MISSION STATEMENT

The mission of Envision Science Academy is to provide innovative instruction through experiential learning with a focus on science, technology, engineering, arts, and mathematics (STEAM) in order to prepare elementary and middle school students to compete, lead, and excel in the global marketplace.
Dear Families:

Welcome to Envision Science Academy (ESA)! We are excited to have you as a part of our school and look forward to our partnership. This Parent and Student Handbook will provide you with information regarding school life, policies, and procedures for the success of your child(ren) at ESA.

Please read the entire handbook and discuss it with your child(ren). Also, please sign and return the acknowledgement page at the end of the handbook.

Thank you for making us your educational choice. Please feel free to contact us if you have any questions, thoughts, or concerns.

Sincerely,

ESA Board of Directors, Executive Director, Administrators, Teachers, and Staff
Hours of Operation

Regular Schedule

Morning Carpool:
Lower School & Combination: 7:30 AM – 7:55 AM
Upper School: 7:55 AM – 8:10 AM

Instructional Hours:
Lower School: 7:55 AM – 2:45 PM
Upper School: 8:15 AM – 3:05 PM

Afternoon Carpool:
Lower School: 2:45 PM – 3:05 PM
Upper School & Combination: 3:05 PM – 3:30 PM

Office Hours:
Open: 7:30 AM – 4:30 PM
Closed for Carpool: 2:30 PM – 3:30 PM

Early Release Schedule

Morning Carpool:
Lower School & Combination: 7:30 AM – 7:55 AM
Upper School: 7:55 AM – 8:10 AM

Instructional Hours:
Lower School: 7:55 AM – 11:55 AM
Upper School: 8:15 AM – 12:15 PM

Afternoon Carpool:
Lower School: 11:55 AM – 12:15 PM
Upper School & Combination: 12:15 PM – 12:40 PM

Office Hours:
Open: 7:30 AM – 12:40 PM
Closed for Carpool: 11:40 AM – 12:40 PM

<table>
<thead>
<tr>
<th>IMPORTANT CONTACT INFORMATION</th>
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<tbody>
<tr>
<td>Envision Science Academy</td>
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<tr>
<td>590 Traditions Grande Blvd,</td>
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<tr>
<td>Wake Forest, NC 27587</td>
</tr>
<tr>
<td>Phone: 919-435-4002</td>
</tr>
<tr>
<td>Fax: 919-307-4308</td>
</tr>
<tr>
<td><a href="mailto:info@envisionscienceacademy.com">info@envisionscienceacademy.com</a></td>
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Staff email addresses may be found in the staff directory on the school website at www.envisionscienceacademy.com.
**Curriculum**

Envision Science Academy delivers an instructional program focused on science, technology, engineering, arts, and mathematics (STEAM), while using the North Carolina State Standards and the North Carolina Essential Standards as the foundation. Integration of the Arts with STEM enhances student engagement and learning and unlocks creativity and innovation. The STEAM based program aims to develop well-rounded students who can reflect logically and culturally, enhancing their competitive advantage in an ever-changing global economy.

Envision’s goal is to *stimulate the whole mind* in an effort to *educate the whole child*, as stated in our motto. Core classes include science, math, language arts, and social studies. Specialty classes (specials) include art, music, physical education, foreign language, and STEAM. Envision offers smaller class settings, project-based learning, and differentiated instruction where students are encouraged to work to their fullest potential. The rigorous instructional program has an interdisciplinary structure in which technology is integrated and common themes are studied across multiple subjects.

**Enrollment and Admissions**

Envision Science Academy’s admission process will be governed by the North Carolina General Statute GS 115C-238.29F(g), which states that no student shall be denied admission based on race, origin, religion, ethnicity, gender, ancestry, disability or academic ability. Any resident may apply for admission to ESA. All applicants will provide proof of residency with their submitted application. Applications will be accepted by any family seeking admission to the school if applications are submitted in a timely manner. Enrollment applications and procedures will be available in early December of each year on the school’s website. The enrollment period will begin in January and end in February and will be no less than 30 consecutive days. Applications should be completed and submitted by the end of the enrollment period. If the number of applications exceed the number of available seats, a public lottery will be held. After seats are filled, the lottery will continue to determine the order of each grade level waiting list. Current year waiting lists will be dissolved at the end of the school’s second quarter. Lottery procedures will comply with the NC Open Meetings Laws provided in GS 143-318.10(a).

