

# **SUGAR CREEK CHARTER SCHOOL**



**2021-  
2022**

## **Elementary & Middle School Parent & Student Handbook**

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## **SCHOOL OVERVIEW**

### **SUGAR CREEK CHARTER SCHOOL MISSION**

The Mission of Sugar Creek Charter School is to eradicate generational poverty by providing a college and career preparatory education from kindergarten to 12<sup>th</sup> grade.

SCCS WILL address three critical areas leading towards college and career readiness of low wealth students of color. Sugar Creek Charter School is committed to the following three pillars: academic preparation, college and career readiness, and life skills for success.

### **LEADERSHIP**

The school's highly skilled and experienced leadership team, composed of the following, is eager to serve you and your child through the provision of a world-class education:

- ❑ Cheryl Turner, School Superintendent
- ❑ Richard Russell, Principal (K-4<sup>th</sup>)
- ❑ Gernavia Leverette, Principal (5<sup>th</sup>-8<sup>th</sup>)
- ❑ Evelyn Richardson, Chief Operations Manager
- ❑ Crystal Barnes, Dean of Students (K-4<sup>th</sup>) & Director of Student Support
- ❑ Daye Brake, Assistant Principal of Academic Learning Loss & Acceleration/Testing Coordinator
- ❑ Andy Samuel, Dean of Students (5<sup>th</sup>-8<sup>th</sup>)
- ❑ Cherie Graham, Intervention/ESL/Parent Engagement
- ❑ Anquinette Marsh, Curriculum Facilitator (Kindergarten)
- ❑ Katrina Quinn, Curriculum Facilitator (1<sup>st</sup> Grade)
- ❑ Carrina Livingston, Curriculum Facilitator (MS Science & Student Culture)
- ❑ Melissa Gaddy, Curriculum Facilitator (MS ELA)
- ❑ Angela Morrow, Curriculum Facilitator (MS Math)
- ❑ Kristella Cooper, Curriculum Facilitator (2<sup>nd</sup>-4<sup>th</sup> ELA)
- ❑ Julie Grdich, Curriculum Facilitator (2<sup>nd</sup>-4<sup>th</sup> Math)
- ❑ Celeste Sundo, Professional Development Coordinator
- ❑ Nancy Lewis, Business Manager
- ❑ Lisbeth Garcia, Registrar
- ❑ Nichelle Harris, Director of Technology
- ❑ Christopher Dunn, Instructional Technology Facilitator
- ❑ Josef Walls, Athletic Director
- ❑ Gabrielle Wilburn, Nutrition Manager
- ❑ Monica McMillan, Transportation Supervisor

Your satisfaction is the School's highest priority, so we hope you will contact the School's leaders with any questions, concerns, or suggestions.

**Sugar Creek Charter School is committed to providing an equal and equitable education and will not unlawfully discriminate against any individual on the basis of race, religion, color, national origin, gender, age, sexual orientation, disability, medical condition, marital status or veteran's status.**

# **STUDENT ADMISSIONS**

## **Admission**

Sugar Creek Charter School is open to all children, on a space-available basis within each grade. The School does not discriminate on the basis of intellectual or athletic ability, measures of achievement or aptitude, disability, proficiency in English, or any other basis prohibited by law.

There are no admission requirements, and no tests of any sort are given to determine whether or not admission is granted, although tests are used to determine group placement once students are enrolled. If there are more applicants than available spaces, the school will hold an enrollment lottery. Once all available slots are filled, applicants will be placed on a waiting list. Students will be admitted from the waiting list as places become available in each grade, in the order that the applications were filed. Preference is given to siblings of admitted students.

## **Re-Enrollment**

To secure your child's place at the Sugar Creek Charter School for the next school year, you must officially re-enroll him or her. In January, re-enrollment packets will be sent home along with the deadline for re-enrollment. Students whose re-enrollment packets are received after the deadline will be added to the waiting list and admitted on a space-available basis.

## **Transfers**

The School asks that, whenever possible, parents provide at least two week's notice if a student must transfer from the Sugar Creek Charter School for any reason. Such notice will allow the School to process the necessary transfer paperwork, including having the student's records transferred. It will also enable the School to fill the vacant seat with another student from the waiting list.

## **Student Records and Confidentiality**

Every student is required to complete and submit the following as part of the registration process (all forms are available in the necessary language translation, upon request):

- ❑ *Proof of the child's age*
- ❑ *Registration Form.* This form is used to record all basic information about the student and the family, including home, work, and emergency telephone numbers. It is extremely important that a parent or guardian sign this form.
- ❑ *Free and Reduced Price Meals Application.* This form allows families to apply for federally funded meals, and it must be completed for all students. Student name, address, signature, and proof of income or federal assistance number must be included: all such information must reflect the student's status no more than 30 days prior to the first day of school.
- ❑ *Transportation Application.* This form allows families to apply for and receive transportation from the School and it must be completed for all students. The home address and telephone number should be indicated on this form, in addition to the nearest major cross street in the student's neighborhood. Notification of the student's assigned bus stop will be sent via regular mail. Students are not allowed to ride the bus without a signed transportation application.

## **Student Records and Confidentiality continued**

- ❑ *Medical Forms.* This set of forms, which must be submitted for all students within the first 30 days of attendance, includes immunization schedules: family medical information; the child's medical history, including allergies; and a Medication Permission Form, which will permit the school to dispense specified medication to the student, as necessary.

If you have questions about immunization requirements or other medical issues, please contact your physician.

- ❑ *Record Release.* This form gives the School permission to obtain all records pertaining to a given student from his or her previous school. This form must be completed and should include the telephone number and address of the previous school, as well as the signature of a parent or legal guardian.

It is critical that the School be notified immediately of any changes in a student's name, address, phone number, responsible parent, or any other information provided at the time of registration. Such changes should be communicated in writing and addressed to the School Director.

The Sugar Creek Charter School is dedicated to complying with all confidentiality laws protecting the privacy of their students and their families. Information regarding a student's progress will be shared only with parents or guardians, appropriate members of the School's faculty and staff, and any professional consultants retained for the purpose of measuring and/or improving instructional quality. When information regarding student performance is made public, it will be presented in such a way as to avoid the identification of specific, individual students.

The School may not provide name, phone, or address lists to parents wishing to organize with other parents/guardians of students at the Sugar Creek Charter School. Parents must find alternative ways to acquire such information, such as circulating forms at parent events or meetings of the Parent Teacher Organization.

Consent is given for students to be taped either visually or orally by school personnel, media personnel, or others authorized by the school for the purpose of education, public relations, or any other purpose deemed necessary by Sugar Creek Charter School.

## **CURRICULUM AND INSTRUCTIONAL DESIGN**

At the heart of the Sugar Creek Charter School is a highly structured curriculum that sets high expectations and provides individualized monitoring to assist students in attaining ambitious goals for achievement. The Sugar Creek Charter School provides a strong academic foundation for students at the elementary level that will prepare them for demanding academic studies in middle school.

Sugar Creek Charter School uses the Common Core Standards as its curriculum.

To ensure that all students are permitted to succeed, every child is assessed prior to beginning instruction in reading, writing, and math. Instructional groupings are created based on students' demonstrated competency in these areas.

## **CURRICULUM AND INSTRUCTIONAL DESIGN *continued***

Students who are performing below target receive instruction that ensures that they fill any learning gaps quickly and then accelerate. Likewise, students who are advanced in a subject receive instruction at a level and pace that provide an optimal challenge. Parents will be notified of the children's initial placement in each subject, as well as any placement changes made throughout the year.

The School's curricula in Science, History, Music, Art, Computer Science and Physical Fitness are based on coherent and ambitious standards for what students need to learn from the earliest grades.

