**Aggie Academy**



Parent/Student Handbook

2022-2023

2207 E. Cone Blvd

Greensboro, NC 27405

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**Janel Harris-Hamiel, Principal**

Dear Aggie Academy Families:

Greetings and welcome to the inaugural year for Aggie Academy! We are certainly overjoyed to have you with us as we begin this momentous journey. This school year we look forward to bringing you many new programs, learning labs, clubs, and engaging lessons that will spark a lifelong interest in learning.

We believe that each of you are an important part of what makes this program a success. From your community support to the individualized support for each of our students, we could not make this happen without you.

This handbook will serve as a guide for our school community. It is important that we share and understand the expectations and responsibilities we all have in making sure students have wonderful learning experiences in a safe environment.

If you have any questions about these guidelines, please feel free to contact the school.

Sincerely,

Janel Harris-Hamiel, Principal

# Vision

Aggie Academy will produce independent learners and increase student achievement levels to grade level proficiency through culturally relevant pedagogical practices and meaningful student engagement opportunities focused on academic rigor using the STEAM model, constructive feedback, comparative data analysis along with intentional communication and collaboration across grade levels, content areas, and the community.

# Mission

Aggie Academy will engage students in culturally sustaining and experiential learning opportunities in science, technology, engineering, the arts, and mathematics (STEAM) to foster innovators, collaborative problem solvers, effective communicators and proactive 21st century global citizens.

# Commitments

Aggie Academy is committed to:

* Culturally responsive and sustainable teaching and learning practices
* Holistic child development through building social-emotional learning (SEL) skills and restorative practices (RP)
* Developing critical and creative thinking skills through integrated STEAM curriculum, inquiry-based and experiential learning opportunities
* Intentional and purposeful family and community engagement

# Administrative Team

Principal: Janel Harris-Hamiel

Curriculum Facilitator: Shayla Thompson

Data Manager: Wendy Thomas

Budget Manager: Trey O’Quinn

# School Operating Hours

The instructional school day for students begins promptly at 7:25 am and ends at 2:10 pm. Car riders should arrive on campus no earlier than 6:45 am.

# Arrival/Dismissal Procedures

**Staff will begin the arrival procedure at 7:10 am.** The safety of our students is our top priority, so we ask that parents please wait for the staff’s direction before releasing students. Students should be let out on the side closest to the main entrance to prevent students from having to cross in front of other vehicles.

During dismissal, parents/guardians should have a sign with the student’s name and grade level on it. Students will be called to specific cones for pick-up. Drivers who do not have the appropriate display sign will have to park and we will have to verify credentials before the student will be released. Appropriate ID will be required as part of this credential check. **Students must be picked up by 2:30 pm at the latest. No student should be staying after school beyond 2:30 pm unless assigned or permission has been granted for tutoring or other specialized educational needs.** If a student has been assigned or granted permission to stay, they must remain with that staff member at all times and still adhere to school expectations. Permission will be revoked and/or additional disciplinary action will be taken if these expectations are not met.

Students who are staying for the afterschool program will have to be properly registered and follow those specific guidelines and policies. Although the program will be on-site, Aggie Academy is not responsible for its operation. If you have any questions about the afterschool program, please contact the site director.

# Alternate Transportation Home

If a student has an alternative way home than what was provided to the school, the front office and classroom teacher must be notified immediately. A signed parent note with the change should be turned in to the teacher first thing in the morning and the teacher will submit it to the front office. If there is another driver picking up, that driver must be listed on the approved pick-up list for the student and they must have an appropriate ID with them at the time of pick up. Students will not be released to anyone under the age of 18. Parents/guardians must notify the school if they are making any changes to the pick-up list so that the information on file is current at all times.

# Attendance/Tardies

Student absences are defined as:

1. Lawful Absences (Excused):
2. Illness f. Religious proceedings

b. Quarantine g. Educational opportunities

c. Death in family h. Suspension

d. Medical (dental) appointments i. Expulsion

1. Court proceedings
2. Unlawful Absences (Not Excused):

 Defined as the student’s willful absence from school without the knowledge of the parents/guardians, or the student’s absence from school without justifiable causes with the knowledge of parents/guardians.

1. Absence Documentation Requirement:

 **ALL ABSENCES REQUIRE A WRITTEN NOTE FROM THE PARENT/GUARDIAN EXPLAINING THE ABSENCE.** The student should deliver the note to school authorities (teacher) as soon as possible upon their return to school. Failure to submit such notes within 3 days after returning to school will result in an unexcused absence being recorded. Parents/guardians are requested to contact school officials immediately when extended unexpected absences occur. ***All anticipated extended periods of absence should be reported to school officials prior to the period of absence. Such absences should receive prior approval from the principal.***

After three, six, and ten unexcused absences, letters will be sent home to the parents/guardians. Absences and tardies will be recorded on progress interim reports and the report cards. If there are any questions about the recorded numbers, please bring the concerns to the school’s attention immediately.

