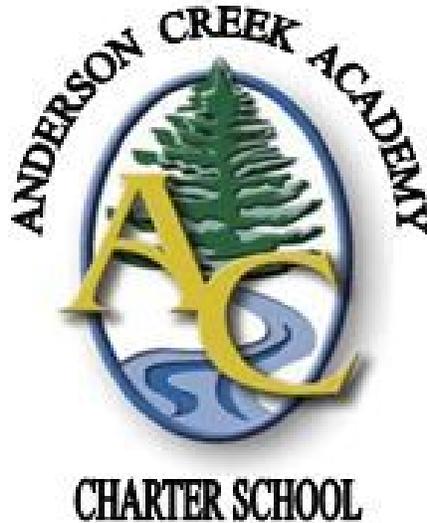


Anderson Creek Academy



Parent/Student Handbook 2017-2018

Anderson Creek Academy
4940 Ray Road
Spring Lake, NC 28390
Phone: (910) 814-9001
Fax: (910) 814-9002
www.acacharter.com

Anderson Creek Academy Board of Directors

David N. Levinson

Chairman of the Board

Murray Ann Mallett-Stein

Board Secretary

Kerry Agnello, M.D.

Board Member

Steven J. Shotz, C.P.A.

Board Member

Grace Merkle

Board Member

Marilyn Levinson

Board Member

Andy Barr

Board Member

John Werderman

Board Member

*****Board meetings are held the 2nd Wednesday of each month at 7:00 p.m. Meetings are held at Anderson Creek Academy and are open to the public.**

Grade Level Teams:

Kindergarten

Wendy Pealo
Christina Laughlin

First Grade

Elizabeth Hedrick
Clarissa Gosciej

Second Grade

Sarah Bevins
Chrissy Fitzgerald

Third Grade

Olivia Johnson
Victoria Weymouth

Fourth Grade

LaDonna Selman
Bethany Robokoff

Fifth Grade

Katherine White
Jamael Hunte

Specialists

Exceptional Children - Tammy Mangrum
Math Specialist - Dr. Louis Held
Spanish - Grace Merkle and Florence Cadet
Educational Technology - Deborah Vannoy
Physical Education - Chad Haggard
Art - Danielle Jenkins and Michael Boehringer

Administrative Staff

Payroll/Human Resources - Becky McArtan
Nurse/Registrar - Marianna Shaw
Administrative Assistant - Terri Young
Information Technologist-Cindy Danielo

Administrative

Head of School - Dr. Mary Majors
Assistant Principal - Ms. Monica Kuznar, M. Ed., MSA

**Anderson Creek Academy
“The Promise”**

**As a student at Anderson Creek
Academy,**

I promise always to do my Duty

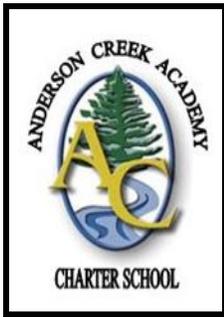
And to meet my Responsibilities

**And to treat all others with Respect and
Kindness**

-David Neeson Levinson

August 17th 2014

*To build our classroom and school community, each morning
students recite “The Promise.”*



Anderson Creek Academy Charter School Education Philosophy

We Believe:

Every child can achieve excellence

Learning environments should include hands-on, collaborative, creative, experiential, in-depth and interdisciplinary experiences

Learning should be relevant, challenging, engaging, and exciting

We must cultivate relationships among students, parents, faculty, and the community

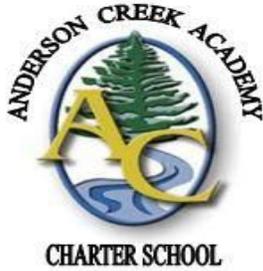
Having low student-teacher ratios provides the optimal environment for learning to occur

Teaching students the communication and reasoning skills necessary to be successful

Students needs and learning outcomes will drive planning and decision-making

In enhancing educational experiences through 21st century technology

In inspiring life-long learners



Anderson Creek Academy Vision and Mission

Vision:

“Opening Minds to Life-long Learning”

Mission:

“Our mission is to create a 21st Century learning environment that recognizes students’ multiple intelligences and diverse learning styles with a culturally responsive curriculum and instructional program that includes diverse instructional strategies and enriching content to facilitate each student’s growth and building within them a strong foundation for future success in middle school, high school, college, and beyond.”



Welcome to the Anderson Creek Academy family. It is with great excitement we welcome you into our school. Our driving purpose for our school is to prepare each ACA student for admission into our nation's top colleges and universities.

Anderson Creek Academy is a tuition free, non-profit public school. We are a kindergarten through grade 5 school serving approximately 240 students. In January 2014, ACA was granted its charter by the North Carolina State Board of Education. We opened our doors to the public on August 24, 2014. Enrollment into our school is lottery based. We pride ourselves on small classroom sizes and the individual attention we are able to grant our students. Students wishing to enroll into our school must fill out the necessary paperwork during the open enrollment time period and will be given a lottery number. Numbers that are not granted immediate enrollment through the lottery process, will be placed on a waiting list. The paperwork may be picked up from the main office or found on our website,(www.acacharter.com).

Academics

The foundation of our instruction is designed to meet the Common Core Standards and North Carolina Essential Standards. Teachers recognize students have diverse learning styles and lessons are tailored allowing each child success and opportunity for high growth. Our instructional program is culturally responsive and includes highlighting the multiple intelligences that each child possesses. Students are expected to honor our school promise and thrive for academic excellence.

Our school has created a 21st Century learning environment allowing students to excel in all areas. Each ACA student is equipped with their own Google Chromebook that will be utilized daily in the classroom. Students will learn how to incorporate technology into their everyday academic learning in engaging ways. Each classroom has a Smartboard that is utilized to enhance student learning and engagement. The use of this technology will allow access to an abundance of electronic resources and enhance their learning experience beyond the classroom walls. Our school is supported with a 100 Mb fiber optic cable and state-of-the-art wireless infrastructure.

Students are supported during instruction with a differentiated curriculum that utilizes multiple resources. We work with students at their level of understanding to maximize their understanding and move them to the appropriate grade level or higher understanding.

To regularly assess our student achievement, ACA uses the Northwest Evaluation Association's Measures of Academic Progress Assessment (MAP). The data is used to inform teacher instruction in guiding students to academic success. Each student will take the MAP assessment throughout the year at regular calendar intervals. Parents will receive a copy of the results after each testing period.