### **Character Education**

Sugar Creek Charter School's Character Education classes are designed to serve the whole student, as they grow and mature into active and productive members of our community. SCCS's Character Education program has a detailed curriculum that is aligned with character standards and strongly encouraged by the State of North Carolina. Our Character Education classes differ from others because we have designed our curriculum to go over and beyond an average lesson. We make sure our lessons are extended into more project & service based learning where the student have opportunity to make these lessons life applicable in school, home and the community. Our intention is always to lead our students into extended critical thinking and long term personal development. Therefore, we encourage personal ambition, integrity and responsibility in every area.

### **Field Trips**

Field trips may be planned throughout the year for various academic enrichment and extracurricular purposes. Parents will receive advance notice of all such trips. A permission slip must be signed by a student's parent in order for the student to participate in a field trip. Teachers will notify parents about any behavior requirements to participate in upcoming field trips when permission slips are given. Students without signed permission slips will remain at the school in another class. Participating students should bring a bag lunch unless otherwise noted.

Occasionally, parents may be needed to serve as chaperones on class field trips. No parent should feel obligated to serve in this capacity, but parents are encouraged to volunteer if possible. The primary responsibility of a chaperone is to ensure appropriate supervision for students. Parental chaperones are asked to take this responsibility seriously and to remain vigilant and attentive to the students' needs throughout the trip. Students with noted behavior challenges will require a parental chaperone

Students are required to wear their full uniform on all field trips.

### **Student Agendas/ Homework Folders**

Sugar Creek Charter School has included student agendas in the list of materials needed by all students in grades 2-8. Each student will be issued one agenda at the start of the school year. Replacement agendas may be purchased from the school for \$5.00. The student agenda is a communication and organizational tool that encourages student responsibility and parental support. Students are required to record assignments in their agendas on a daily basis.



## **Student Agendas/ Homework Folders continued**

The agendas will also provide parents with helpful information regarding procedures and dates relating to the operations of the school. Parents are to sign the agendas daily after checking their child's work. Students in grades K-2 must have a SCCS designated folder for homework. These folders should be examined on a daily basis by a parent to ensure that assignments have been completed. This will also provide information regarding the student's behavior progress. Please examine your child's folder/agenda daily. Replacement SCCS folders may be purchased from the school for \$2.00.

## **PARENT INVOLVEMENT AND COMMUNICATIONS**

### **Parent Visitation**

We strongly encourage parents to be active stakeholders in the education of their children. Thus, classroom visits are encouraged. However, classroom visits are considered a privilege and should be non-disruptive to the education process of all. The School Director reserves the right to limit the scope and duration of classroom visits. No visitors are permitted in the building after 2pm daily, in preparation for dismissal.

- Parents must be present for any birthday celebrations they chose to have for their student(s)
- You are NOT allowed to send in/drop off food without providing adult supervisor
- ALL birthday celebrations MUST take place during your child's lunch time
- Balloons are not permitted to remain in the building following a parent/guardian visit.

### **Volunteering**

Parents are encouraged to participate in School-related activities, including those pertaining to curriculum and instruction, such as tutoring and storytelling. Volunteers may also be involved in monitoring the playground and assisting with School events. In addition, parents are encouraged to contribute their time and talent to organizing extracurricular activities and community outreach projects.

All volunteers must complete an Application for Employment and a Character Questionnaire, and each must be fingerprinted (for federal and state clearance) and pass a TB test. Volunteers receive structured training, and must follow all policies and procedures defined by the School. If activity occurs that is not in keeping with the School policies, the school director reserves the right to relieve the volunteer of his or her responsibilities.

### **Parent Conferences**

Formal parent/teacher conferences are scheduled three times a year to facilitate open communication between parents and teachers regarding students' progress. Refer to the School calendar for specific dates. Informal conferences or conversations may also be scheduled with teachers or School leaders at any time throughout the year.

### **Progress Reports and Report Cards**

Progress reports will be sent to parents each quarter to provide specific information about student progress in each subject. At the end of each semester, parents will receive report cards with cumulative data on their children's performance and progress. Progress reports and reports will be sent electronically. It is imperative that parents/guardians share an active email address with their child's teachers.

## **SCHOOL UNIFORMS**

Sugar Creek Charter School requires every student to be in complete uniform daily. Uniform policies will be **strictly enforced**. No child will be allowed to remain in class unless in complete uniform. Students will receive one warning at which time parents will be notified. All subsequent violations, students will be placed in the In School Suspension/Out of School Suspension until violations are corrected. Parents will be notified so that they can supply an appropriate uniform.

### **Top**

Elementary (K-5) Monogrammed **Navy shirt with collar**. Only monogrammed shirts will be authorized. **Undershirts (short or long sleeved) must be white.** (No Exceptions) **Any other color will have to be removed.** Long sleeve shirts must be monogrammed uniform shirts. All shirts must be worn tucked in.

Middle School (6-8) **Monogrammed Burgundy shirt with collar**. Only monogrammed shirts will be authorized. **Undershirts (short or long sleeved) must be white.** (No Exceptions) **Any other color will have to be removed.** Long sleeve shirts must be monogrammed uniform shirts. All shirts must be worn tucked in.

*Purchase uniforms from Flynn O'Hara at (704) 525-0002. Montford Abbey Shopping Center 1730 Abbey Place Charlotte, NC 28209. <http://www.flynnohara.com/>*

### **Pants**

TAN Khaki pants, shorts or skorts. Off-white khaki is not acceptable. **No leggings, joggers or bib overalls.** All pants must be solid in color with no brand names or other identifying tags, labels, or symbols. **Shorts and skorts must be no more than 1" above the knee.** The length of uniforms does not apply to kindergarten or first grade.

**\*Pants must be worn outside of the student's shoes/boots\***

**\*Tight Pants/ skinny leg pants are not allowed\***

### **Skirts and Jumpers**

TAN Khaki skirts and jumpers. Off-white khaki is not acceptable. **Skirts and jumpers must be no more than 1" above the knee.** Length restrictions do not apply to kindergarten or first grade. No bib overalls.

### **Shoes**

**SOLID BLACK shoes ONLY, including the sole.** The logo, emblem, brand name or decorative accessory must be solid black as well. Shoes must be completely enclosed. No sandals, open toes, sling backs, slides, high heels or clogs. Regular athletic shoes of any color may be worn for physical education only and must be changed before and after PE class. **Athletic footwear worn with uniforms must be solid black.**

## **Socks**

Black, white, navy, burgundy or khaki socks, tights or panty hose are accepted (Solid colors only). Students must wear socks, tights (footed tights only) or panty hose at all times. No booties, leggings, multi colored socks or decorative panty hose allowed.

## **Belts**

Solid black belts must be worn with uniforms daily, if belt loops are on the article of clothing. **Belts and buckles with decorative accessories will not be permitted.**

## **Jewelry**

Post earrings, small hoop earrings, watches, and necklaces (worn inside of clothing) are permitted. No bracelets allowed. Earrings can be no larger than the size of a quarter.

## **Hair**

All hair is to be neat and clean including braids and locks. No headgear (hats, scarves or bandanas) unless for religious purposes. Headbands can be no wider than 3 inches, and they must be SOLID navy, burgundy, white, black, or khakis. Afros can be no longer than 3 inches.