Envision Science Academy offers the following student preferences:

- Children of full-time employees and board members are automatically admitted, as long as this preference does not surpass 15% of the overall student enrollment of the school.
- Siblings of currently enrolled students who apply during the open enrollment period and are identified as a sibling of a currently enrolled student will be given enrollment preference in the upcoming academic year. If there are more siblings than openings in a particular grade level, a separate sibling lottery will be held.
- Multiple birth siblings will be entered into the lottery as one applicant. If that application is selected during the lottery, all multiple birth siblings shall be admitted into the school, despite the number of open seats.
The time frame for parents/guardians to accept offered seats during the waiting list process will be based on the following four phases:

<table>
<thead>
<tr>
<th>Phase</th>
<th>Time Frame</th>
<th>Accept, Decline, Complete Form, Submit Documents</th>
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<tbody>
<tr>
<td>Phase I</td>
<td>90 days prior to 1st day of school</td>
<td>5 business days to accept or decline seat offer, complete admissions form, and 5 business days to submit supporting admissions documents</td>
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<tr>
<td>Phase II</td>
<td>60 days prior to 1st day of school</td>
<td>3 business days to accept or decline seat offer, complete admissions form, and 5 business days to submit supporting admissions documents</td>
</tr>
<tr>
<td>Phase III</td>
<td>30 days prior to 1st day of school</td>
<td>3 business days to accept or decline seat offer, complete admissions form, and 3 business days to submit supporting admissions documents</td>
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<tr>
<td>Phase IV</td>
<td>1st day of school and beyond</td>
<td>1 business day to accept or decline seat offer, complete admissions form, submit supporting admissions documents, and be in attendance on next school day, except those with prior approval</td>
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**Admission Attendance Policy**

As a charter school, funding is awarded by the State of North Carolina based on and is given in proportion to how many students are in daily membership from Days 1-20. Once a parent/guardian accepts a seat, the student must attend school on the first school day of the associated school year after acceptance or provide notification as to the reason why they are unable to do so. If a student does not attend school on the first school day of the associated school year after acceptance, and the school is not notified, the staff will make every reasonable effort to contact the parent/guardian via email and phone. If no contact is made and the student does not attend school as described above, the student’s seat will be forfeited and awarded to the next person on the waiting list for that grade level. The admissions attendance policy applies to each individual student. Multiple births and siblings are considered separately, as each individual student is expected to attend school on the first school day of the associated school year after acceptance. In the event of extenuating circumstances, each case will be reviewed independently by the Executive Director.

**Appeal**

A parent/guardian may appeal the forfeiture of a seat at Envision Science Academy due to failure to meet the admissions attendance policy as stated above. A written appeal must be emailed to the Executive Director by 12:00 noon on the day after the notification of forfeiture. The Executive Director reserves the right to grant or deny the appeal based on its merits. The Executive Director will consider the welfare of the student, the impact on the family, and the impact on the school.

**Attendance and Absence**

To be counted present, students must be in attendance at least one-half of the school day. This includes attendance at official school activities at a place other than school. Students should proceed directly to their assigned areas at the beginning of each school day. Students arriving to
school after the school’s official start time will be marked tardy. Parents/guardians must escort tardy students into the school and sign them in at the front office. Excessive tardiness results in a loss of instructional time and is also a disruption to the classroom environment.

Envision Science Academy encourages parents/guardians to only allow their children to miss school for worthy reasons. A Scheduled Absence form should be signed by parents/guardians and all teachers, then submitted to administrators at least 3 school days prior to any known excused or unexcused absence. Submission of the Scheduled Absence form does not mean that the absence will automatically be identified as “excused,” as they are only excused if the student cannot attend school due to one of the “lawful absences” identified by the State of North Carolina.

Excused absences include: illness or injury, a death in the family, medical appointments, religious observance (2 per year), court proceedings (based on student’s or parent’s practices), military deployment of parent/guardian, and outside educational opportunities. Outside educational opportunities include unique opportunities and experiences that cannot be done at any other time (such as performing in special events, etc.) and must be approved in advance by the Executive Director/designee. They do not include beach trips, aquarium visits, etc. that can be done at any time.

Whether the absence is “excused” or “unexcused,” parents and students should coordinate with all of their teachers to determine the due date for any projects or assignments whose deadlines fall during the absence. Any homework/classwork, tests or quizzes administered during the absence will be given to the student either prior to their absence or at an agreed upon date after they return, at the discretion of the teacher. Also, to protect the integrity of any missed assessments, teachers may provide students with an alternate version of the test or quiz. Scheduled absences will not be approved during standardized or achievement testing days.

All absences are recorded as unexcused until proper documentation is provided to the school. Administrators or teachers will notify parents/guardians if there are three or more unexcused absences and will address concerns that absences are becoming excessive. Excused and unexcused absences beyond twenty days are considered excessive. Students who exceed twenty absences during the year will be referred to the attendance committee that will determine if the student should be retained. The Executive Director/designee shall have the authority to waive the decision of the committee. Envision will follow the Compulsory Attendance law (G.S. 115C-378) to review each situation on a case-by-case basis.