If your child is absent from school because of a family vacation, the absence will automatically be coded **UNEXCUSED** unless you do the following:

* At least one week prior to the trip, a note must be written to your child’s teacher and the administrator. This note must include dates and purpose of the trip.
* Your child’s teacher will gather a portion of work for the time that your child will be absent and it must be turned in the **day** that your child returns to school. The teacher will also give your child any other make up assignments when you return and those must be completed within a week.
* While on your family trip, your child will be required to keep a journal that chronicles the events of each day s/he is absent from school. Younger children may want to have parents write events and they can draw pictures. This journal must be shared with the teacher and/or the class when your child returns to school.

If these procedures are followed your child’s absence will be coded **EXCUSED**. Please note that there will be no exceptions to these procedures.

Students are urged to stay in school **ALL** day. A student who leaves prior to 11:00 a.m. will be counted absent. Doctor or other appointments should be scheduled outside of school hours and on school holidays whenever possible. If a student needs to be dismissed early, he/she must bring a note to the classroom teacher stating the time and the reason. **Parents/guardians must sign their child/children out in the school office and the office will call the child/children to the office. Parents/guardians are not to pick their child/children up from the classrooms.**

The school day starts promptly at 7:25 am. Students must be in their classrooms or participating in a school sponsored activity at that time to avoid being tardy. If a student is tardy to school, he/she must first report to the office to get a tardy slip before entering the classroom. An unexcused tardy follows the same guidelines as an unexcused absence. ***More than three (3) unexcused tardies within a school month will result in a warning from the principal.***

# Student Safety

**Safety Drills- Evacuation, Fire, Lockdown, Tornado**

**Student Conduct (Restorative Practices)**

The following are some general rules for student behavior that all students are expected to follow at all times while under school authority. This list is not intended to be all- inclusive.

**School wide Rules:**

***1. Follow directions***

***2. Be kind/respectful to all students and adults***

***3. Walk in the building***

***4. Use quiet voices inside the building***

**Cafeteria Rules:**

***1. Remain quiet in the serving line***

***2. Receive permission to get up from the table***

***3. Talk quietly only to friends at your table***

***4. Leave tables and floor clean***

***5. One table at a time will be dismissed***

Consequences for infractions of school and/or classroom rules should correspond to the severity of the offense. The specific consequences for offenses will be left to the discretion of school personnel taking into consideration the individual child and the particular offense. Consequences for infractions of rules may include the following:

 **Consequences in the classroom:**

1. ***Verbal warning***
2. ***Student conference***
3. ***Loss of privileges/time out***
4. ***Parent contact (telephone, letter, or conference)***
5. ***Time Out in another part of the building***
6. ***Removal from the classroom and taken to administration***

Occasionally students must be sent to administration for inappropriate behaviors. The following actions may be taken by school administration:

 **Consequences in the administrative office:**

1. ***Student conference***
2. ***Parent contact (telephone, letter, or conference)***
3. ***Alternative placement during the school day***
4. ***School suspension***

**Corporal punishment is not permitted under any circumstances.**

**Visitors/Volunteers**

All visitors and volunteers to Aggie Academy must enter the school through the main school entrance. Visitors and volunteers must check in at the school’s front desk to sign in and to receive ***identification to wear while on the school grounds.*** Visitors will not be permitted to loiter on the school campus or in the school building. Visitors and volunteers are requested to sign out in the office when leaving the school campus.

Parents/guardians are encouraged to come to the school and eat lunch with their child/children. This is the only occasion for students to have visitors during the school day. Visiting relatives or friends may not spend the day at school with your child. **There will be no exceptions to this policy.**

**Inclement Weather**

Aggie Academy will follow the inclement weather announcements from the local area school district. The District Superintendent is authorized to close schools if prevailing or potential hazards threaten the safety and well-being of students and staff. The Superintendent will make public announcements and releases to news media. Listen to the radio or television for these reports or check the Aggie Academy website at [www.ncat.edu/aggieacademy](http://www.ncat.edu/aggieacademy). Should you desire to have your child/children return home in a manner other than usual, please call and give us that updated information. When schools close for inclement weather, all after school activities including the afterschool program will also close and other arrangements for care will have to be made.

# Student Records

**Enrollment/Withdrawal**

When enrolling or withdrawing a student contact the school for immediate assistance. You may also find information on the school’s website.

**Student Records (FERPA)**

Information found in student records are kept confidential. Appointments must be made to view student records and allow for up to 10 business days to receive copies of requested records.

**Custodial Agreements**

Please advise the school if there are any legal updates regarding the custodial agreement of a student. The only way we can comply with the court order is to have a copy of the order.