## **Outerwear** *(worn in the building)*

**Only plain, solid navy or burgundy (including logos) sweaters/jackets are permitted. Jean coats and vest are not allowed to be worn inside of the building.** All school sweatshirts/hoodies must have a collared uniform shirt underneath. Uniform cardigan sweater or monogrammed outerwear will be available from Flynn O'Hara at (704) 525-0002. <http://www.flynnohara.com/>

**\*All non-uniform outerwear must be removed inside the building.\***

Sugar Creek Charter School follows and will continue to follow a very strict uniform policy for all students. **All** students are **required** to be in **FULL** uniform. Students in violation will be required to follow the protocol below:

**1<sup>st</sup> Offense:** Uniform Policy Violation Letter sent home to parents with phone call

**2<sup>nd</sup> Offense:** 2<sup>ND</sup> Uniform Policy Violation Letter with warning of Out of School Suspension sent home to parents with phone call

**3<sup>rd</sup> Offense:** 3<sup>rd</sup> Uniform Policy Violation Letter sent home to parents; Student will be assigned to Out of School Suspension until the violation has been corrected.

**The purpose of the school's uniform policy is to maintain a positive climate, order and discipline. This policy is not exhaustive. It is the discretion of the school administration to determine if any clothing, hair or jewelry interferes or distracts from the learning environment.**

# **ATTENDANCE**

## **Attendance Policy**

Sugar Creek Charter School staff believes there is a direct relationship between attendance and achievement. Students with good attendance achieve high grades, enjoy school, and learn positive habits that contribute to their academic, personal and occupational achievement.

It is the responsibility of all parents to ensure that their children attend school every day they are not ill.

### **Excused/Lawful Absences vs. Unexcused/Unlawful Absences**

**The following are considered excused/lawful absences and require proper documentation within 3 days of the absence:**

- **Illness or injury:** An illness or injury which prevents the student from being physically able to attend school.
- **Quarantine:** When isolation of the student is ordered by the local health officers or the State Board of Health.
- **Death of family member:** Defined to include, but not necessarily limited to, grandparents, parents, brothers, and sisters.
- **Medical or dental appointments:** When the absence results from a medical or dental appointment of a student.
- **Court or administrative proceedings:** Attendance at the proceedings of a court or an administrative tribunal if the student is party to the action or under subpoena as a witness.
- **Religious observances:** When the tenets of a religion to which a students and/or parents/guardians adhere require or suggest the observance of a religious event unless the religious observance or the cumulative effect of the religious observance is of such duration as to interfere with the education of the student. More than two (2) religious observances require the approval of the Superintendent or designee.
- **Absences related to deployment activities:** A student whose parent/ legal guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting for the purpose of visiting said parent/ legal guardian.

**\*\*\*All absences are considered unexcused/unlawful until the school receives a written excuse explaining the reason for the absence.\*\*\***

### Consequences for unexcused/unlawful absences:

Number of unexcused absences	Absence Consequence
3 unexcused absences	<b>Warning-</b> there will be a call made to the Parent/ Guardian and your student's attendance will be reviewed as well as the attendance policy.
5 unexcused absences	<b>Make up time missed-</b> there will be a letter sent home and the student will be required to complete a grade appropriate recovery packet. This packet will be completed at school during the students scheduled lunch time. (Lunch Detention)
10 unexcused absences	<b>Meeting and possible legal actions-</b> the Parent/Guardian will be contacted by phone or by mail and will be required to come to the school for a mandatory meeting regarding the violation of the General Compulsory Attendance Law. If the absences cannot be justified the parent may be prosecuted according to NCGS 115C-378.
>10 unexcused absences	<b>Legal actions-</b> the School Attendance Review Board will determine whether the parent/ guardian has received proper notification regarding the students absences and if it is found that good faith effort to comply with the law has not been upheld, the Board will notify Social Services and the District attorney.

### Tardiness

Students can enter the building as early as 7:30 and go to the before school program. The program is free, but it is only a supervised waiting area. Students need to bring something to entertain themselves and they will just be sitting quietly.

Instruction at Sugar Creek Charter School begins promptly at 8:30 am, and it is critical that all students be prepared to begin at that time. A student who is late misses valuable instructional time and conveys an unacceptable lack of regard for the School.

Any student, who arrives after 8:30 am, is considered tardy and must report to the school office before proceeding to the classroom. Students are tardy at 8:31 am. Please note that breakfast stops at 8:30am. Any student that arrives after 8:30 am will not be able to eat breakfast.

**\*\*\*Any student that arrives to school after 8:30am must be accompanied by a parent, when signing in. \*\*\***

## COVID PROTOCOLS

Sugar Creek Charter will begin the year as a fully masked school. Everyone who enters the building will have to be masked. Students and staff will be masked throughout the day when indoors.

Our space does not allow for 6 foot social distancing, so masking is essential to the safety of all. No one will be allowed to board a school bus or enter the building without a mask. **Please note: Parents are responsible for providing masks for their children daily.** We have a few masks left from those supplied by the state last year that we can give a student in an emergency, but we do not have enough to supply hundreds of students daily. **Students who regularly or consistently arrive at bus stops without a mask will lose bus privileges. Students who regularly or consistently arrive at school without a mask will be isolated and parents called to bring a mask.**

Until conditions improve, no visitors are allowed to enter the building. Parents will have to wait in the vestibule.

Although there will be continuous cleaning of surfaces by our custodial and instructional staff throughout the school day, we will deep clean the building each Saturday. In an effort to decrease the potential spread of viruses & germs, we are replacing all of our sinks, water fountains and toilets with touchless options

All meals will be served in the classroom for the time being. While we are aware that many other schools and districts have decided to be mask optional, we choose to err on the side of caution. **All of these protocols are subject to change as conditions change. Please keep your contact information updated with the school to ensure you receive timely updates on Covid related issues.**



## **TRANSPORTATION**

**Sugar Creek Charter School is proud to offer our families a city-wide cluster stop system of busing for students. It is a privilege to be permitted to ride our fleet of school buses. With that, we fully expect that students and families respect this privilege by honoring the expectations, policies and rules associated with safe bus riding practices here at Sugar Creek Charter School.**

At Sugar Creek Charter, all stop locations are set by the transportation department and all seats are assigned on a first come, first serve basis. All students are assigned to the closest cluster stop based on their home address. If a student is assigned a seat on the bus and do not ride for seven consecutive days without approved documentation the student will be removed from the bus route and must submit a ridership request to be assigned back to the bus. Student will be assigned only if seating is available. (Excluding sports and after-school participants)

SCCS does not provide transportation for daycares or the parent's work place. SCCS no longer offers alternate stops for alternate addresses for childcare purposes. Our first priority is to serve our students base on their home address.

### **Transportation Cluster Stop Information**

Our bus routes cover a ten miles' radius within the I-485 corridor with several cluster stops outside of I-485. Cluster Stops are stops plotted at a central location for all students that resides within a community or district. Cluster stops are used to help minimize the ride time students spend on the bus and the pick-up and drop-off times are consistent each day.

- \* Students are assigned to the closest cluster stop and bus route based on their home address as listed in the PowerSchool system.
  - \* Parents are responsible for all students getting to and from their cluster stop location.
  - \* Cluster stops may be located within a shopping center, entrance of a neighborhood or within a neighborhood.
  - \* No driver will release any student third grade or younger without supervision. If you would you're your student to be released without supervision, please contact the transportation department for a Transportation Release and Waiver Agreement.
  - \* We do not provide alternate stops to daycares or work place sites.
  - \* Students that have requested ridership will be assigned a bus stop to and from home unless they specify their ridership to be morning or afternoon only.
  - \* Change of address does not guarantee a seat on a bus. (Please check with the transportation office prior to your change of address to ensure seating is available. A Change of Address Form can be completed in the Transportation Office.
- (Note: *Please allow 5-10 business days for rerouting request.*) \* Students are not allowed to switch buses or bus stops at their leisure.

### **Student Return Policy**

The parent is responsible for being sure someone meets the child every day. If no one is available to receive the student at the bus stop, then the student will remain on the bus and continue on the route to be returned to the school. The parent will then be contacted to pick the child up at the school. Students that are returned excessively within a quarter or semester may have their ridership suspended for a period of time.