**Academic Calendar**

Envision’s academic calendar closely resembles a traditional calendar, except it has been modified by extending the school year to 190 instructional days, instead of the traditional 185 days. Each quarter is 47-48 days long. Summer break has been shortened to approximately eight weeks.
The academic calendar includes the following holidays:

- Labor Day
- Veterans’ Day
- Thanksgiving
- Christmas
- New Year’s Day
- Martin Luther King Day
- Good Friday
- Memorial Day

**Dress Code**

Students are asked to dress neatly and wear school approved uniforms. Clothing should be clean, fit properly, and be free of tears or holes. Uniforms may be purchased from any store as long as they meet the following dress code guidelines:

- **BOTTOMS** (skirts, skorts, pants, shorts, capris, etc.) - black, khaki, or navy and logo-free. Skirts/skorts/shorts must be no shorter than 2” above the knee. Skirts may be worn with similar-color modesty shorts or tights underneath. Pants may be flat-front or pleated, but cargos and jeans are not allowed. Undergarments should not be visible or show through clothing.

- **TOPS** (long- or short-sleeve) - burgundy/maroon, grey, navy or white and logo-free. Tops are polo-style shirts. Although it is highly encouraged that tops are tucked in and belts are worn, we recognize that these actions may be difficult for some students, especially the younger ones. Therefore, we will show some leniency in these areas. Outer garments such as sweatshirts, sweaters, hoodies, jackets and similar items worn in the school building during the day must conform to the uniform policy. This does not apply to items such as winter coats or jackets that are worn exclusively when students are outside. Garments that are school approved Envision Science Academy spirit wear are allowed to have a small logo in addition to a school-approved spirit logo on the garment and may be worn in the school building. All spirit wear must be approved by the school administration. Appropriate uniform tops must be worn under any outer garment at all times. Additionally, long-sleeve white or grey t-shirts may be layered under short-sleeve polo-style shirts to prolong their usage during cooler months.

- **DRESSES** (rompers, jumpers, polo-style dresses, etc.) - burgundy/maroon, grey, Khaki, or navy and logo-free. Rompers/jumpers must be worn with a polo-style shirt underneath. All dresses must be no shorter than 2” above the knee and may be worn with similar-color modesty shorts or tights underneath.

Any closed-toe footwear may be worn, with the exception of flip flops or other open-backed shoes (clogs, Crocs, Rainbows, etc.) that do not have an ankle/heel strap and could pose a safety risk to the student. Socks must be white, grey, navy, or black, and logo-free. The pair of socks should match. Students should always wear sneakers and socks on their PE days.
Jewelry and makeup should be modest and appropriate. Body piercings and tattoos should not be visible. Hair must be combed/brushed daily and kept neat and clean. Hairstyles, jewelry, and other accessories that pose a distraction, as determined by the Dean of the School or his/her designee, are not permitted. Hats, bandanas, head scarves, etc. should not be worn in the building unless for documented religious reasons. Soft-sided backpacks or book bags are acceptable. Rolling or hard-shell backpacks or book bags are not permitted.

**Transportation**
Envision Science Academy does not provide transportation to and from the school. Transportation to and from school is provided by the parents/guardians. Ride sharing is an option to be handled directly through the persons involved. Parents/guardians should not get out of their vehicles. Young students should be encouraged to buckle/unbuckle themselves and open/close the door of the vehicle on their own. Students should proceed directly to the classroom in the morning. All students arriving after carpool has ended will need to be escorted and signed in at the main office. If sign-in is after the school’s official start time, the student will be marked tardy. Parents are expected to be prompt when dropping off and picking up their student(s) in carpool.

**Walkers/Bike Riders**
The intent and the spirit of the walkers/bike riders policy is to accommodate parents/guardians and students who live within typical walking/bike riding distance of ESA. ESA parents/guardians, who have been extended this courtesy, shall not take advantage of this policy to simply and deliberately avoid the school operated carpool. For example, parents/guardians of walkers/bike riders are strictly prohibited from parking their vehicles on or off the ESA campus, then walking to the walker exit to retrieve their students. Furthermore, parents/guardians of walkers/bike riders are strictly prohibited from dropping off or picking up their students at an alternate off-campus location to shorten their walking/bike riding route to or from school. Abuse of the walkers/bike riders policy and procedures may result in the immediate revocation of this privilege.

ESA parents/guardians and students are aware of and assume any risks involved in walking or riding a bicycle to or from school. If parents/guardians and students sustain personal injury to themselves because of walking or riding a bicycle to or from school, the injured parties agree to hold harmless Envision Science Academy, its employees and agents from any liability.