Our 3-5 students will participate in the End of Grade (EOG) assessment. Grades 3-4 will take the reading and math portion. Grade 5 will take the reading, math, and science portions. The EOG is a state accountability program that measures student progress. All 3rd grade students will participate in the Beginning of Grade (BOG) assessment along with the Read to Achieve reading portfolio program.

Grading/Report Cards

Our school operates on a 10-point grading scale.

A = 100-90

B = 89-80

C = 79-70

D = 69-60

F = 59 and below

Kindergarten Comments

Teachers reserve the right to use a curved scale for selected assignments that did not have a standard grade level equivalent. Report cards will be sent home at the end of each nine (9) week marking period. If the student is not in attendance on the last day of school, parents must pick up report cards from the office during the summer. Report cards will not be issued early or mailed home to parents.

ACA parents have access to their child's grades in real time using our Powerschool Parent Portal. At the beginning of the year, parents will be provided an individualized parent login. Parents can access grades in the convenience of their own home whenever they wish. This allows parents to be actively engaged in their students learning and progress.

Homework

Homework is at the discretion of the teacher. ACA supports the teacher's professional decision in regards to how they design their individual homework policies. Homework should take no more than one hour with consistent effort. If you are having trouble with your student completing homework within a reasonable time given a consistent reasonable effort, please contact your teacher to discuss modifications.

Retention and Promotion

Students are required to meet a minimum standard of academic performance in order to be promoted to the next grade level. Students who do not meet the minimum standard may be considered for retention. A decision for retention is not looked at lightly and multiple sources of data are looked at to make this decision. Many factors play a role in deciding what is best for the individual student. A student's class performance, report cards, MAP scores, behavior, social growth, and other areas are considered when making a decision on retention. Parents will have adequate advance notice when a student is facing a possible retention and will be notified by the last day of February by letter if the student is a possible retention candidate. This will allow parents to get additional support for their student in order to prevent the retention and support the student with their learning.

Exceptional Children's (EC) Program/MTSS

ACA operates under the Individual Disabilities Education Act (IDEA). Students who present legally documented disabilities that hinder or negatively impact their education will be considered for placement within the EC program.

We participate in the Multi-Tiered System of Support (MTSS) program to monitor all student performance. This is a 3-tier program. All ACA students are in tier 1 to progress monitor for any academic gaps that may arise. If a student shows signs of not meeting necessary growth a student will move to the next tier with more intense interventions and monitoring. An MTSS team is in place to help ensure the student achieves at high levels. Parents are notified when their child needs to be placed in tier 2 or 3 by letter and/or parent conference. Parents work closely with the team in guiding the student towards academic growth. If growth is not met within tier 3, a referral will be made to the school's EC program for evaluation.

ACA does not discriminate against students who enroll in the school with an existing Individual Education Plan (IEP) or 504. We honor existing IEPs but conduct our own review to assure the current IEP is appropriate and the most effective way to serve our students.

School Hours/Arrival/Dismissal

Instruction begins promptly at 8:00, student release time is at 3:00 for students in grades K-2, and 3:30 for students in grades 3-5. Students may be dropped off no earlier than 7:40. Students will gather in the multipurpose room and enter the classroom at 8:00. Any students entering the building after 8:00 are considered tardy and should be signed in at the front office by a parent or guardian. Please make every attempt to be on time allowing teachers and students to make the most of their academic time together.

Students will be dismissed by car rider number. Please have your car tag number provided by your child's teacher, visible when you pull onto ACA grounds. The student number will be called and the student will be dismissed in an orderly fashion.

Cars with a yellow carpool tag have only K-2 student riders.

Cars with a green carpool tag have only 3-5 student riders.

Cars with a blue carpool tag have both K-2 and 3-5 student riders.

Car Rider Procedures for Drop Off:

1. Slowly pull your vehicle all the way up the drop off/pick up lane.
2. Staff and volunteers will direct you where to park.
3. Remain in your vehicle.
4. Staff and volunteers will open the door for your child to safely exit the vehicle.

Car Rider Procedures for Pick Up:

1. Have car tag displayed in visible spot
2. Slowly follow the direction the staff and volunteers are directing you.
3. Slowly pull your vehicle all the way forward.
4. Remain in the vehicle.
5. Patiently wait for your child.
6. Please be attentive and avoid cell phone use so that we are able to keep the line moving at a brisk and safe pace.

7. Designated lanes to pick up or wait are noted. Please move to the correct lane for pick up.

If you are an authorized person to pick up another child, also have that car rider number visible for the staff to see. Only cars with numbers visible will be allowed to pick up the child. Please call the office before 2:00 to let them know of changes in the person that will be picking them up from school.

To help our students and teachers start their instruction on time, parents are not permitted to walk down the hallways to drop off students. Teachers value the time they spend with your child and want to make every moment count. If you wish to discuss a concern with your child's teacher, please schedule a conference so they can give you their undivided attention. If there needs to be an exception for a special occasion or circumstance, you must get prior approval from the teacher and office.

Golf Cart Path

For students who reside in Anderson Creek Club, a golf cart path is available to transport students. In order to use your golf cart on the path, you must pre-register and provide proof of insurance for your golf cart in the office. Please notify the office that this will be the method of pick up for your student. Notify the office in writing so that they can notify the teacher. Please notify the office if there are any changes to this plan.

Attendance Policy

ACA strives for academic excellence. What sets our school apart from many other schools are our rigorous standards that prepare our students for admission into our nation's top colleges and universities. With high standards for each student, it is vital for students to attend school every day and be in their classrooms ready to learn by 8:00. Students are engaged the moment they walk through door of their classroom until dismissal. Students who miss or are tardy on a regular basis quickly fall behind their peers.

In accordance with NC State Board of Education Policy, a student may not receive a grade for work required during an unexcused absence or tardy. Prior arrangements can be made and approved by the school administrator granting excused absences. A notification will be sent home after a student has accumulated **3 unexcused absences** with a possibility of a parent conference with the administrator and teacher. After an accumulation of 10 unexcused absences, a report to the local District Attorney and local Department of Social Services will be made. The school reserves the right to file a petition in local District Courts where the student resides. The lack of school attendance may negatively impact student grades.

All excused absences require written documentation, which include email, doctor's note and/or the absentee form provided within 3 school days. If documentation is not provided, the absence will remain unexcused and make up work is at the discretion of the teacher. Students with **excused** absences have the same amount of days to make up any missed work. For example, a student who missed 2 days has 2 days to complete the missed assignments. The teacher reserves the right to not collect work missed for unexcused absences. This would result in a zero for each missed assignment.