## **Student Arrival and Departure**

Parents should thoroughly familiarize themselves with the designated pick-up and drop-off points and visitor parking areas at the School, and carefully follow the School's instructions for operating a motor vehicle in the vicinity of the School and its students.

Certain faculty and staff members will greet buses in the morning and dismiss the children in the afternoon, ensuring that each student boards the appropriate bus in a safe and orderly fashion.

**It is the School's policy that no child in kindergarten through third grade is allowed to leave a bus without an adult guardian or older sibling to meet the child.** Parents or guardians should wait for the child on the right side of the bus, so the student will not be required to cross in front of the bus or behind it. In the event that an adult guardian is not waiting for the child at the bus stop, the child will be returned to the School and the parents or emergency contact will be notified. 1<sup>st</sup> Occurrence- 3 day bus suspension; 2<sup>nd</sup> Occurrence- 5 day bus suspension; 3<sup>rd</sup> Occurrence- 10 day bus suspension. If a parent, legal guardian, or authorized adult cannot be reached by 6:00 p.m., the police will be notified.

As Sugar Creek continues to grow we have added new buses, as well as made the necessary revisions to the old ones. Each bus has undergone a thorough inspection along with modifications. To maintain the upkeep of our buses, each student will be given an assigned seat. Any damages made to the seats, parents will be notified and billed for those damages after a thorough investigation has been completed.

**To ensure that students are making it to school and from home in the timeliest manner possible, we are no longer accepting transportation changes with less than seven (7) days' notice. These changes are for permanent changes only.** In order for any SCCS student to ride a bus other than their original assignment, a call must be made to the Transportation Supervisor or the Assistant Transportation Supervisor, in no less than seven (7) days. This new policy, will help us to prevent overcrowded buses and delayed routes.

## **Changes in Transportation**

**Daily Changes:** It is the responsibility of the parent to notify their child's teacher in writing of any changes in the student's transportation. Any changes in transportation made via phone/app must occur prior to 2:30pm.

**Permanent Changes:** An administrator must approve emergency changes. Changes in bus transportation arrangements require a 7 day advance notice. Students can only ride the bus to which they are assigned on a regular basis per their documented PowerSchool address. It is no longer possible to accommodate extra students on any bus.

## **Safe Bus Riding**

Sugar Creek Charter School provides transportation as a service to our students. This is a privilege; therefore students are expected to conduct themselves according to the Code of Conduct and to practice such virtues as respect, responsibility, and kindness, in all School setting – including on the bus. Following the School rules on the bus is essential not only for developing good character, but also for ensuring students' safety. A grace period of 10 minutes before and after a given bus stop time are expected for bus dispatch.

## **Safe Bus Riding *continued***

**Note: It is illegal for parents/guardians to board a school bus under North Carolina state statutes.** Parent/guardians may speak to the bus driver, but must not delay the bus route.

Students are taught to wait for and board the bus in an orderly fashion. The following rules are posted in the front and back of each bus, and students are expected to abide by them at all times in conjunction with our STARS School Rules.

- ❑ Sit facing forward at all times
- ❑ Keep hands, feet and mouth to yourself
- ❑ Have quiet, friendly conversations
- ❑ Stay seated until the driver gives directions
- ❑ Follow directions the first time

**If a student chooses to break a rule, the following consequences are applied:**

- **First Offense** = Warning
- **Second Offense** = Sit in designated seat and conference with driver
- **Third Offense** = Conference with Transportation Supervisor and a phone call home
- **Fourth Offense** = Bus Referral
  - **First Referral** = Phone Call home.
  - **Second Referral** = 1 day Bus Suspension
  - **Third Referral** = 3 Day Bus Suspension- Conference with Student, Parent, Driver and Dean
  - **Fourth Referral** = 5 Day Bus Suspension Conference with Student, Parent, Driver and Dean

After the Fifth Bus Referral the student will receive a mandatory 10 day bus suspension and a meeting with the Student, Parent, Driver, Transportation Supervisor and Dean will be required in order to discuss if further bus privileges will be permitted for the remainder of the school year.

***\*Note: Overriding of the above steps may be necessary for extremely disruptive behavior or crisis situations such as vandalism, extreme defiance/insubordination, or threat of a physical nature, as well as safe school issues. Refer to the Safe Schools Policy.***

**\*Students are not met at their stop by a parent/guardian and are returned to school more than (3) times in a month will be restricted from riding the bus for a period of one week. \***

Parents with specific complaints about bus service should contact the School's Transportation Director.

## **Late Pick-up**

Car riders picked up after 3:45 will be charged \$5.00 for every 15 minutes. Payment is due at time of pick up.

## **NUTRITION INFORMATION**

### **BREAKFAST AND LUNCH**

The Sugar Creek Charter School's commitment to offering children a superior education extends to the meals that we provide for students. The School aspires to the highest possible quality in its breakfast and lunch programs, and is dedicated to meeting high standards of nutrition, taste, attractiveness, and accurate delivery.

Students are advised to refrain from sharing food with other students to minimize the spread of viruses and the risk of allergic reaction.

Students will practice etiquette and clean-up skills during mealtime.

## **HEALTH AND SAFETY**

Students' health and safety is the School's foremost responsibility. The following information describes the precautions taken to protect the well-being of all students. If your child has any specific health, safety and/or security needs, please inform the School so that appropriate accommodations can be made.

### **Nurse**

The Sugar Creek Charter School has the services of an on-site nurse to assist students who are ill or injured.

Parents or students may also wish to consult with the nurse on matters related to hygiene, nutrition, substance abuse, depression, child abuse and neglect, or other issues of concern.

Parents must inform the School of any allergies or medical conditions that their children might have. Also, please notify the School Nurse in writing if your child has a chronic illness that may affect his or her performance at School.

### **Illness or Sickness**

Students with a temperature of more than 100 degree will need to go home. Your child must be fever free for 24-hours, without medication, before returning to school. They should also be feeling well and able to participate in school activities.

If your child has an extended illness (>3 days) please contact the nurse to discuss your child's return to school.

Any child with a suspected contagious skin or eye infection will be sent home from school and will need to have a clearance form filled out by a doctor and submitted by the parent before the child can return to school.

### Illness or Sickness continued

Any child that has diarrhea (more than three bowel movements in a two hour span) will be sent home from school. Likewise, any child that has diarrhea (three or more bowel movements in two hours) at home should not be sent to school until resolved.

Any child with vomiting will be sent home from school.

Any child with a profuse bodily discharge of any kind, for example, drainage from the ear, will be sent home from school.

Students who are sent home from school or remain home due to illness should stay home until:

- At least 24 hours after they are free of fever or signs of fever (without the use of fever-reducing medications)
- The student should also be feeling well, able to tolerate activity, and be able to participate in the school day.
- For influenza-like illness (ILI), it is important that their ILI symptoms are resolved and that the above guidelines are also followed. Often this could result in an absence of 3 to 5 days.
- A note by the doctor allows them to come back to school.

### Screening at School

During each school year, the school nurse will conduct vision screenings of students. Vision screenings will be provided to Kindergarten, third and sixth graders.

Parents/guardians are notified of any abnormalities and are asked to follow up with the family physician.

### Health Physical Forms

North Carolina mandates physicals for all students in Kindergarten. The Kindergarten assessment must have been completed in the past 12 months. Physical forms are also needed for sports. Sports physical forms are valid for one calendar year. You can obtain a form in the health office.