For safety purposes, ESA requires all parents/guardians and students to adhere to all procedures and conditions contained in the Walkers and Bike Riders authorization form. Any changes in a student’s mode of transport shall be reported to the school by a parent/guardian. Students are not allowed to verbally change their mode of transport.

**Before- and After-School Care**
Before and after school care will be offered through on-site or off-site third-party providers. Please note that the before and after school care programs are not operated by Envision Science Academy. Any questions or issues should be addressed directly with the providers.
should be picked up on time each day or a late fee may be assessed. The program may include structured homework time and planned activities. If school is delayed due to inclement weather, the before school program will not operate. If school closes early due to inclement weather, the after-school program will not operate. Parents/guardians are to pick up their children as soon as possible.

**Lunch**
Parents/guardians are asked to provide a nutritious lunch, snack (optional), and drink for their child/children. Microwaves will be available to heat meals. Another option is to purchase lunch at school through a contracted vendor. Although Envision Science Academy is not a peanut/food allergy free zone, we will make every effort to provide a safe eating environment for children with food allergies.

If you order lunch through our online vendor, and do not order a drink, please send one to school with your child. In the unlikely event that students forget their lunch, we will provide them with a “Lunchables” and a juice. Parents/guardians will be notified when their child is provided a lunch by the school. Parents/guardians will be required to reimburse the school for the cost of the lunch. If you pack your child’s lunch, please be sure to include the utensils they need. If your child’s meal needs to be microwaved, please be sure it only needs 90 seconds or less, so students may reheat/warm their food and have plenty of time to eat.

Some students may qualify for free or reduced lunch if the household’s gross income is within the free or reduced-price limits on the Federal Eligibility Income Chart. Income verification will be required. Students may also be eligible if the household receives benefits from WIC, Food and Nutrition Services (formerly known as The Food Stamp Program), the Food Distribution Program on Indian Reservations, or TANF/Work First. Parents/guardians may talk to an administrator about eligibility and how to apply.

Students should follow directions at all times during lunch, sit as assigned by the teacher, keep conversations at an appropriate indoor level, use good table manners, and pick up after themselves. Students are entitled to sit down and eat their lunch without disturbance. The lunch period should not be taken away as a form of punishment nor used for completing or making up assignments, projects, or tests.

**Recess**
Recess offers an opportunity to exercise, relieve tension, and stimulate learning and provides a significant health benefit to students. All students are expected and encouraged to participate in recess unless there is a medical reason that deems them unable. Structured recess and other physical activity should not be taken away as a form of punishment for students. In order to assure student safety, every precaution will be taken to prevent exposure to harsh or inclement weather.

**Athletics/Concussion**
Policies, procedures, and the emergency action plan regarding Athletics may be found in the ESA Athletic Handbook. Furthermore, Envision Science Academy has a written Concussion
Protocol that includes all students, teachers and staff during regular school hours, after school activities and any student or staff member participating in school sponsored sports activities. During regular school hours, any student, teacher or staff that suffers any type of head injury will be evaluated by the School Nurse or his/her designee (hereafter referred to as School Nurse). For those students and staff participating in after school sponsored sports teams, head injuries will be evaluated by the coach and/or Athletic Director.

A concussion is any type of injury to the head that changes how the brain normally works. It can be caused by a bump, blow or jolt to the head. It can also be caused from a fall or blow to the body that causes the head and brain to move rapidly back and forth.

**During regular school hours:**

Depending on how and where the head injury occurred, the student, teacher or staff will either be assessed at the site of the injury or will be escorted by an adult to the Nurse’s Office for evaluation. If a fall has occurred, the injured student, teacher or staff will remain unmoved until evaluated by School Nurse.

**Falls resulting in head or neck injuries:**

**Do not move injured person who has fallen from heights greater than standing position of injured person.** The School Nurse will evaluate the injured student, teacher or staff member for any neck and/or spine injury. If none is noted, the injured person will be escorted back to the Nurse’s Office via the school transport chair and further evaluated.

**Head injuries from bumps, blows or jolts:**

The injured person should be escorted to the Nurse’s Office for evaluation by either another student or an adult. The School Nurse will evaluate the injured person for possible concussion.

The School Nurse will evaluate for signs of concussion such as:

- Appears dazed or stunned
- Is confused about events
- Answers questions slowly
- Repeats questions
- Can’t recall events prior or after the injury
- Loses consciousness (even briefly)
- Headache or “pressure” in head
- Nausea or vomiting
- Balance or gait issues
- Fatigue or feeling tired
- Blurry or double vision
- Sensitivity to light or noise
Danger Signs:

- Numbness or tingling
- Unusual pupil size, shape, not reactive to light
- Slurred speech
- Unusual behavior

If any of these signs or symptoms are present, contact the parent/guardian and request that the injured person be picked up from school and evaluated by a Physician. If several signs and/or symptoms are present or if any of the “danger” signs are present, call EMS immediately and then contact the parent/guardian.