Types and Descriptions of Excused Absences

Illness or Injury	Student injury or illness prevents attendance. <u>Students must be fever free without medication for 24 hours before returning.</u>
Medical/Dental Appointment	Doctor's note must be provided
Family Emergency (Pending administrative approval)	Family emergency prevents student attendance.
Family Death	Death in the family prevents attendance. Newspaper documentation or other proof required.
Court Summons	Court appearance prevents attendance. Proof required.
Religious Observation	Written note required stating date and religious observation.
Educational Opportunity (Request form)	A request form must be completed 2 weeks in advance and submitted to the teacher with final approval from administration. Parents create approved activities that align with grade level standards for each subject that will be turned in upon return. Request form available in the office.
Deployment Activity: 5 days	Any military related activity.

Effective: 8-29-2016

Revised: 8-09-2017

School Closings and Delays

ACA has set up multiple ways to inform parents of school delays and closings. Every parent will be notified by text, email, and phone message by Bright Arrow. This is a message alert system that is frequently used to disseminate information to our parents. This is reset each year. In addition to the Bright Arrow messaging system, we also use television and radio stations: WRAL, WRAL.com, ABC11, Fox 50, and Mix 101.5 to inform parents of closings and delays.

Parents are able to control when they receive the messages from Bright Arrow and which phone numbers or emails will receive the messages. We often send out updated

information to parents and school happenings so that open communication exist between the school and parents.

Please note, **we are not** on the same schedule as Harnett County schools. Anderson Creek Academy is its own listing. To help you stay informed, sign up for as many of these notification services as possible. This will give you access to all emergency alerts, cancellations, and delays. Please have a backup plan for your child in the case of sudden closings and delays. Adventure Club will not be available if school is closed for students and staff. Situations happen that are beyond our control and we must close, delay start, or early dismiss our students. Please see the **Telephone Consumer Protection Act Notification** form release at the back of this book.

Lunch

ACA does not provide breakfast, lunch, or snacks. It is the responsibility of the parent or caregiver to ensure each child brings an appropriate lunch and snack. If a lunch is accidentally left at home, a call will be made to bring the student their lunch. We rely on parent donations of Lunchables (peanut free) to help in extenuating circumstances. There is not a microwave available for student use.

Peanut Free School/Homemade Baked Goods

ACA is a peanut free school. Students and volunteers are not permitted to bring food that contains peanuts, may contain peanuts, or processed in a facility that uses peanuts. Please read all food labels carefully. This also applies to bringing in special classroom snacks. All goodies brought into the classroom must be store bought. This policy is a precaution to ensure all students attending ACA are in a safe environment.

School Dress Code

Students at ACA are required to wear the school uniform. Uniforms are to be worn daily unless noted by the teacher or administration. If a student is out of uniform, a call will be made to bring the appropriate uniform for the student.

ACA Uniform

- **Navy blue polo style shirt with school logo (long or short sleeve)**
- **Polo tucked into pants, or skirts**
- **Khaki pants, shorts, skirts, jumpers**
- **Brown shoes**
- **Brown belt if pants have belt loops**
- **Navy blue socks, tights**
- **Shorts and skirts must be no shorter than 2 inches above the knee**
- **Polo must be worn under all vests and sweaters**

The school logo can be monogrammed on shirts at Land's End, or a Stitch in Time. You may also refer to the school website for further uniform information and pictures. (www.acacharter.com)

Use of Wireless Communication Devices

Phones are an important tool used by parents and students to communicate with one another. Therefore, students will be permitted to have phones and other wireless communication devices on school grounds. Phones and other devices are not to be activated or displayed during instructional time or otherwise directed and should remain in the student's backpack. If a student's phone interrupts classroom instruction two or more times the phone can be confiscated until parents can pick it up and meet with the teacher. If a student is found abusing the phone/device privilege in any way, the phone/device will be confiscated by school employees and must be picked up by parent or caregiver. The student will also lose this privilege.

Use of Technology in the classroom

Chromebooks are available for student use in each classroom. This is a privilege and should be used only for instructional purposes. Students will stay on assigned applications or websites that are used by the teacher for instruction. Students that travel to inappropriate sites or use the equipment in a way that does not further instruction will have privileges to use technology taken away for a given period of time. With each offense the period of time will increase and a student can possibly lose their right to use the instructional device.

Students that damage technology equipment may be asked to pay for or replace the equipment that is damaged if the student intentionally damages the technology. When damaged equipment is found, a thorough investigation as to what occurred will be conducted by administration. If it is found that the student intentionally damaged the computer or device the parent will be asked to pay for the computer at the replacement value of the computer.

Please refer to the **Internet/Computer Student User Agreement Digital**

Citizenship/Parent Permission/Acceptable Use form located in the back of the book.

Parent Volunteers/Parent Advisory Committee/Visitors

Parent involvement is vital to the success of your child and ACA. All parents are encouraged to commit a minimum of 20 hours of volunteer service. ACA offers many ways to get involved and volunteer. We understand many of our families have two working parents. Our volunteer opportunities are available not only during the school day but also extended in the weekends and at home opportunities. Individual teachers also have ways to encourage parent involvement.

Volunteer forms are sent out at the beginning of the year. Additional forms can be found in the office. Criminal background checks are required.

To maintain safety and security for our students, all visitors/volunteers are to check in at the front office on our Ident-a-kid system. You **must** bring your driver's license each time you visit the school in order to get a pass. You will scan your driver's license and complete the information on the computer screen. Once you have been approved, you will receive a sticker

to enter the building. When you leave the building, you must come back through the office area, go to the computer, click “EXIT”, find your name and check out. *To protect instructional time, visitors will not be permitted into classrooms unless previously approved by the administrator.* Please see the **Volunteer Registration form, the Volunteer Agreement, and the Chaperone Form for Field Trips** located in the back of this book.

Early Entry into Kindergarten

Families who want Anderson Creek Academy (ACA) to consider their child/ren for early kindergarten enrollment should follow the standard application process. Their application will be accepted for the lottery. ACA will follow the guidelines for early entry as outlined in the North Carolina Department of Public Instruction’s School Attendance and Student Accounting Manual.