### Immunizations

North Carolina state law also mandates that an immunization record must be submitted to the school for every child on or before the first day the child attends school. The following immunizations are required:

Vaccine	Number of doses	Vaccine	Number of doses
DTap (diphtheria, tetanus and acellular pertussis)	5 doses	Rubella	1 dose
Polio	4 doses	Hib (haemophilus influenza type B)	3-4 doses
Measles	2 doses	Hepatitis B (Hep B)	3 doses
Mumps	2 doses	Varicella (chickenpox)	2 doses

\*\*\*North Carolina state law also mandates that all **seventh grade students or 12 year old students (whichever comes first)** receive the **Tdap** (tetanus, diphtheria, and acellular pertussis) vaccine and submit an updated immunization record to the school. MCV (Meningococcal Vaccine) is also required for all seventh grade

students or 12 year old students (whichever comes first), on or before the first day of school. Records of both immunizations are due before the first day of school.

### **Prescription Medication**

For medications to be given at school, state law requires that we have the following:

1. Written permission from the doctor
2. Written permission from the parent.
3. Direct, personal delivery of the medication in its original container (labeled with the student's name, the name of the medication, the date of expiration, and the proper dosage) by parent or legal guardian. Forms are available in the nurse's office or on the website.

### **Over- The -Counter Medication (OTC)**

A written doctor's note and written permission from a parent/ guardian are required for any OTC medication to be administered, used at school or during school activities. This includes Tylenol, Benadryl, any cough drops etc. All medication should be delivered directly to the nurse by a parent or guardian. No medications should be sent to school with the student. The nurse has the appropriate forms to be filled out by your physician for authorization for your child to be able to take medications in school.

## **CHILD FIND**

**What is Project Child Find?** An effort coordinated by your local school system and the Exceptional Children Division, State Department of Public Instruction, to:

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

### **Who are the Children?**

Children and youth who have been diagnosed or are suspected to have intellectual, physical, or emotional disabilities and are unable to benefit from a regular school program without special assistance.

### **What Help is Available?**

- A complete evaluation and, if appropriate
- An Individualized Education Program for children with a disability beginning at age three
- An Individual Family Service Plan for each child with a disability birth through 2, or
- A referral to other agencies when needed.

## **Child Find *continued***

### **How Can I Help?**

If you know of a child or youth with disabilities who is not in school or receiving special assistance, you can help by:

- Giving a copy of this brochure to the parents or guardians of the child
- Encouraging the parent/guardian to contact the superintendent, exceptional children director, principal, or the Exceptional Children Division of the Department of Public Instruction
- Lending support to the child and his/her parents/ guardians until the referral is completed.

### **Why Should I Help?**

- A free appropriate public education is the right of every child with a disability, age 3 through 21.
- The law provides for early intervention services for children with a disability, birth through two years of age.
- Parents of children and youth with disabilities need your support and assistance.
- Your local school system and the Exceptional Children Division need your help in locating these children.
- Without your help, children with disabilities may not be found.

## **Child Safety**

SCCS's overall goal is to ensure your child's safety. Please be sure to have an updated Emergency Contact Sheet on file at the school. Please remember if at any time during the school year if this information changes please notify the school.

## **Accidents**

The School Nurse or a trained staff member will administer initial treatments of minor injuries. The student's emergency contact will be notified immediately by phone whenever medical treatment is administered to a student, and an Incident Report will be kept in the student's permanent file. **In such cases, it is especially crucial that the School has working phone numbers for students' parents and for alternate contacts in the event that a parent is unavailable.** Please be vigilant in keeping the School's records for your child up-to-date.

SCCS has special student accident insurance to cover the cost of severe injuries that may occur on campus. However, it is important to note that this coverage is paid directly to the approved medical provider and not to the parent/guardian.

## **Visitor Identification**

To help ensure a safe and secure learning environment for your children, all visitors including parents to Sugar Creek Charter School are required to sign-in at the School office, wear a visitor's pass, and provide proper identification. Faculty and staff have been instructed to escort anyone not having a pass immediately to the office for identification.

## **Fire Drills/Evacuations**

The School will have at least one fire drill per month within the school hours. Specific signals and procedures have been established for all types of disaster drills, and safety areas have been designated. Teachers are equipped with instructions, and all drills will be practiced with students on a regular basis.

### **Emergency Response Practices:**

All staff and students train and practice emergency response procedures for:

- Fire
- Tornado (Severe Weather)
- Bomb
- Active Shooter
- Lockdown

If necessary, all staff and students will evacuate the building and transition to a Reunification Site off campus. **Reunification Site:** Parking lot of **Sugaw Creek Presbyterian Church**-101 W. Sugar Creek Road Charlotte, NC 28213

**Communication** of a threat, lockdown or evacuation will be sent using:

- All Call & Remiund App
- SCCS Website
- Social Media Sites: Facebook, Instagram

## **Solicitation**

Solicitation of or by any student, parent, or staff member on School property for any cause except those authorized by the School Director is strictly prohibited.

## **Money, Backpacks Other Valuable Property**

Students are encouraged to leave all money and other valuable property at home. The School assumes no responsibility for the loss or theft of such articles.

Students will not be permitted to take backpacks and other personal bags or writing utensils of any kind in to the restroom during the school day. In the event that personal hygiene items are needed, they must be discretely carried in a student's pocket.

## **Cell Phones, Electronic Devices, Candy, Gum, and Toys**

Students may not bring cell phones, electronic devices (tablets, ipods, MP3 players, handheld games, Bluetooth headphones, etc.), candy, gum, toys, or other non-school related items to school. The student assumes full responsibility for any items brought from home. **Toy weapons are strictly prohibited**, and no headphones, radios, games, etc., are allowed. **If these items are brought to school and visible, against school policy, they will be confiscated by the staff member and turned in to the Dean of Students.**

**If a student chooses to bring their cell phone or electronic devices, we require that it is turned off and placed in the cell phone storage area monitored by the classroom teacher. The school will assume no liability for the damage, loss, or theft of these items. The sequence of consequences for not following the policy are as follows:**

## **Cell Phones, Electronic Devices, Candy, Gum, and Toys *continued***

- **1st offense:** Device will be confiscated and returned to the student at the end of the day.
- **2nd offense:** Device will be confiscated and only be returned to the parent/guardian.
- **3rd and Subsequent Offenses:** Device will be confiscated and returned only to the parent/guardian after five (5) school days (weekends not included) and the student will be assigned to one day in-school suspension.
- **Any Additional Offenses:** Device will be confiscated and returned only to the parent/guardian. In addition, these offenses will result in out of school suspension and a conference with parent or guardian.

### **School Issued Technology& Electronics Acceptable Use Policy**

Sugar Creek Charter School is preparing our students to live and work as responsible citizens and life-long learners. SCCS provides students and teachers with technology tools and skills necessary for student-directed learning as a privilege, not a right. Sugar Creek Charter School's electronic network supports our instructional program, including – North Carolina Common Core State Standards, learning opportunities, information retrieval, searching strategies, research skills, critical thinking skills, and life-long learning. Through the Internet, students, teachers and staff are able to access current information, news, resources from businesses, libraries, educational institutions, government agencies, research institutions and associations, and a variety of other sources.

**Failure to comply with all guidelines, terms and expectations in the SCCS Parent and Student Handbook, the Responsible Use of Technology and SCCS School policies and procedures may subject you to financial responsibility for costs, fees, fines and other monetary consequences.**





# **CODE OF CONDUCT**

**A Blueprint for Living and Learning  
Sugar Creek Charter School**

# INTRODUCTION

Sugar Creek Charter School is dedicated to providing a first rate education which is the birthright of every individual. At Sugar Creek Charter School all children will learn and be equipped with the skills necessary to reason, communicate, and live with dignity in our society.

The Sugar Creek Charter School's Code of Conduct has been designed to guide the efforts of teachers and staff in creating a safe, orderly environment and to reinforce the primary mission of the School: rigorous academic learning. The Code, which states clearly all school wide rules governing student behavior as well as the consequences for breaking the rules, will serve as a contract among parents, students, and staff.