After evaluating the injured person and no signs and symptoms of a concussion is present, contact the parent/guardian and advise of injury and assessment and share with parent/guardian the signs and symptoms of a concussion, advising that if any are noted, the injured person should be evaluated by a physician.

Students that have an injury that causes a concussion either during regular school hours, after-school sponsored activities including sports teams or outside of regular school hours must present a Physician’s note outlining the restrictions and/or limitations of the person and for how long. Teachers and staff will work with the School Nurse to ensure that all health restrictions and limitations are understood and followed. If there is a change in the student’s condition, teachers and staff should notify the School Nurse and escort the student to the Nurse’s Office for evaluation. Based on the School Nurse’s evaluation, the student will either return to class, will leave with parents or, if needed, EMS will be called.

Events outside of normal school hours and/or non-sports events

In the case of injury associated with school sponsored events that may occur outside of normal school hours or other events where the school nurse or other qualified persons may not be present to evaluate for concussion, EMS should be called. If the parent of the student is present, the parent would make the decision of whether or not to call EMS.

During school sponsored sport team games and practices:

In the event that a head injury occurs during a school sponsored sports game or practice, the student or staff member will be assessed at the site of the injury by either the coach or the Athletic Director. If a neck or spinal injury is suspected, the injured student or staff member will remain unmoved until evaluated by the coach or Athletic Director.

The coach or Athletic Director will evaluate for signs of concussion such as:

- Appears dazed or stunned
- Is confused about events
- Answers questions slowly
- Repeats questions
- Can’t recall events prior or after the injury
- Loses consciousness (even briefly)
- Headache or “pressure” in head
- Nausea or vomiting
- Balance or gait issues
- Fatigue or feeling tired
- Blurry or double vision
- Sensitivity to light or noise

**Danger Signs:**

- Numbness or tingling
- Unusual pupil size, shape, not reactive to light
- Slurred speech
- Unusual behavior

If any of these signs or symptoms are present, contact the parent/guardian and request that the injured person be picked up and evaluated by a Physician. If several signs and/or symptoms are present or if any of the “danger” signs are present, call EMS immediately and then contact the parent/guardian.

**Post-Concussion Return to Learn or Play:**

Teachers and coaches will follow the recommendations of the student’s physician as to the type of and what activities that student is allowed to participate in. Teachers may have to provide non-computer options for school work, and/or provide extra time to complete activities including tests. Coaches may have the student athlete attend practices and/or games but shall not participate in any activities until cleared by the student athlete’s physician. Teachers and coaches will continue to monitor the student for any increase in concussion symptoms or change in mood and/or behavior. Students should be sent to the School Nurse if he/she has any increase in symptoms or change in mood and/or behavior.

Envision Science Academy will adhere to and follow all applicable components of the Gfeller-Waller Concussion Awareness Act. It shall be the responsibility of all teachers, the athletic department, school administration and staff members to adhere to and follow the three major areas of focus in the law. These include education, emergency action and post-concussion protocol implementation, and clearance/return to play or practice following concussion. Specific and detailed information can be found at the sites provided below.

- [Centers for Disease Control and Prevention concussion information](#)
- [Gfeller-Waller Concussion Awareness Act information](#)

**Health and Immunization**

For a list of all required immunizations, visit the North Carolina Department of Health and Human Services. The student’s physician can provide parents/guardians with their child’s
immunization record. Immunization records are required prior to the first day of school. If an
immunization record is not received after 30 calendar days from the first day of school, the Dean
of the School is required by law to suspend the child from school on the 31st day until evidence
of immunization is presented. Students will be dismissed from school and allowed to return after
immunization records are submitted to the main office.

North Carolina law requires that all students present a Health Assessment for admission into the
school for the first time. The Health Assessment must be received within 30 calendar days from
the first day of school. The Health Assessment form is available at area doctors' offices and on
Envision’s website. Parents whose children do not have a regular physician can get health
assessments and immunizations through the Wake County Health Department.

**Sick Policy**

In alignment with general health and safety guidelines, students should refrain from attending
school if any of the following symptoms are present:

1. Fever of 100°F or higher
2. Vomiting or diarrhea
3. Any contagious disease or condition including but not limited to strep throat, pink-eye,
   chicken pox, head lice, and skin rash.

Students must be symptom free and/or have received appropriate treatment for 24 hours prior to
returning to school, or in the case of surgeries or other procedures, be medically cleared to return
to school by a physician (physician’s note required).

According to the Center for Disease Control and Prevention, “Students diagnosed with live head
lice do not need to be sent home early from school; they can go home at the end of the day, be
treated, and return to class after appropriate treatment has begun. Nits may persist after
treatment, but successful treatment should kill crawling lice. Head lice can be a nuisance, but
they have not been shown to spread disease. Personal hygiene or cleanliness in the home or
school has nothing to do with getting head lice.”