# Medical Forms/Treatment

A public health nurse visits our school to provide the general health supervision of our students. If for some reason you would like for the nurse to see your child on these designated days, please call the school or send a note with the student.

If a student is injured or becomes ill at school, he/she will be sent or brought to the school office. Every attempt possible will be made to contact the parents or guardians if the nature of the problem is severe enough to warrant such contact. **It is absolutely essential that the school has correct and up-to-date telephone numbers for parents/guardians or other individuals to contact**. Without correct information, the school is limited in helping your child. ***We must know where to reach you at all times; at home or at work.***

**Medical Forms**

School personnel are not authorized to administer any medication whatsoever to students. The only exception is when a child is identified by the parent or guardian as having a need for medications to be given during school hours and proper paperwork has been filed with the school and completed by the attending physician. A medication form has been added to the back of this handbook for your convenience.

**Emergency Medical Treatment**

In the case where emergency management services has to be called, 911 will be called first and parents will be contacted. At that time, parents can decide whether or not they want the child transported. If the emergency is dire, transport may be the only option and a school official will follow to make sure someone is there with the student until parents can arrive.

**Emergency Contact/Change of Address**

It is imperative that emergency contact and change of address is provided to the school immediately. When there is an address change, proof of address will be required for submission. There should be at least one person that the school can contact in the case of an emergency and the parents/guardians are unavailable.

# Student Expectations

**Restroom Breaks**

Class restroom breaks will be scheduled throughout the day. If a student needs to use the restroom outside of these designated times, the student will request to be excused from the teacher to go use the restroom and to return in a timely manner. The student should have a hall pass to ensure that the classroom teacher knows where the student is located.

**Hallway Transitions**

Students will have to move in the hallways during transitions to the restroom, cafeteria, gym area, and other classrooms within the building. Because instruction is ongoing, it is required that students transition quietly in the hallways and stay to the right of the hallway so that others can get around the class. Students are expected to keep hands and feet to themselves and to refrain from running or playing around. Safety of all students is our top priority and we must adhere to these expectations.

**Breakfast/Lunch**

Breakfast and lunch will be provided by Guilford County Schools.

**Non-School Issued Electronic Devices**

Use of the school telephone by students is limited to emergency calls and school business. Calls for permission to attend parties, ride buses with friends, or forgotten school assignments will not be permitted. These matters should be taken care of at home. A note from the student’s teacher is required before the telephone may be used.

Students should **not** bring toys or outside electronic devices to school. This includes, but is not limited to games, radios, iPods (portable media players), dolls, Game Boys, beepers, **CELL PHONES**, laser pointers, etc. **TOY GUNS AND KNIVES SHOULD NEVER BE BROUGHT TO SCHOOL UNDER ANY CIRCUMSTANCES. This includes Nerf guns, pellet guns, airsoft guns, etc. Students are not allowed to use cell phones at school.**

**Bullying/Cyberbullying**

Students have the right to feel safe when they are in the school building, therefore, bullying will not be tolerated. Acts of bullying should be reported immediately. This can be done directly or anonymously. Parents are asked to be diligent and aware of potential acts of bullying outside of school, such as through text messages, social media, and direct interactions with other students. There will be administrative consequences for such actions.

**School Bus Conduct**

Riding the bus is a privilege provided to us by Guilford County Schools. Students are expected to respect the bus driver’s directives during the entire time the services are being utilized. This includes staying seated and not throwing objects on the bus. These actions can lead to unsafe driving conditions for the driver and the students on the bus. Students who refuse to comply with these expectations will lose the privilege of using the bus services to and from school.

**Dress Code**

Student dress should be comfortable and appropriate for a place of business. The following guidelines have been set:

1. Students are not permitted to wear tube tops, halter tops, see-through tops or midriff tops.
2. Shorts are permitted in hot weather, but they must not be too short, more than four inches above the knee, or too tight.
3. Skirts or dresses should not be too short (more than four inches above the knee) or too tight.
4. Pants and shorts should be worn at the waist and belts used when necessary. Pants should not be worn below the waist, even with a long shirt.
5. Clothing should not display advertising of alcoholic beverages, tobacco products, or inappropriate language and/or offensive messages.
6. Hats or other head apparel shall not be worn in the school building.
7. Students participate in physical activity daily and should wear appropriate footwear. Flip flops, slippers, shoes with wheels, and sandals without a back are discouraged. Shoes, such as Crocs, that have the strap on the back should be worn with the strap at the back of the heel.

**Guidance Services**

Guilford County Schools will provide guidance services to students of Aggie Academy. In order to utilize these services, appointments must be made in advance. Students can request an appointment with a teacher but parents will need to call the front desk to make an appointment on behalf of a student. These services will include, but is not limited to, support around conflict resolution and management, peer interactions, grief, etc.