Embracing the principles outlined herein is a first and vital step toward creating the type of environment in which our children can thrive. It will not only minimize physical harm and disruption among students, but it will help establish among all members of the School community the habits that characterize a civil society. This is our Code, a blueprint for living and learning.

## SCHOOL-WIDE STANDARDS FOR SUCCESS

Staff, Students, and parents at the Sugar Creek Charter School will work together to help each student reach his or her full potential in academic achievement and moral maturity. Toward this end, staff will make every effort to keep students focused on the following ten character virtues, our Standards for Success in school, the workplace, and society at large.

- **Friendship:** to be responsive and warmhearted towards others
- **Responsibility:** to fulfill one's obligations in a timely manner
- **Courage:** to act bravely and honorably when there is risk involved
- **Citizenship:** to do good deeds for the common good and to follow the rules of the community
- **Respect:** to treat others and oneself with courtesy and care
- **Kindness:** to care for others by offering help and showing gratitude
- **Honesty/Integrity:** to be sincere in character, words, and deeds
- **Perseverance:** to demonstrate "stick-to-it-ness"
- **Gratitude:** to appreciate others and our environment
- **Self-discipline:** to manage one's time and energy wisely

## **ELEMENTARY SCHOOL DISCIPLINE POLICY**

The staff of Sugar Creek Charter School has the desire to create a safe, positive environment so students can learn. We have developed a discipline plan that will allow students to be rewarded for appropriate behavior and receive negative consequences for inappropriate behavior. The following policy has been established to help all students achieve self-discipline.

Elementary School Rules are posted and explained to students:

**S-Show Respect to Yourself and Others**  
**T- Transition in a safe and orderly manner**  
**A- Accept Responsibility**  
**R- Ready to Learn**  
**S- Support Your School**

***When students follow the rules, they will receive various positive incentives designed to encourage appropriate student conduct. Such programs include points given within the PBIS Rewards App, the Student of the Day Award and the Classroom Positive Behavior Management Systems.***

**If a student breaks a rule, the following hierarchy of consequences will be followed:**

<b>Purple</b>	Student has shown exemplary behavior and has been rewarded
<b>Green</b>	Student is practicing appropriate behavior and will be rewarded
<b>Yellow</b>	Student is not demonstrating appropriate behavior and receives a warning
<b>Blue</b>	Student is continuing to demonstrate inappropriate behavior and will lose 10 minutes of prime time
<b>Red</b>	Student is continuing to demonstrate inappropriate behavior. He/she will lose 15 more minutes of the prime time and write a notation home.
<b>No Color Clips</b>	Student will receive an office referral which may result in the assignment of In School Suspension or other appropriate consequences.

Chronic, disruptive behavior will not be tolerated because it keeps other students from being able to learn. Students who show a pattern of chronic, disruptive behavior demonstrated through two In School Suspensions and two Out of School Suspensions and failure to successfully complete a school re-entry plan can be recommended to the school Board of Directors for exclusion.

***Note: Extremely disruptive behavior or crisis situations such as vandalism, defiance, or threat of a physical nature, as well as safe schools issues will result in overriding the above steps. Refer to the Safe School Policy.***

### **Appeals Process for the Discipline Policy**

If you have a concern or complaint, please follow this process:

1. Try to solve the problem with the teacher.
2. Talk to the Dean of Students
3. Take your concern to the Assistant Director
4. In written form, contact the School Director

## **Middle School Discipline Policy**

The staff of Sugar Creek Charter School has the desire to create a safe, positive environment so students can learn. We have developed a discipline plan that will allow students to be rewarded for appropriate behavior such as *PBIS Rewards App* and receive negative consequences for inappropriate behavior. The following policy has been established to help all students achieve self-discipline.

**Middle School Rules are posted and explained to students:**

**S-Show Respect to Yourself and Others**

**T- Transition in a Safe and Orderly Manner**

**A- Accept Responsibility for Your Actions**

**R- Ready to Learn**

**S- Support Your School**

**If a student breaks rules the following hierarchy of consequences will be followed:**

- |        |  |
|--------|--|
| Step 1 | Reminder of rule that is being broken  |
| Step 2 | One minute skill-builder               |
| Step 3 | An infraction/minor referral is issued |

***\*Note: Overriding of the above steps will be for extremely disruptive behavior or crisis situations only; such as, vandalism, extreme defiance/insubordination, or threat of a physical nature, as well as safe school issues. Refer to the Safe Schools Policy.***

If a student demonstrates unacceptable behavior he/she will receive an infraction/minor referral. A copy of the infraction/minor referral is given to the student to take home. It is the student's responsibility to ensure that their parent receives the infraction/minor referral form. This will serve as the only official notification that the infraction has been issued.

The following schedule will be followed concerning the accumulation of infractions.

- |                |  |
|----------------|--|
| 5 Infractions  | In School Suspension – Call home   |
| 10 Infractions | In School Suspension – Call home   |
| 15 Infractions | Out of School Suspension- Meeting with student parent, Dean of Students, and teachers working with the student to discuss and complete a re-entry agreement. |
| 20 Infractions | Out of School Suspension   |
| 25 Infraction  | Meeting with Dean of Students to examine behavior contract   |

Chronic, disruptive behavior will not be tolerated because it keeps other students from being able to learn. Students who show a pattern of chronic, disruptive behavior demonstrated through two In School Suspensions and two Out of School Suspensions and failure to successfully complete a school re-entry plan can be recommended to the school Board of Directors for exclusion.

### **Appeals Process for the Discipline Policy**

If you have a concern or complaint, please follow this process:

1. Try to solve the problem with the teacher
2. Talk to the Dean of Students. Review the Parent & Student Handbook Policy.
3. Take your concern to the Principal in writing
4. In written form, contact the School Director

## **Safe Schools Policy**

### **I. Purpose**

The purpose of the policy is to foster a safe, positive environment for learning.

### **II. Prohibited Conduct & Related Discipline**

Prohibited conduct is forbidden at school, on school property, including school vehicles and at any school activity. A serious violation that threatens or harms a school, school property, a person connected with school or property associated with a person connected with school is forbidden regardless of where it occurs.

A. You **WILL** be removed from school **for at least 1 year** for a serious violation involving:

1. A real, look alike, or pretend firearm, or
2. explosive or flammable material

Exceptions may be made on a case by case basis through the Board of Directors.

B. You **WILL** be removed from school for:

1. possession, control, actual or threatened use of a real, look alike or pretend weapon, explosive or noxious or flammable material;
2. the sale or distribution of a drug, controlled substance, imitation controlled substance or drug paraphernalia;
3. using or threatening to use serious force; or
4. a serious violation of Section II C affecting a student or staff member.

C. You **MAY** be removed from school for:

1. willful disobedience or violation of a school rule;
2. defying authority;
3. disruptive behavior;
4. foul, profane, vulgar or abusive language;
5. defacing or destroying school property;
6. truancy;
7. theft;
8. posing a significant threat to the welfare, safety or morals of a student, school personnel or the operation of the school;
9. possessing/attempting to possess, using, controlling or being under the influence of alcohol, a drug, an imitation drug or drug paraphernalia or misusing an substance;
10. possessing or using tobacco;
11. hazing, demeaning or assaulting someone or forcing someone to ingest a substance;
12. inappropriate exposure of body parts;
13. conducting or participating in conversations or actions that are sexual in nature or other forms of harassment; or
14. Gang-related attire or activity.

## **Safe Schools Policy *continued***

The decision to remove or to discipline in some other way is made by a school administrator based on all the circumstances.

