbows, with your head between your knees and your hands clasp over the back of your head. When the storm is imminent instruct the students to:

Assume the protective kneeling position with their hands covering the back of their necks and their faces protected by the floor and their knees.

Remain in this position until instructed otherwise.

After the storm passes:

Check all students for injuries

Take attendance

Report the status of your class to the administrator in the predetermined manner.

Follow any further instructions from the Administrator.

Fire Drills, Lock Downs, and Shelter in Place State law mandates that schools conduct regular safety drills, including fire drills, lock downs, tornado drills, and shelter in place exercises.

Upon the sounding of the fire alarm, students must silently proceeding immediately out of the building in an orderly fashion under the direction of staff. All students must move well away

from the building and keep out of roadways, giving fire equipment free access to all areas. Students must stay with their respective class or groups and remain outside until signaled to return to the building. Under no circumstances should anyone delay exiting the building by stopping at another location such as lockers or restrooms. Talking and running are not permitted during a fire drill. Students who talk, run, or show any type of disorderly conduct will be referred to the administration and risk suspension from school.

Fire drill exits are posted in each classroom. When students are in the cafeteria, they are to follow the exit route posted in the cafeteria, stay together in a large group well off the roadway under the supervision of staff.

During lockdowns, bad weather drills, or shelter in place exercises, students must remain in designated areas and closely follow all directions by staff. Students who refuse to follow staff instructions during safety drills are subject to disciplinary action.

Student's Name (Print and Sign)

Parent's Name (Print and Sign)

Part 7

Apprentice Academy High School Chromebook Loan and Acceptable Use Agreement

Chromebook Loan Agreement

1. One Chromebook, charger and sleeve/case are being lent to the Student and are in good working order. It is the Student's responsibility to care for the equipment and ensure that it is retained in a safe environment.
2. This equipment is, and always remains, the Property of Apprentice Academy High School of North Carolina and is herewith lent to the student for educational purposes only for the 2019-2020 Academic School Year. The student may not deface or destroy this property in any way.
3. Inappropriate use of the machine may result in the student losing their right to use the Chromebook. The equipment will be returned when requested by Apprentice Academy, or sooner, if the student withdraws from Apprentice Academy prior to the end of the school year.
4. The School Property may be used by the Student only for educational purposes, in accordance with Apprentice Academy policies and rules, the school's Acceptable Use Policy, as well as local, state, and federal statutes.
5. Students may not install or use any software other than software owned or approved by Apprentice Academy.
6. One user with specific privileges and capabilities has been set up on the Chromebook for the exclusive use of the student to which it has been assigned. The Student agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account.
7. The student may not make any attempt to add, delete access, or modify other user accounts on the Chromebook or on any school owned computer.
8. Apprentice Academy's network is provided for the academic use of all students and staff.
9. The Student agrees to take no action that would interfere with the efficient, academic use of the network.
10. Identification labels have been placed on the Chromebook. These labels are not to be removed or modified. If they become damaged or missing contact your advisory teacher for replacements. Additional stickers, labels, tags, or markings of any kind are not to be added to the machine.
11. An email account will be available for each student to use for appropriate academic communication with other students and staff members only. This email is for school communication purposes.
12. Student agrees to use best efforts to ensure that the Apprentice Academy Property is not damaged or rendered inoperable by any such electronic virus while in Student's possession.
13. The Student acknowledges and agrees that the Student's use of the Apprentice Academy Property is a privilege and that by the Student's agreement to the terms hereof, the

Student acknowledges the Student's responsibility to protect and safeguard the Apprentice Academy Property and to return the same in good condition repair upon request by Apprentice Academy High School.

Parent/Guardian Responsibilities

- Your son/daughter has been issued a Chromebook to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer
- I will supervise my child's use of the Chromebook at home
- I will discuss our family's values and expectations regarding the use of the Internet and email at home
- I will supervise my child's use of the Internet and email
- I will not attempt to repair the Chromebook, nor will I attempt to clean it with anything other than a soft, dry cloth
- I will report to the school any problems with the Chromebook
- I will not load or delete any software from the Chromebook
- I will make sure my child recharges the Chromebook battery nightly
- I will make sure my child brings the Chromebook to school every day
- I understand that if my child comes to school without the Chromebook, I may be called to bring it to school
- I understand failure to bring the Chromebook to school will result in losing take home privileges for one week.
- I agree to make sure that the Chromebook is returned to school when requested and upon my child's withdrawal from school

Student Responsibilities

Your Chromebook is an important learning tool and is to be used for educational purposes only. In order to take your Chromebook home each day, you must be willing to accept the following responsibilities:

- When using the Chromebook at home, at school, and anywhere else I may take it, I will follow the policies of Apprentice Academy High School, especially the Student Code of Conduct and Acceptable Use Policy, and abide by all local, state, and federal laws
- I will treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby
- I will not lend the Chromebook to anyone, not even my friends or siblings; it will always stay in my possession
- I will not remove, deface or alter any of the identifying tags, serial numbers or inventory numbers that have been placed on the device
- I will not load any software onto the Chromebook
- I will not use my Chromebook with personal email accounts
- I will not remove programs or files from the Chromebook