**Interim Reports/Report Cards**

Report cards are issued at the close of each nine-(9) week grading period. Conferences will be held at your request as well as at the request of the classroom teacher. Fall conferences are mandated and will be scheduled by classroom teachers. Report cards will be sent home to parents on the following dates:

**Grading Policy**

***North Carolina public schools recommend students meet statewide standards for promotion from grade 3 through the Read to Achieve legislation. This means a student can be retained in the 3rd grade if they have not met the minimum qualifications for promotion as understood by the state law.***

Any student can be retained if it is deemed that the student has not demonstrated sufficient mastery to be promoted to the next grade level. Past school performance of each student will be reviewed during the first month of school to determine if there are indications of a student not passing. Students who are at risk of failure will meet with their teacher to develop a **personalized education plan**. Parents/guardians will also be expected to review and to sign their child’s **personal education plan**. If non-promotion (retention in a grade) is a possibility or is being considered, a warning letter will be sent to the parent or guardian to be signed and returned. The first warning letter will be sent no later than January 30, 2023. A conference should be scheduled immediately upon receiving the letter. The second warning letter will be sent no later than April 1, 2023. The final decision for promotion or retention will be made no later than the last teaching day of the school year. Parents or guardians will be notified the last week of school if retention is to occur.

The End of Grade tests given in May are used as one of the indicators of a students’ readiness for promotion. ***Attendance during testing is of utmost importance. Absences during May must be avoided to the greatest extent possible.***

Students who do not meet achievement levels may be asked to participate in remediation and then retake the test. This information will be shared in further detail during the testing window.

# Technology/Learning Lab Equipment

As a student of Aggie Academy, there will be access to different technology equipment for engaging learning opportunities. Students and parents/guardians are expected to follow the procedures and protocols for use of this equipment. Upon leaving the school, the equipment must be returned in the same condition it was issued. Normal wear and tear from daily use is to be expected. Any other damages will be handled on a case by case basis.

# Parental Expectations

**Conferences**

Parent/Teacher conferences must be scheduled in advance at times convenient for both teachers and parents/guardians that will not interrupt or interfere with school instructional time.

**Teacher Requests**

We do our best to make sure students and teachers are assigned based on many factors, therefore, specific teacher requests will not be honored.

**Classroom Helper/Office Volunteer**

We welcome parent/guardian volunteers to help support the success of our school. If you are interested in volunteering, contact the school.

# Teacher Expectations

**School to Home Communication**

The school to home communication is an integral part of who we are. Teachers are expected to maintain open communication with parents, however, planning for student success takes quite a bit of time. Parents/Guardians should expect phone calls and messages to be returned within 24 hours. Messages during the school day will not be given to teachers until the end of the day to minimize interruptions of instructional time, except in the case where the parent is returning the phone call for an urgent matter. Email is the best method of communication to all staff.

**Classroom Learning Experiences**

Students will be participating in various meaningful learning opportunities. We welcome parent/guardian participation in these efforts. Ask students about their learning experiences throughout the day and be ready to see them showcase their talents during our special events.

# Events

**Classroom Events**

Party plans are under the control of the school and must be planned with the classroom teachers. Parties will be limited to three (3) per year: winter holiday break, spring holiday break, and end of the year. **Food shared with the class must be store bought and healthy foods are encouraged.** Parties should be limited to thirty (30) to sixty (60) minutes. Outside party invitations and gifts may **not** be distributed at school unless they include every class member.

**School-Wide Events**

Individual pictures of each student will be taken during the fall and spring. Class pictures will also be taken in the spring. **Fall pictures will be on , spring pictures on and class pictures \_\_\_\_\_.** Pictures must be paid for before they are taken. If parents are dissatisfied with the pictures, the photographer will refund money or, if possible, the pictures will be remade. Yearbooks will also be available in the spring.

**Assemblies/Special Programs**

As a lab school, we have a direct partnership with NC A&T State University. There will be opportunities for assemblies and special programs. When students are participating, they will be reminded of expectations when meeting in these spaces. Those who cannot meet these expectations will be removed from the event to prevent further disruption. Administrative disciplinary action may be warranted and will be determined on a case by case basis.

**Field Trips**

Teachers will arrange out-of-school experiences for their classes during the school year. Before each trip, teachers will send home detailed information and request signed permission slips. Under ***no circumstance will a student be allowed to go on a field trip without written consent from parent/guardian.***

If a student misses a field trip that was paid, then the money will either roll over for the next scheduled field trip or be refunded after the proper paper work has been completed (unless otherwise stipulated on the permission form).

University sponsored field trips will follow the same protocols as teacher requested field trips. These events will include opportunities such as visiting the A&T Farm or other buildings on campus to learn more about STEAM activities and to see it in action.