In accordance with state law, the required testing, assessments, and interviews will not begin prior to April 16 of the year for attendance. Anderson Creek Academy is not responsible for the financial costs of any early kindergarten admission. Multiple factors will be considered for early kindergarten enrollment, including aptitude, achievement, performance, observable student behavior, motivation to learn, and student interest. All costs associated with testing and assessments are the responsibility of the applicant’s parents or guardians. The final decision regarding early kindergarten enrollment will be made by a school-based committee that shall include the Head of School (or designee) and/or up to three teachers and/or staff members. The applicant’s family will be notified by June 30th.

Student Transfer/Withdrawal

Parents are to inform the school at least 48 hours in advance if possible when their child is withdrawing from ACA. It is the parent’s responsibility to give the school the date of departure and the destination. Students are responsible for clearing books and all other school items before the transfer can be complete. Withdrawal forms can be obtained from the office during office hours.

Combined Federal Campaign and Other Financial Support

ACA is a 501(c)(3) organization. This status allows us to be recognized by the Office of Combined Federal Campaign (CFC) Operations (OPM). Military personnel and other federal employees may donate to the school during the CFC operating window. Our unique code for donating is **37265**. Monies raised will help impact our school and students in a positive way. We encourage all eligible donors to support ACA by making a donation during the campaign season.

Being a 501(c)(3), all donations and contributions to ACA are tax deductible under section 170 of the IRS Code. ACA is eligible to receive tax deductible bequests, devises, transfers, and or gifts under sections: 2055, 2106, and 2522 of the IRS Code.

Charter schools in NC do not receive capital funding or lottery funding from the state. We also do not receive equal local funding. ACA relies on the support of the community and families they serve and to help maintain a high quality educational program.

Code of Student Conduct

Student Behavior Expectations

Students of ACA are expected to exemplify our school promise every day and in all situations while exemplifying the three R's (Be Respectful, Be Responsible, Be Ready to Learn). Students will treat everyone with the utmost respect and kindness while also striving for high academic success. ACA students are expected to control themselves, avoid negative conflicts, and demonstrate positive leadership within the school. ACA students will exhibit the monthly character traits while setting an example for all to follow. ACA students will make their full effort to prepare themselves for admission to the best colleges and universities in the nation. We expect our students to demonstrate our code of conduct and school promise while off campus. ACA has a zero tolerance for bullying. Any bullying behavior will be handled with the highest level of discipline possible.

Prohibited Student Conduct

We have identified three levels of prohibited student conduct.

Level I

Student conduct includes but not limited to: failure to follow appropriate directions, willful defiance, disrespect for authority, school disruption, inappropriate horseplay, leaving assigned areas, inappropriate language, misuse of technology, dress code violations, safety violations, copying/cheating/plagiarism, teasing, and name-calling.

Level II

Student conduct includes but not limited to: damages/abuse of school property, damage of personal or other student/teacher property, bullying, fighting, assault, use of profanity, sexual misconduct, physical aggression, stealing, making threats, intentional conduct designed to disrupt the educational process or threaten the safety of others, and any combination of three or more Level I prohibited student acts.

Level III

Student conduct includes any reportable criminal offenses identified in N.C. Gen. Stat. 115C-288 including but not limited to: assault resulting in serious injury, assault involving a weapon, assault on school officials/employees/volunteers, making threats, engaging in bomb hoaxes, willfully burning school building, homicide, kidnapping, under age possession, sale, purchase, provision, or consumption of alcoholic beverages, possession of weapon, rape, robbery with dangerous weapon, sexual assault, sexual offenses. Level III offenses also include any combination of five Level I offenses or any combination of two Level II offenses and any conduct which is unlawful under federal, state, or local law.

Disciplinary Measures

The school administrators or designee has primary responsibility for the administration of disciplinary measures. The administrators or designee has full investigative authority of any reports of students engaging in prohibited acts of conduct. Administration reserves the right to

suspend or expel any student at their discretion. ACA does not practice corporal punishment. The following guidelines are in effect:

Level I

Conduct may result in the following but not limited to: parent notification, counseling, student-parent conferences, peer mediation, behavior contracts, instruction in conflict resolution, anger management, academic interventions, community service, suspension of privileges, and/or detention.

Level II

Conduct may result in but not limited to any measure identified as a Level I disciplinary measure or up to a 10 day out of school suspension.

Level III

Conduct may result in but not limited to any disciplinary measure identified in Level II, long term suspension, and or expulsion.

Reasonable Force

According to N.C. G.S. 115C-390.3 school personnel may use physical restraints only in accordance with G.S. 115C-391.1. School personnel may use reasonable force to control behavior or to remove a person from the scene in those situations when necessary for any of the following reasons:

1. To correct students
2. To quell a disturbance threatening injury to others
3. To obtain possession of weapons or other dangerous objects from a person, or within the control of a student
4. For self-defense
5. For the protection of persons or property
6. To maintain order on educational property, in the classroom, or at school related activity on or off educational property.

Notwithstanding any other law, no officer or employee of the State Board of Education or of a local board of education, shall be civilly liable for using reasonable force in conformity with State Law, State or local rules, or State or local policies regarding control, discipline, suspension, and expulsion of students. Furthermore, the burden of proof is on the claimant to show that the amount of force used was not reasonable.

No school employee shall be reprimanded or dismissed for acting or failing to act to stop or intervene in an altercation between students if the employee's actions are consistent with local board policies. Local board of education shall adopt policies, pursuant to their authority under G.S. 115C-47(18), which provide guidelines for an employee's response if the employee has personal knowledge of actual notice of an altercation between students. (2011-282, s.2; 2012-149.s.10)

Due Process Procedures

In any instance in which discipline measures are imposed the following procedures are in effect:

1. The appropriate teacher, staff, or volunteer may write a discipline referral for incident witnessed.
2. Classroom teachers may impose discipline for Level I offenses inside the classroom. Teacher reserves the right to include administration if they feel deemed necessary.
3. All Level(s) II and III shall be referred to the administration using the appropriate forms. If necessary, law enforcement will be involved in the situation.
4. School administration shall conduct a thorough investigation of any alleged prohibited conduct.
5. Any long-term suspensions shall require a formal hearing and include a finding of facts and notification of right to appeal.
6. The school administration shall have the right to expel a student for any Level III prohibited acts. All expulsions shall be immediately reviewed by the school's Board of Directors.
7. The school's formal grievance policy shall serve as the guidelines for processing any appeal.
8. Suspensions of less than 10 days are not subject to appeal to the Board of Directors.