Students will be assisted with minor injuries. For more severe illnesses and injuries,
parents/guardians will be contacted and required to pick up the student from school. The school
also will call 911 to seek emergency assistance as deemed necessary.

Medications, both prescription and over-the-counter, will only be distributed to students if
signed, detailed physician's orders and parent permission forms are on file at the school for each
medication. New physician's orders and parent permission forms must be submitted each school
year and for any medication changes that occur during the school year. Medications will be
distributed from the main office only by school personnel trained to do so.

Parents/guardians should complete the necessary health forms detailing the nature of a student’s
allergies or other medical conditions. A student’s medical plan will be kept on file in the main
office.
Guidance Counselor
The Envision Science Academy guidance counselor serves as a resource to students, staff, and
the school community. The guidance counselor’s duties range from counseling individual
students, forming support groups and working with parents and outside agencies to secure and
promote the social and emotional health of our students. Additionally, the guidance counselor
works closely with teachers, instructional support staff, and administrators to help identify and
support students that may have unique learning needs. The guidance counselor strives to work
collaboratively with all parents and will reach out when support is needed and/or if a student
needs/desires to see the counselor regularly, so that they can work together. All counseling
sessions conducted with students by the Envision Science Academy guidance counselor are
confidential in nature with the exception of situations in which the student's safety or the safety
of others is at risk.

Photograph/Video/Name Release
Envision Science Academy uses internal and external media to highlight student experiences,
which may include the use of photographs, slides, videos, or illustrations of students for many
purposes. Such images may be published or displayed in printed materials (such as brochures
and newsletters), videos, school websites, and information about school events and activities
provided to external organizations and media outlets. In addition, a student may be identified by
name in printed materials, videos, school websites, and other medium. Parents/guardians may
opt-out by completing a form to deny permission and submitting it to the main office where it
will be kept on file.

Technology/Internet/Email
At Envision Science Academy, students will utilize the internet and online technology tools and
applications for educational purposes, as well as have a school-provided email account. These
tools allow our teachers to deliver relevant instruction while enhancing the STEAM curriculum.
Parents/guardians may opt-out by completing a form to deny access/usage and submitting it to
the main office where it will be kept on file.

Acceptable Use Policy
Philosophy
It is the intent of Envision Science Academy to provide Internet and technology resources to its
staff and students to assist in education, curriculum planning and classroom enhancement. Use of
computer resources demands personal responsibility and an understanding of Envision's
Acceptable Use Policies for the Internet. Use of the Internet is a privilege, not a right, and
therefore entails responsibility. General rules for behavior and communications apply when using
the Internet. Failure to follow Envision's Acceptable Use Policies will result in the loss of the
privilege to use this educational tool and restitution for costs associated with damages and may
result in school disciplinary action (including suspension) and/or legal action. Envision's
Technology Team may review files and monitor communications and computer use to maintain
system integrity and to ensure that users are using the system appropriately and responsibly. Staff
and students shall have no expectation of privacy in any information stored on Envision's
computers, network, cloud storage, or in their use of school computers and devices. Envision
reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of Envision computers and computer systems, including all internet and electronic communications access and transmission/receipt of materials and information. Staff, students and their parents/legal guardians shall be required to complete and sign Envision's "Acceptable Use Policy" prior to being permitted to access the Internet at school. The completed and signed AUPs shall be kept on file with Envision’s Technology Manager.

Website Acceptable Use
Appropriate use of technology resources is the responsibility of all individuals involved in the educational process. The Internet is an educational tool that can greatly benefit instruction and learning through interactive lessons, research, collaborative learning, and exchange of ideas and information. Envision Science Academy promotes compliance with the Children’s Internet Protection Act (CIPA) and all activities must meet the requirements and restrictions of resources approved by the instructors for legitimate scientific and educational purposes. It is the policy of Envision Science Academy that any use of the Internet that adversely affects its operation in pursuit of teaching and learning or jeopardizes its use or performance for other community members is strictly prohibited.

Students and staff who use online resources are expected to do so in accordance with the following rules:

● Use the online resources only for school-related, educational activities.
● Be polite and use appropriate language.
  ○ Students/staff may not engage in the use of profanity, obscenities, or sexually explicit material.
  ○ Students/staff may not use expressions of bigotry, racism, and/or hate.
  ○ Students/staff may not intimidate, bully, harass, or embarrass.
  ○ CYBER-BULLYING WILL NOT BE TOLERATED.
● Use resources and course materials appropriately.
  ○ Students/staff may not engage in acts of vandalism (malicious attempts to harm or destroy others’ files, material, software, or equipment).
  ○ Students/staff may not use course software or network resources to display or convey personal, political, or commercial messages.
  ○ Students/staff must retain privacy of individual passwords. - Staff should not use email or Envision computer resources for personal use.
● Maintain individual anonymity and privacy.
  ○ Staff must comply with the Family Educational Rights and Privacy Act (FERPA) and must protect student privacy.
  ○ Students/staff may not reveal personal addresses, phone numbers, social networking identities, or other personal information.