- I will not give personal information when using the Chromebook
- I will bring the Chromebook, charged, to school every day or risk losing the right to take the Chromebook home for the remainder of the semester
- I agree that email (or any other computer communication) should be used only for appropriate legitimate, and responsible communication
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other students
- I will not attempt to repair the Chromebook
- I will return the Chromebook and charger when requested and upon my withdrawal from Apprentice Academy

Student Network and Internet Acceptable Use and Safety Agreement

1. Users may access a computer, portable device, or network account only by using their own assigned network username/password.
2. Users are responsible for their behavior and communication on the computer/network. Users may not access the network or school property to engage in transmission, receiving, or possession of obscene materials or pornography of any kind. Users may not send or receive emails that contain inappropriate or obscene comments, suggestions, or language.
3. Users may not intentionally seek information or modify files, data, or passwords belonging to other users, or misrepresent other users on the computer/network.
4. Users may not access the network or school property to engage in illegal activities such as software pirating, peer to peer file sharing, and/or intellectual property violations. Rules against cheating and plagiarism will be enforced.
5. Software may be installed on school devices only with the consent of the administration and/or technology staff. U
6. Users may not access the network or school property to engage in "hacking", defined as malicious use of the network or school property to develop programs intended to infiltrate a computer or computer system to cause damage to the computing system or network. Users may not access the network or school property to disrupt its use by others.
7. Users will not disseminate any personal identification or information regarding minors.
8. Users may not bypass or attempt to bypass the school's technology protection measures. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.
9. Transmission of any material in violation of any state, federal law, or regulation or board policy is prohibited.
10. Any use of the network or school property for commercial purposes is prohibited.
11. Use of the network or school property to engage in cyberbullying is prohibited.
Cyberbullying involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.
12. While on the school network, unauthorized use of chat clients, social networking sites, and personal web-based email are prohibited.

13. Students have no right to expectation of privacy in communications over the internet and the school network is not guaranteed. The school reserves the right to inspect any directories, files, and/or messages residing on or sent using the school network or property.
14. Users and/or parents will indemnify and hold the school harmless from any financial losses or legal ramifications sustained due to the student's misuse of the network or school property.
15. Unauthorized use of games, videos, movies, while on the network or using school property is prohibited.
16. When using the network or school computers students (specifically) must follow the directions of schoolteachers/staff and adhere to school policies. It shall be the responsibility of all members of the staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act. Failure to adhere to network policies and rules may subject users to warnings, usage restrictions, disciplinary actions, or legal proceedings.

Apprentice Academy Acceptable Use Policy Signature Page

- Use of the Internet is a privilege, not a right. The Board of Director's Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege.
- The Board has implemented the use of a Technology Protection Measure which is a specific technology that will protect against (e.g., block/filter) Internet access to visual displays that are obscene, child pornography or harmful to minors.
- The Board also monitors online activity of students to restrict access to pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication and/or services on the Internet which the Board has not authorized for educational purposes and/or which they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial.
- Parent/Guardians assume this risk by consenting to allow their students to participate in the use of the Internet. Students accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.
- The Board has the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the Board's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- As the parent/guardian of this student, I have read the Student Network and Internet Acceptable Use and Safety Policy and Guidelines and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the Board has taken available precautions to restrict and/or control student access

to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the Internet.

- I will not hold the Board (or any of its employees, administrators or officers) responsible for materials my child may acquire or encounter while on the Internet. Additionally, I accept responsibility for communication to my child guidance concerning his/her acceptable use of the Internet. I further understand that individuals and families may be liable for violations.

This page must be signed and returned No Later Than Friday September 6, 2019 or the student will no longer be able to take the Chromebook home until an assigned agreement is returned.

I have read and agree to abide by the Student Network and Internet Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense. As a user of the Board's computers/network and the Internet, I agree to communicate over the Internet and the Network in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

I have read and understand the responsibilities of use of the school owned equipment.

I understand I am responsible for a paying a non-refundable \$25.00 fee to cover the cost of loss or damage to the machine. If it is determined that the student maliciously damaged or destroyed the Chromebook that the parent/guardian is responsible for the market value reimbursement.

Teachers and school administration are responsible for determining what is unauthorized or inappropriate use. The principal may deny, revoke or suspend access to the Network/Internet to individuals who violate the Board's Student Network and Internet Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.

By signing this form, I acknowledge that my son/daughter(s) will adhere to the following:

1. I give permission for my child to use and access the Internet at school and for the Board of Education to issue an Internet/email account to my child.
2. I have read and understand the responsibilities of my child's use of the school owned equipment.

Parent / Guardian's Signature

Date

An electronic version of this form can be signed on the web page in the Parent Resource Tab @

<http://www.aahsnc.org>