Parent/Student Grievance Policy and Procedure

The grievance and appeals process applies to all parents/students. The intent of the policy to resolve all disputes between parent/student and staff and to establish a method to secure fairness and equity in the daily operations of the school.

Parents/students may submit a grievance on any issue to the administration in writing by letter or on the formal grievance form within thirty calendar days of the last occurrence of the issue. The school administration will conduct a thorough investigation into the issue and make a written response within five business days of receipt of written grievance. If necessary, a hearing date will be set. In the event a hearing is scheduled, the parent/student may present witnesses and/or other evidence to support their grievance. A written decision including findings and conclusions by the school administration will be issued within ten business days after the hearing has concluded.

Within ten business days of receipt of the written decision, the parent/student may appeal the administrative decision to the Board of Directors by submitting a written Notice of Appeals to the school administration. Administration will notify the parent/student of a hearing date set before the Board of Directors within five business days of receipt of said Notice of Appeals.

At their own expense, parents/students are entitled to be represented by legal counsel or have a representative to advocate on their behalf at the hearing or before the Board of Directors. The Board of Directors will issue written findings and conclusions with ten business days of the conclusion of the hearing. All decisions of the Board of Directors are final decisions.

The hearing format for the hearings, whether before the school administration or Board of Directors will consist of the following:

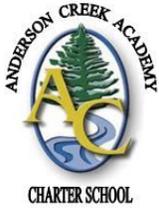
1. A succinct opening statement by aggrieved parent/student stating the specific act(s) or issue(s) that give rise to the grievance, a summary of the evidence, and the relief being requested.
2. The opposing party, if any, may make an opening statement rendering their version of the act(s) or issue(s), their summary of the evidence, and a statement of relief.
3. The aggrieved parent/student may present evidence including documents and witnesses.
4. The opposing party, if any, may present evidence including documents and witnesses.
5. Each party may cross examine witnesses or inquire into evidence of the opposing party.
6. At the conclusion of the evidence, each party may make a closing statement.

All grievances must be submitted in writing to:

School Administrator
Anderson Creek Academy
4940 Ray Road
Spring Lake, NC 28390

Anderson Creek Academy does not discriminate on the basis of race, ethnicity, sex, color, national origin, handicap, religion, age, or sexual orientation. ACA observes the Civil Rights Act of 1964, *et seq*, the Handicapped Act, and other federal, state, and local anti-discrimination laws.

Anderson Creek Academy
4940 Ray Road
Spring Lake, NC 28390
(910) 814-9001



Anderson Creek Absence Form



Student Name: _____

Date: _____

Teacher: _____

Circle the Reason for Absence:

Illness or Injury	Educational Opportunity (with provided request form)
Medical/Dental Appointment (doctor's note to be attached)	Religious Observation
Family Emergency (pending administrative approval)	Deployment Activity
Immediate Family Death	Suspension
Court Summons	Unexcused

Date(s) Absent: _____

Comments:

Parent Signature: _____

Contact Phone: _____

Address: _____

Anderson Creek Academy 2017-2018 School Calendar

July 2017							August 2017							September 2017						
Su	M	Tu	W	Th	F		Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
									1	2	3	4	5						1	2
2	3	H 4	5	6	7		6	7	8	9	10	11	12	3	H 4	5	6	7	8	9
9	10	11	12	13	14		13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21		20	21	22	23	24	25	26	17	18	19	20	21	22	23
23	24	25	26	27	28		27	28	29	30	31			24	25	26	27	28	29	30
30	31																			

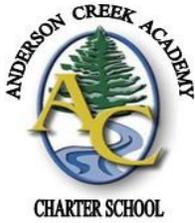
October 2017							November 2017							December 2017						
Su	M	Tu	W	Th	F		Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
1	2	3	4	5	6					1	2	3	4						1	2
8	9	10	11	12	13		5	6	7	8	9	H 10	11	3	4	5	6	7	8	9
15	16	17	18	19	20		12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27		19	20	21	22	H 23	H 24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	H 25	H 26	H 27	28	29	30
														31						

January 2018							February 2018							March 2018						
Su	M	Tu	W	Th	F		Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
	H 1	2	3	4	5						1	2	3					1	2	3
7	8	9	10	11	12		4	5	6	7	8	9	10	4	5	6	7	8	9	10
14	H 15	16	17	18	19		11	12	13	14	15	16	17	11	12	13	14	15	16	17
21	22	23	24	25	26		18	19	20	21	22	23	24	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28				25	26	27	28	29	H 30	31

April 2018							May 2018							June 2018						
Su	M	Tu	W	Th	F		Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
1	2	3	4	5	6				1	2	3	4	5						1	2
8	9	10	11	12	13		6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20		13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27		20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	H 28	29	30	31			24	25	26	27	28	29	30

First/Last Day (Staggered Entry Kindergarten)	Early Release Day (Dismissal at 12:00 p.m.)	No School (Students and Teachers)
Teacher Workday	Maps Testing	Inclement Weather Make up Days
Start of EOG Testing Window		

August 23 rd	Meet the Teacher (Time to be determined)
August 28 th	First Day of School 1 st – 5 th Grade (Staggered Entry Kindergarten)
August 29 th	First Day of School (Staggered Entry Kindergarten)
Sep 4 th	Labor Day (No School for Students and Employees)
Sep 15 th	Early Release Day at 12:00 p.m. - Teacher P.D. afternoon
Sep 26 th	ELA MAP Testing
Sep 27 th	Math MAP Testing
Sep 28 th	Science MAP Testing
Oct 26 th	End of 1st 9 Weeks Grading Period
Oct 27 th	Early Release Day At 12:00 p.m. / Report Cards
Nov 3 rd	Teacher Workday/Parent Teacher/ Student Conference
Nov 8 th	Early Release Day at 12:00 p.m. /1 st 9 Weeks Awards Day/PD in afternoon
Nov 10 th	Veterans Day (No School for Students and Employees)
Nov 22 nd	Early Release Day at 12:00 p.m.
Nov 23 rd -24 th	Thanksgiving Holiday Break
Dec 18 th -Jan1 st	Holiday/Winter Break (No School for Students and Employees)
Jan 15 th	Martin Luther King, Jr Day (No School for Students and Employees)
Jan 19 th	End of 2nd 9 Weeks Grading Period
Jan 22 nd	Early Release Day At 12:00 p.m. / Report Cards
Jan 25 th	Report Cards go home.
Jan 29 th	Early Release Day at 12:00 p.m./2 nd 9 Weeks Awards Day/Parent/Teacher Conference in the afternoon
Feb 13 th	ELA MAPS Testing
Feb 14 th	Math MAPS Testing
Feb 15 th	Science MAPS Testing
March 16 th	Early Release Day at 12:00p.m. - Teacher P.D. afternoon
March 23 rd	End of 3rd 9 Weeks Grading Period
March 29 th	Early Release Day At 12:00 p.m. / Report Cards
Mar 30-Apr 6 th	Spring Break (No School for Students and Employees)
April 11 th	Report Cards go home.
April 16 th	Early Release Day at 12:00 p.m./3 rd 9 Weeks Awards Day/Parent/Teacher Conference in the afternoon
May 15 th	ELA MAP Testing
May 16 th	Math MAP Testing
May 17 th	Science MAP Testing
May 25 th	Start of EOG Testing Window
May 28 th	Memorial Day (No School for Students and Employees)
June 8 th	Last Day of School / Report Cards Go Home / Early Release Day 12:00 p.m.
June 11 th -12 th	Teacher Workday (No School for Students)
June 11 th -15 th	Inclement Weather Days if Needed