- D. The type and length of discipline is based on factors such as previous violations, severity of conduct and other relevant educational concern.
- E. When appropriate, students will be placed on remedial discipline plans
- F. School personnel will use reasonable physical restraint if necessary to protect a person or property from physical injury or to remove a violent or disruptive student.
- G. If you damage or lose school property, then your official report cards and transcripts may be withheld until payment for the damage is received or the lost property is recovered.

### **III. Searches**

- A. School personnel can search you and your personal property based on reasonable suspicion. Reasonable suspicion may be based on use of dogs, metal detectors, or video surveillance.
- B. School personnel can also conduct random searches that might include desks and other school property.

### **IV. Expulsion and Suspension Defined**

- A. Expulsion is the eradication of all educational rights for the remainder of the school year.
- B. Exclusion is the removal of a student from Sugar Creek Charter School for the remainder of that school year.
- C. Suspension is any other disciplinary removal from school of 10 days or less.

### **V. Readmission and Admission**

- A. If you are removed from school under II.A, readmission depends upon satisfactory evidence that you will not be a danger to yourself, others or school property.
- B. If you are removed from school under II.B or C, you can be readmitted after your parent/guardian meets with school official to make a plan to correct your behavior and after you complete your days of suspension.
- C. The Board of Directors may deny admission to a student who has been expelled from any school in the last twelve months.

## **Safe Schools Policy continued**

### **VI. Due Process for Safe Schools Policy**

- A. If you are removed from school or otherwise disciplined under this policy, you can meet with the School Director to tell your side of the story.
- B. If the School Director recommends your removal for more than 10 days, notice will be given to you and your parents, that will identify the reasons for that action, and that it will be included in your official record, and provide that you may appeal that decision to members of the school's board designated to hear such appeals. If you elect to
- C. Appeal the decision of the school, the School Director must be notified in writing within two days of the action. At this time the School Board's Appeals Committee will schedule a meeting within ten days.
- D. In that appeal, the School Director will present the information. The decision is based upon, to the board members. You may appear to be heard and represented by counsel if you choose to do so. The school **is to be notified** if counsel will be present, so that they can arrange to be represented by counsel as well.

### **VII. Process for Expungement**

- A. Each student's official record shall include notice of any suspension for more than 10 days or any expulsion provided for by N.C. Gen. State. 115C-391, and description of the conduct for which that student was suspended or expelled.
- B. The School Director shall expunge that notice from the record upon the request of any student at least 16 years old or emancipated, or the student's parent, legal guardian or custodian, if (a) the student either graduates from high school or is not expelled or suspended again during the 2-year period commencing on the day the student returns to school after the expulsion or suspension, (b) the director determines that the record is no longer needed to maintain a safe and orderly school, or (c) the director determines that the record is no longer needed to adequately serve the child.
- C. The School Director may also expunge the record without such request, provided the other conditions set forth in B are met.

### **VIII. Grievance Process Procedure**

Differences of opinion occasionally arise between individuals regarding what constitutes fair and equitable treatment. A problem resolution procedure has been established whereby general complaints, complaints of harassment or discrimination, or differences of opinion, or dissatisfaction can be resolved amicably, satisfactorily, and quickly. The order of the steps in this procedure goes as follows:



**Grievance Process Procedure**

1. Schedule a time to talk with your child's homeroom teacher.
2. Schedule a time to meet and talk with the teacher/staff member's curriculum facilitator.
3. Schedule a time to meet and talk with the Dean of Students
4. Request to schedule a conference with the School Director. This request is to be submitted in writing within ten days of issue. Please allow up to ten days for the School Director to respond.

**VIII. Anti-Bullying Policy**

**Prohibition of Harassment, Intimidation, and Bullying**

Sugar Creek Charter School has a **ZERO TOLERANCE** for harassment, intimidation, and bullying. Sugar Creek is also committed to a safe and civil educational environment for all students, employees, volunteer and patrons, free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional written, verbal, or physical act, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this policy requires the affected student to possess a characteristic that is a perceived basis for the harassment, intimidation, or bullying, or other distinguishing characteristic.

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendo's, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

**Bullying can take many forms including:**

**1. Physical bullying**

Physical bullying includes hitting, kicking, tripping, pinching and pushing or damaging property.

**2. Verbal bullying**

Verbal bullying includes name calling, insults, teasing, intimidation, homophobic or racist remarks, or verbal abuse.

## **Anti-Bullying Policy continued**

### **3. Covert bullying**

Covert bullying can be carried out behind the bullied person's back. It is designed to harm someone's social reputation and/or cause humiliation.

**Covert bullying includes:**

- lying and spreading rumors
- negative facial or physical gestures, menacing or contemptuous looks
- playing nasty jokes to embarrass and humiliate
- mimicking unkindly
- encouraging others to socially exclude someone
- damaging someone's social reputation or social acceptance.

### **4. Cyber-bullying**

- Cyber-bullying is bullying behaviors using digital technologies.

Examples include:

- harassment via a mobile phone (calls or texts)
- setting up a personal website with the intention to degrade someone or deliberately insulting someone on a social networking site (Facebook, Myspace, twitter, etc.)
- **Cyber-bullying** can happen at any time. It can be in public or in private, and sometimes only known to the target and the person bullying.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other school policies or building, classroom, or program rules.

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitutes violations of this policy.

The School Director is authorized to direct the development and implementation of procedures addressing the elements of this policy, consistent with the complaint and investigation components of procedures as outlined in the school's Anti-Harassment policy.

**\*Students found in violation of this policy WILL face disciplinary actions, up to extended out-of -school suspension.**

## **Video Surveillance Policy**

### **I. Purpose**

The Board agrees to allow the use of Electronic Surveillance to promote the safety and security of students, the protection of school property, deterrence and the prevention of criminal activities and the enforcement of school rules.

### **II. Definitions**

Electronic Surveillance is a term that refers to video-digital components of multi-media surveillance.

### **III. Guidelines for video monitoring on school Property**

#### **A. Camera Location, Operation and Control:**

- i. School buildings, grounds and buses may be equipped with video monitoring devices.
- ii. Video surveillance may be placed in areas where surveillance has proven to be necessary as a result of threats, prior property damages, or security incidents.
- iii. Cameras placed outside shall be positioned only where it is necessary to protect external assets or to provide for the personal safety of individuals on school grounds or premises.
- iv. **Cameras shall not be used to monitor inside bathrooms.**
- v. The School Director shall be the one responsible to manage and audit the use and security of monitoring cameras; monitors; computers used to store images; computer diskettes and all other video records.
- vi. Only individuals authorized by the School Director in accordance with policy, shall have access to video monitors, or be permitted to operate the controls.

#### **B. Notification**

- i. Signs advising users of the premises of video surveillance practices should notify individuals of the area in which surveillance is conducted; hours during which surveillance is conducted; and the contact person who can answer questions about the surveillance system, including a telephone number for contact purposes.
- ii. All staff shall be made aware of the Board's video surveillance guidelines and practices.
- iii. The School Director shall inform students, staff, and parents at the beginning of each school year that the administration will be monitoring all activity that occurs at designated monitoring points throughout the school year and explain the purpose for such monitoring practice.

#### **C. Use of Video Recordings**

- i. A video recording of actions by students may be used by the Board or administrators as evidence in any disciplinary action brought against students arising out of the student's conduct in or about school property.
- ii. Video recordings of students, staff, or others may be reviewed or audited for the purpose of determining adherence to Board policy and school rules.
- iii. The school may use video surveillance to detect or deter criminal offenses that occur in view of the camera.

- iv. The school or its administrators may use video surveillance and the resulting recordings for inquiries and proceedings related to law enforcement, deterrence, and student discipline.
- v. The school shall not use video monitoring for other purposes unless expressly authorized by or under an Act or enactment.