Internet Use
The following activities are NOT permitted on Envision Science Academy electronic resources: Accessing, uploading, downloading, transmitting or displaying or distributing obscene or sexually explicit material; transmitting obscene, abusive, sexually explicit language; Violence,
terrorist activities, or racial epithets. Violation of Envision Science Academy’s anti-harassment and anti-discrimination policies is strictly prohibited. Other prohibited activities include, but are not limited to:

- Engaging in personal attacks including discriminatory, prejudicial, harassing, slanderous, or libelous comments. (Cyber Bullying)
- Damaging computers, computer systems or computer networks; vandalizing, damaging or disabling the property of another person or organization; debilitating or disabling computers, systems or networks through the intentional misuse or overuse of electronic distribution or storage space, e.g. downloading audio or video files not used in the classroom, or the spreading of computer "viruses" through the inappropriate use of files.
- Violating copyright, or otherwise using another person's intellectual property without his or her prior approval or proper citation; using another person's passwords; trespassing in another person's folders, work or files.
- Criminal acts such as arranging the sale, production or trade of alcohol, drugs, weapons or other controlled substances; engaging in criminal or gang activity; threaten the safety of others or theft of records or information.
- Using the school’s computers, internet, or email for personal reasons, e.g. banking, chatting with friends, online auctions, job searches, personal email, and other instances as determined by the school on a case-by-case basis.
- Using the school’s computers or network for private commercial or for-profit purposes, product advertisement or political lobbying.
- Wasting district resources. This includes wasting network bandwidth by streaming music or video for non-educational purposes and/or storing personal, redundant, or outdated materials on district computers and servers.
- Accessing hacker-related sites or use of hacking tools or utilities.
- Attempting to circumvent Internet content filtering. Disabling the filter for student use is prohibited as per federal law. (CIPA)
- Running Executable or programs from USB Devices.
- Violating local, state or federal statute.

**Computer Use**

Envision Science Academy provides computers and devices for staff and student use. While staff and students use these computers on a daily basis it must be remembered that these computers are the property of Envision Science Academy and must be used appropriately. Inappropriate use of Envision Science Academy’s electronic resources includes, but is not limited to:

- Using school computers and electronic devices for storage of personal documents, e.g. bank statements, personal photos, resumes, etc.
- The installation of personal software, as this can lead to licensing issues.
- Use of removable media to copy MP3s or software. If you need copies, ask the Technology Manager to make copies for you.
- Screensavers or wallpaper downloaded from the Internet or removable media.
- Use of telnet or any instant messenger service at any time.
- Use of email that is not directly related to education.
- Use of chat, instant messaging or posting to non-school related message board programs.
at any time

- Deliberate attempts to disrupt the technology system performance or destroy data by any means.
- Attempts to gain unauthorized access to any outside system through Envision Science Academy’s system.
- Logging into any other account or accessing any other account for the purpose of deleting or browsing files.
- Having hidden or password protected files.
- Streaming music or video for non-educational purposes.
- Students’ agreement to meet in person with someone they have met online.
- Students’ failure to promptly disclose to their teacher any message they receive that contains inappropriate content or makes them feel uncomfortable.

Chromebook Program
Students participating in Envision Science Academy's 1-to-1 Issued Chromebook Program must agree to follow all policies and procedures set forth in the Parent & Student Handbook, the Acceptable Use Policy, and the 1:1 Chromebook User Guidelines & Agreement. These policies and procedures apply to the use and maintenance of school issued devices while on and off the school campus.

Software
As restricted users, students DO NOT have permission to load and install software. Students will not download programs or other large files without the permission of the Technology Manager or other administrator. If staff members would like to use non-approved freeware and shareware available on the Internet, please contact the Technology Manager for testing and approval before downloading or installing. The Technology Manager will then install it for you.

Website Access
Envision Science Academy uses hardware and software to monitor and restrict Internet access. If you need access to a site, submit an IT request. The Technology Manager will review your request and will notify you of a decision. All decisions are final.