Anderson Creek Academy

Volunteer Registration Form



Volunteer's Name:

Address:

First

Middle

Last

Street Address or P.O. Box

City

State

Zip

Date of Birth: ____/____/____ Student Name(s): _____
MM DD YYYY

Phone (Home/Cell):

Email:

By my signature below, I hereby consent to a criminal records check. As a condition of providing volunteer service in a public charter school, I hereby acknowledge that I am required to have a criminal background check completed by the public charter school in accordance with the requirements of the Anderson Creek Academy Criminal Records Check Policy and the provisions of North Carolina General Statutes 115C-238.29F(e1)

Volunteer Interest

____ Before-School Care

____ Lunch/Recess Program

____ After-School Care

____ Classroom Support

____ Morning Drop-Off Support

____ Afternoon Pick-Up Support

____ Playground Support

____ Testing Support

____ Special Events Support

____ Car Pool

____ STEAM+

____ Other: _____

(Please Specify)

Days and times you are available to volunteer:

Wednesday _____ Thursday _____

Monday _____ Tuesday _____

Friday _____ Weekend _____

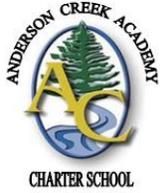
Date _____

Signature

Print Name

Please submit Driver's License and one additional form of ID with this form. If you plan to drive for field trips/school activities, submit verification of current auto insurance.

Official Use: Date Record Check Completed: _____
ID: _____ Insurance: _____
Completed By: _____



Anderson Creek Academy

Volunteer Agreement

Please sign the following agreement and return to the volunteer coordinator in the school office.

My signature below indicates that I have received, read, and understand the information and expectations outlined in the Anderson Creek Academy Volunteer Handbook. I understand that I must follow the guidelines as written and failure to do so may result in my inability to serve as a school volunteer. I also acknowledge that I have read and understand the Family Educational Right to Privacy Act and agree to abide by it.

Name of Volunteer: _____

(Please Print)

Volunteer's Signature: _____

Date: _____

Name of Volunteer: _____

(Please Print)

Volunteer's Signature: _____

Date: _____



Students who attend Anderson Creek Academy on whose behalf you are volunteering. Please Print.

Name of Student: _____

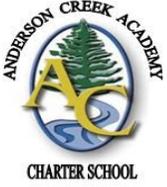
Grade: _____

Name of Student: _____

Grade: _____

Name of Student: _____

Grade: _____



Anderson Creek Academy

Telephone Consumer Protection Act Notification



The FCC requires that schools seek written permission for parents/guardians to be contacted by telephone/text through an automatic dialing system (e.g. “Robo Calls”). Please complete the form below and return it to you child’s school. **If you have more than one child, a form should be completed and returned for EACH CHILD.**

Please be aware that parents/guardians who decline permission may miss important information from the school. Parents/Guardians who opt out of receiving these communications will not receive any mass notifications from the school. (Parents will still receive **emergency** notifications from the school.)

Print Student’s First and Last Name:

Print Parent/Guardian First and Last Name: _____

Please select one option by checking the appropriate box:

I give my permission to be contacted by Anderson Creek Academy via telephone/text with an automatic dialing system at the following phone numbers.

Phone 1: _____

Phone 2: _____

Phone 3: _____

I DO NOT give my permission to be contacted by Anderson Creek Academy via telephone/text with an automatic dialing system. I understand that by denying permission, I may miss important information from my child’s school. I am requesting the following numbers be blocked from receiving school information via an automatic dialing system:

Phone 1: _____

Phone 2: _____

Phone 3: _____

Parent/Guardian Signature _____

Date: _____



Anderson Creek Academy

Internet/Computer Student User Agreement Digital Citizenship/Parent Permission/Acceptable Use



A Chromebook will be assigned to your child to be used throughout the day in your child's class and to take assessments. They will be responsible for the use and care of the device. The Chromebook will not be taken home with the student and must remain on the school campus. Legal and disciplinary action will be taken if the device is removed from campus. The goals of this instructional initiative are:

- Increase student engagement;
- Increased student ownership in the learning process;
- Increased ability for teacher to offer differentiated instruction;
- Increased access to real-time data and information;
- Increased opportunities for formative assessment and immediate feedback to better inform instruction;
- Increased school-wide student-to-computer ratio to better prepare for the transition to online assessments;
- Increased understanding of technology skills.

In order for your child to receive and use a Chromebook or other technology device, you and your child must agree to the following conditions:

Each student and parent is asked to read this document and sign the agreement page indicating their understanding of the guidelines and procedures for digital citizenship and the use of the electronic devices and network resources.

Rules and Appropriate Usage:

Anderson Creek Academy encourages the use of one-to-one devices and use of the network, including the Internet, as a tool for research and educational purposes. Chromebooks and other school provided devices and services, like any other school property, must be used for the educational purpose for which they are intended. The Chromebooks or other devices issued to each student are the property of Anderson Creek Academy. The distribution of a Chromebook to each student is a privilege, not a right, and may be revoked at any time for inappropriate conduct. Before a Chromebook is issued for use, students and parents or guardians will sign this Digital Citizenship/Acceptable Use Policy/Student User Agreement/Parent Permission form. Students are expected to abide by the following rules and behavior expectations within the school:

Use of Equipment (Hardware and Software):

- School Chromebooks are to be used for research, educational and school related business only.
- The use of the Chromebook must not violate the existing Acceptable Use Policy or the Computer/Internet Ethics section that is currently in the student handbook.
- Students may not destroy, deface, or alter Chromebook equipment or files not belonging to the student.
- Students may not hide files or activity on the Chromebook.
- Students may only use the Chromebooks assigned to them.
- Students may not share their login and password with other students.