**D. Protection of Information and Disclosure/Security and Retention of Tapes**

- i. All video records not in use should be securely stored in a locked receptacle.
- ii. The School Director must authorize access to all video records.
- iii. Video records will be routinely retained for a minimum of thirty (30) calendar days. The School Director may decide to retain an individual video record for a longer period of time if deemed necessary.

**E. Disposal or Destruction of Recordings**

- i. All recordings shall be disposed of in a secure manner.

**F. Video Monitors and Viewing**

- i. Only the School Director or individuals authorized by the School Director shall have access to video monitors while they are in operation.
- ii. Video monitors should be in controlled access areas wherever possible.
- iii. Video records should be viewed on a need to know basis only, in such a manner as to avoid public viewing.

**G. Disclosure**

- i. Recordings shall not be disclosed except in accordance with this policy. Disclosure of video records shall be on a need to know basis, in order to comply with the Board's policy objectives, including the promotion of the safety and security of students, the protection of school property, deterrence, and the prevention of criminal activities and the enforcement of school rules.

**H. Access to Personal Information**

- i. An individual who is the subject of video monitoring has the right to request access to the recording in accordance with applicable legislation and any rules or regulations thereunder. Access in full or part may be refused on one of the grounds set out within the legislation.

**I. Media, Videotaping, and Photography Policy**

- i. From time to time students may be videotaped, photographed, or interviewed for news or promotional purposes. Parents who prefer their children not be included should notify the school director in writing. This notification will remain in the student's records throughout their time at Sugar Creek or until amended by their parents.
- ii. Video or photography for instructional purposes is not covered by this policy. All students will participate in instructional activities that will include videotaping or photography. Images of students who have opted out will not be used for any other purpose.

**IV. Guidelines for video monitoring on School Buses**

**A. Camera Location, Operation and Control:**

- i. The school administrators may approve the equipping of school buses with video monitoring devices for monitoring student behavior.
- ii. Video monitoring equipment shall be in operation on a random basis as determined necessary by the school administration to monitor student behavior or the action of bus drivers.
- iii. The school administration shall be responsible to audit the use and security of surveillance cameras, including monitors and tapes.
- iv. Students shall be informed by the School Director at the beginning of each school year that the school may be recording student behavior on school buses and the purposes of such practices.
- v. Video records may be released to third parties or applicants in conformance with applicable legislation and any rules or regulations thereunder.
- vi. An individual who is the subject of video monitoring has the right to request access to the recording in accordance with applicable legislation and any rules or regulations thereunder. Access in full or part may be refused on one of the grounds set out within the legislation.

## **Internet Acceptable Use Policy**

Sugar Creek Charter School (SCCS) recognizes that electronic resources of all types are a part of students' everyday life. Sugar Creek is preparing our students to work and live as responsible citizens and life-long learners. SCCS provides students and teachers with technology tools and skills necessary for student-directed learning.

The Board policies for the use of technology is out lined in the Acceptable Use Policy.

This Technology Acceptable Use Policy for the Sugar Creek Charter School ("SCCS") is enacted by the School to provide the parents, students, and staff of the Sugar Creek Charter School Community with a statement of purpose and explanation of the use of technology within the SCCS learning community. This policy is reinforced by practice & acceptable use standards and is required to be read before accessing the technology devices, digital resources, and network infrastructure of the Sugar Creek Charter School. Students and parents/ guardians as well as all staff members of SCCS must also read and sign the accompanying Statement of Responsibilities.

This policy provides the procedures, rules, guidelines and codes of conduct for the use of technology and information networks at Sugar Creek Charter Schools. Use of such technology is a necessary, innate element of the SCCS educational mission, but technology is **provided as a privilege, not a right**. Sugar Creek Charter School offers a variety of network and Internet resources to support learning and communication with others. Technology will be used to increase communication, enhance student engagement, and assist staff and students with acquiring new skills. Technology devices, digital resources and the network infrastructure will also be utilized to provide relevant school information. The ultimate responsibility for student use of the internet and e-mail rest with the student and his/her parent/legal guardian(s). Students who do not adhere to the guidelines set forth by the school will have their Internet and e-mail privileges revoked and may be subject to other disciplinary measures.

## **School Celebrations**

Sugar Creek Charter School works to provide a safe and fun environment for all of our students. With that, we must uphold the statutes that are outlined by the State of North Carolina for safety. Balloons are permitted inside of the school building, however, parents that bring in balloons will be asked to take them upon exiting the building. Those that are left must be held for safe keeping in the main office until picked up by a parent/guardian. Students are NOT permitted to have balloons on the school bus per the North Carolina State School Bus Riding Laws.



# SCCS School-Student-Parent Contract

The school commits to a partnership between parents, students, teachers, and staff to provide the best possible education for our students. In order to achieve our goals, we must work together.

## Pledge by the School:

1. **Timelines-** We will arrive every day by 8:00 A.M. and remain at school until 4:00 P.M.
2. **High Quality Education-** We will always teach in the best way we know how and will do whatever it takes for all our students to learn.
3. **Support and Respect-** We promise to appreciate, support, and respect every student and parent.
4. **Communication** – We promise to communicate regularly with parents about their child’s progress and make ourselves available in person and by phone. We will return parent phone calls within 24 hours.
5. **Homework** – We will assign productive, worthwhile homework each night to reinforce and support skills and concepts learned in class.
6. **Fairness-** We will enforce Sugar Creek’s Code of Civility consistently and fairly. When students are detained or suspended or when students deserve recognition for their accomplishments, we will inform their parents promptly.
7. **Safety-** We will always protect the safety, interest, and rights of all individuals.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Pledge by Parents (or Guardian):

1. **Timeline** – I will make sure my child arrives at school every day on time (by 8:30 A.M.). If my child takes the bus, I will ensure that he or she is at the bus stop on time. My child will leave school by 4:00pm daily.
2. **Support-** I will always help my child in the best way I know how and I will do whatever it takes for my child to learn by providing a quiet space for my child to study, checking my child’s homework folder (K-2) or agenda (3-8) every night and ensuring that my child reads every night.
3. **Communication** – I will make myself available to my child, the school, and any concerns they might have. I will return phone calls from the school within 24 hours. If I am asked to attend a meeting regarding my child’s education or behavior, I will make every effort to be there.
4. **Uniform** – I will make sure my child wears the Sugar Creek uniform and follows the dress code. My child will not be allowed to start the day unless he or she is wearing the proper uniform.
5. **School Rules-** I understand Sugar Creek Charter School’s Code of Civility, and I will make sure that my child learns to live up to them. I understand that my child may lose privileges or have other disciplinary consequences if my child violates the Builder values, and I will support the school in its efforts to enforce high standards for behavior and citizenship.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Pledge by the Student:

1. **My Best Effort** – I understand that my education is important, and I will always work, think, and behave in the best way I know how and do whatever it takes for my classmates to learn.
2. **Attendance and Timeliness** – I will come to school every day on time (by 8:00 A.M.) and stay until 3:15 P.M. (or later if I have tutoring or other extracurricular activities).
3. **Uniform** – I will wear my uniform every day and follow the school dress code.
4. **Homework** – I will complete all of my homework and reading every night as documented in my homework folder (K-2) or agenda (3-8).
5. **Communication** – I will raise my hand to ask for help if I do not understand something. I will make myself available to my teachers and parents about any concerns they might have.
6. **Responsibility** – If I make a mistake, I will tell the truth and accept responsibility for my actions.
7. **Code of Civility-** I understand the Code of Civility, and I will live up to it every day.
8. **School Rules-** I will follow all school rules in order to protect the safety, interests, and rights of all individuals. I understand that I may lose privileges and have other disciplinary consequences if I break rules or do not live up to the code of Civility.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_