The Network:

- Chat lines, bulletin boards, forums, etc. may not be accessed by students without prior consent from a teacher or person monitoring the Internet use.

- Engaging in online activities that are inappropriate will result in automatic termination of the student's network/Internet privileges in accordance with the Student handbook.
- Sending messages via school technology with the intent to intimidate, frighten, threaten, or bully another person is considered harassment and will have significant consequences per the Student Handbook.
- Students may not change, alter, bypass, or attempt to bypass any Chromebook security measure including filtered Internet sites.
- The Anderson Creek Academy network has filtering in place to block inappropriate websites and content. All devices are filtered, including the Chromebooks, when connected to the network on campus.

Privacy:

- **It is a violation to share your Chromebook or your password with anyone else, or to access any account belonging to another student, faculty, or staff.**

Management:

Since the Chromebooks belong to Anderson Creek Academy, the school may monitor all devices and their usage. Anderson Creek Academy also reserves the right to search Internet accounts accessed with school equipment without permission if it is felt that illegal or otherwise inappropriate use of technology is occurring. Improper use of Anderson Creek Academy technology devices will result in loss of network/Internet privileges and other consequences as per the Student Handbook.

Responsibilities:

By signing this Digital Citizenship/Acceptable Use Policy/Student User Agreement/Parent Permission form, students and parents or guardians agree to:

- Accept monitoring of student usage of the Chromebooks at anytime, when requested by school Personnel (teachers or administrators). Students and parents need to be aware that files created using the Chromebook or stored on school servers are not private.
- Charge their Chromebook overnight each night to ensure that they are fully charged for classes the next day. Just as students are expected to be prepared for class by having all required materials, students will have a charged Chromebook available to them at the start of each day.

Student Expectations: As a learner I will:

- Make sure the Chromebook is not used in a careless way or used so that intentional damage could happen.
- Ensure that when the Chromebook is being transported it is as secure as possible from the desk to the cart using two hands.
- Make sure that the Chromebook has no items stacked on top of it so that pressure is added to the device.
- Use my Chromebook for the task assigned by my teacher at all times. Chromebooks will only be used for educational purposes as directed by Anderson Creek Academy staff and faculty.
- Not write or decorate the Chromebook with any object and will not allow it to be subject to graffiti or defacing.
- Not open sites that are not approved by administration or teachers.

- Keep my personal information to myself and make sure that I do not share that information with others.
- Not use another student's computer or enter files that do not belong to me.

DIGITAL CITIZENSHIP: Students understand and agree:

- That the use of digital resources must be in support of education, and the educational mission and core values of the Anderson Creek Academy and abide by all copyright regulations.
- To only use digital resources for instructional purposes, during instructional time, with the permission of the classroom supervisor.
- To accept personal responsibility in reporting any misuse of the network to the school administration. Misuse can come in many forms, but it is commonly viewed as any material sent or received that indicates or suggests commercialism, unethical or illegal behavior, racism, sexism, inappropriate language, bullying, or using inappropriate material including, but not limited to, guns, weapons, inappropriate language, alcohol, drugs, and gang related images.
- To not submit, publish, display, or retrieve any defamatory, abusive, obscene, profane, threatening, racially offensive, cyber bullying/bullying, or illegal material. Student(s) and Parents need to be aware that files created using Chromebooks are stored on school servers and are not private.
- To not reveal home addresses, birth dates, personal phone numbers, or other personal information on public web posts.
- To not share my username and password with anyone without explicit authorization from Anderson Creek Academy's personnel and/or to not intentionally log in as another student to access resources and/or cause disruption to network services (hacking).
- To not use Anderson Creek Academy's' resources for the purpose of cheating.
- To not record and/or post images, audio, or video of others without their permission.
- That some web-based, educationally approved applications may require creation of individual accounts, including but not limited to email services, blogs, wikis and other educational social networking tools.
- To treat web-based spaces as classroom spaces; language that is not appropriate for class is not appropriate for your web-based communication.

Parents/guardians and students understand and agree:

- Parents are responsible for overseeing their student's use of the Internet and school approved sites while the student is at home.
- That some web-based, educationally approved applications (i.e. email services, blogs, wikis, etc.) may require parent permission of students under age 13 to create individual accounts and permission is given to create such accounts.
- Students/Parents are expected to abide by Anderson Creek Academy's Digital Citizenship/Acceptable Use Policy/Student User Agreement/Parent Permission form
- Failure to abide by this agreement could result in disciplinary action.

POSSIBLE CONSEQUENCES FOR MISUSE

The use of electronic information resources and electronic devices at Anderson Creek Academy is a privilege, not a right, and may be revoked or limited at any time. The school administration reserves the right to address any incidents involving the use of electronic devices, Internet, and network resources on a case-by-case basis. Possible consequences include, but are not limited to, the following:

- Parent conference.
- Limited use and/or loss of use of the device or Internet.
- Re-imaging of the device, which could result in loss of student files.
- Detention, suspension or expulsion.
- Reporting of the incident to local law enforcement.
- The school administration holds the right to issue disciplinary consequences based on school rules and/or policies.
- If damage is intentional, willful or purposeful, the parents or guardians will pay the full replacement cost of the Chromebook for the 2017-2018 school year which are listed below:

Chromebook:	Estimated cost range: \$165.00-\$200.00
ACCharger:	Estimated cost range: \$16.00-\$20.00

Please Sign the attached page with your student and return to the teacher only the back page of this document. A signed page should be filled out for each student.

**Anderson Creek Academy Digital Citizenship/Acceptable Use Policy/
Student User Agreement/Parent Permission form**

Your signature, as a student and as a parent or guardian indicates that you agree to abide by the conditions and guidelines referenced in this Digital Citizenship/Acceptable Use Policy/Student User Agreement/Parent Permission form:

Students/Parents have read and understand:

- The expectations for care of school resources.
- The expectations for good digital citizenship.
- The possible consequences (although not limited to those identified).

Student Name (Please Print): _____ **Grade:** _____

Parent(s)/Guardian Name: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Contact Information: Email: _____ Phone: _____

Homeroom Teacher: _____

STUDENT AGREEMENT I have read, understand, and agree to abide by all of the provisions of the Anderson Creek Academy' Student/Parent Technology and Digital Citizenship agreement.

Signature _____ **Date** _____

PARENT AGREEMENT As the parent/guardian of this student, I have read, understand, and agree to abide by all of the provisions of the Anderson Creek Academy's Students/Parents Technology and Digital Citizenship agreement. Check the boxes below to indicate your acceptance of these terms and conditions.

- I agree that my student can use the school devices and will follow this agreement.
- I also agree that my student can use the Internet and agrees to follow the Acceptable Use Policy/ Student User Agreement.
- I grant permission for my student (or his/her teacher, as applicable) to create individual educational web resource accounts.

Parent/Guardian Signature _____ **Date** _____

FOR OFFICE USE ONLY Device Type (Chromebook, calculator, Laptop, etc.) Serial Number School Tag Accessories (power cord, case, etc.)
Teacher Initials _____



Anderson Creek Academy's



Student Permission to Photograph/Video

Anderson Creek Academy seeks to promote the positive classroom experiences of students. Occasionally the news media will be asked to come and report on activities in our schools. Media representatives nor teachers may photograph students without parent's documented consent. The school also documents student accomplishments on the school website. Most parents enjoy seeing their children's positive activities publicized; however, if you do not want us to release photos/video of your child please indicate below.

I _____ (**parent or guardian's name**) hereby grant Anderson Creek Academy permission to use my student's _____ (**student's name**) likeness in a photograph/video in any and all of its publications, including but not limited to all of Anderson Creek Academy's printed and digital publications. I understand and agree that any photograph/video using my student's likeness will become property of Anderson Creek Academy and will not be returned.

_____ (**parent's initials**) I acknowledge that since my participation with Anderson Creek Academy is voluntary, I will receive no financial compensation for any picture or video of my child.

_____ (**parent's initials**) I hereby authorize Anderson Creek Academy to edit, alter, copy, exhibit, publish or distribute any photos/video of my child for the purposes of publicizing Anderson Creek Academy's programs or for any other related, lawful purpose. In addition, I authorize the use without inspecting or approving the finished product, including written or electronic copy, wherein my child's likeness appears. Check one:

- I give permission for Anderson Creek Academy or other news media to make photographs, videos, or illustrations of my child. Further, I authorize their use without inspecting or approving the finished product or its specific use.
- I do not give permission for my child to be included in presentations by Anderson Creek Academy or the news media.

Please check below if you allow:

- Display in School yearbooks, scrapbooks or slide shows/videos.
- Display on school bulletin boards and in classrooms.
- Display to current or prospective parents or students in print and/or digital.
- Display on the school website.

I understand it is my responsibility to update this form in the event that I no longer wish to allow photographs/video. I agree this form will remain in effect during the current academic school year.

_____ (**current school year**)

Parent name printed

Parent signature

Student Name: _____

Date: _____



Chaperone Form for Field Trips



Teacher: _____ Grade: _____

If you are willing to chaperone on our Field Trip:

To: _____

On: _____

Please fill out the form below and return no later than: _____

Name of Chaperone: _____

License plate number and state: _____

Make, model and color of vehicle: _____

Number of passengers that can be transported including your own child: _____

Reminders:

A copy of your “current” vehicle insurance must be on file in the Office.

A copy of a valid driver’s license must be on file in the office.

A completed volunteer registration form must be on file in the Office prior to the field trip.

Due to limited space and liability, no siblings are permitted on the field trip.

Cost per student \$ _____ Cost per Chaperone \$ _____

Signature of chaperone

Phone number

Please feel free to contact the school office or the _____ grade team if you have any questions.



Anderson Creek Academy Charter School Parent, Student, School Compact 2017-2018

The Undersigned hereby enters the below parent, student, school compact regarding the shared responsibility for improved student academic achievement.

Parents:

As a parent of a student enrolled in Anderson Creek Academy, I hereby agree to maintain a home environment which encourages and establishes high expectations for student achievement. As a parent, I will maintain a structured environment which regulates use of time including establishing a regular time for homework and study. I will regularly discuss school progress with my child and my child's teacher. I will assure that my child gets proper rest and nutrition, attends school on a regular basis, and comes to school prepared and ready to learn.

I will observe all school policies and procedures and work to cooperate with the teachers and school administration to assure my student's success. I also agree to provide volunteer time at the school to support the overall program of student achievement.

Student:

As a student enrolled in Anderson Creek Academy, I hereby agree to come to school prepared to learn and on time each day. I will observe the student code of behavior and practice proper school etiquette, including observing school rules and classroom procedures. I will do my very best in class at all times and complete all classroom and homework assignments on time and to the best of my ability. I will listen to my teachers, and I will respect all members of the school staff, including volunteers. I will respect my peers and work to set an example of excellent conduct. I will be on my best behavior at all times inside and outside of the school. I will ask questions, seek answers, and participate in planning my academic progress. I will continually strive for excellence and self-improvement. I agree to take ultimate responsibility for obtaining my education.

Teacher:

As a teacher at Anderson Creek Academy, I hereby agree to maintain high expectations and provide my students with appropriate instruction for their age and development level. I will treat my students as individuals and work diligently to meet

their individual education needs within the context of the classroom environment using those professional education techniques that are appropriate under the circumstances. I will help to develop an educational plan for each student that will lead them to success. I will exercise due diligence in planning lessons, maintaining current knowledge of content areas, engage in professional development activities, and engage in those acts that are necessary to maintain a high quality academic standard. I pledge to work diligently to assure my students get the best education I can provide.

School:

Anderson Creek Academy hereby agrees to provide a clean, safe, and orderly learning environment. We will provide highly qualified teachers and high quality instruction for our students. We will exercise diligence in providing instruction consistent with North Carolina Standards. We will regularly engage in academic testing and use data to guide instructional services to students. We will maintain a 21st Century learning environment using cutting edge technology, state-of-the-art teaching techniques, and access to appropriate materials to assure high-quality education. We will work diligently to establish and maintain a school culture designed to facilitate high student achievement. We will recognize each student as an individual and work diligently to provide the best educational experience we can.

We the undersigned, hereby enter the above compact for the purpose of establishing a shared responsibility for improved student academic achievement. Accordingly, we hereby sign below.

Parent Signature

Date

Parent Signature

Date

Student Signature

Date

Teacher

Date

Head of School

Date