Security Practices
- Keep passwords absolutely secret. This ensures each user that no one else can access his/her computer and network resources by using their password.
- Network accounts are to be used only by the authorized owner of the account for the authorized purpose. Do not let someone else work on your computer while you are logged in.
- Log off computers when leaving workstation. When a user logs off the system, all of the user’s open files are closed. Windows remains running, so that another user can log on.
- It is your responsibility to ensure that your password is kept secret. There will be no excuses for someone else using your password. If a password has been misused and the Technology Manager has not been contacted, you will be held responsible for any misuse.
- If you feel that your password has been compromised, contact the Technology Manager.
This will limit your liability.

**Plagiarism and Copyright**
- Staff and students will not plagiarize works found on the internet. Plagiarism is the taking of ideas or words from others and presenting them as if they were original to yourself.
- Staff and students will respect the right of copyright owners. Copyright infringement occurs when an individual reproduces a work that is protected by copyright without permission from the copyright holder. This includes downloading copies of songs, movies, or other media, whether from websites or peer-to-peer networks without the permission of the copyright holder.
- Staff and students will not use or duplicate software unless it is in accordance with the appropriate license agreement.
- Students will cite works in an appropriate format.

**Disclaimers**
Envision Science Academy makes no warranties of any kind, either expressed or implied, for the provided access. Envision Science Academy and its staff are not responsible for any damages incurred, including, but not limited to, loss of data resulting from delays or interruption of service; the loss of data stored on Envision Science Academy resources, personal property used to access Envision Science Academy resources; the accuracy, nature, or quality of information stored on Envision Science Academy resources or gathered through corporation-provided access; unauthorized financial obligations incurred through Envision Science Academy provided access. All provisions of this agreement are subordinate to local, state and federal statute.

**Consequences for Violation of the Acceptable Use Policy**
Consequences for misuse of Envision technology resources will be at the discretion of the Dean’s office in conjunction with the Technology Manager and may involve administration or law enforcement.

**Children's Internet Protection Act (CIPA)**
It is the policy of Envision Science Academy to: a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; b) prevent unauthorized access and other unlawful online activity; c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and d) comply with the Children's Internet Protection Act ("CIPA"). Key terms herein are as defined in the Children's Internet Protection Act (CIPA).

**Access to Inappropriate Material**
To the extent practical, technology protection measures (e.g., Internet filters) are used to block or limit access to inappropriate information via the Internet/other forms of electronic communications. Specifically, as required by CIPA, blocking shall be applied to visual depictions of material deemed obscene, to child pornography, and to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.
Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and the security of users of the school's online computer network when using electronic mail, social network websites, chat rooms, instant messaging, and other forms of direct electronic communication. Specifically, as required by CIPA, school policy shall prevent inappropriate network usage including a) unauthorized access, "hacking," and unlawful activities; b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors; and c) cyber bullying in accordance with the "Protecting Children in the 21st Century Act" established in August 2011. The Federal Communications Commission has specifically noted that Facebook and MySpace are not required to be blocked. ESA will determine whether other social networking websites are harmful.

Education, Supervision and Monitoring

It is the responsibility of all school staff members to educate, supervise, and monitor appropriate usage of online computer network and access to the internet in accordance with this usage policy, as well as according to the standards of CIPA, Neighborhood Children’s Internet Protection Act (“NCIPA”), and Protecting Children in the 21st Century Act. Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of the school's Internet Technology Officer/designee. Teachers will provide age-appropriate training for students who use the school Internet facilities. The training provided will be designed to promote the school commitment to:

1. The standards and acceptable use of Internet services as set forth in this Internet Safety Policy;
2. Student safety with regard to:
   a. Safety on the internet;
   b. Appropriate behavior while on line, on social networking Web sites, and in chat rooms; and
   c. Cyber bullying awareness and response.
3. Compliance with the requirements of the Children's Internet Protection Act.

Following receipt of this training, the student will acknowledge that he/she has received the training, understood it, and will follow the provisions of the school's acceptable use policies.

This Internet Safety Policy was adopted by the ESA Board of Directors in a public meeting on November 10, 2014.

Personal Student Devices

Personal student devices, including but not limited to laptops, iPads, iPods, tablets, electronic gaming devices, video equipment, cameras, MP3 players, etc., are not permitted at school or school-related events. The possession of such devices constitutes the consent to the search and confiscation of the devices by school personnel. Students are permitted to have cell phones in their possession at school. Cell phones should be turned off, kept in backpacks, and are not to be taken out, seen, heard or used during school hours, unless there is an emergency. Students abusing this policy may have their cell
phones confiscated. After a certain number of violations, the school may no longer permit the violator to bring a cell phone to school for any reason for the remainder of the year. Violators of the policy will have their personal devices and/or cell phones confiscated and held in the Dean’s office (or area designated by the Dean). The school shall not be responsible for any items lost or damaged while in its possession. Parents/guardians will be notified of the confiscated items and asked to pick them up at the end of the school day.

**Prohibition Against Discrimination, Harassment and Bullying**

It is the policy of ESA that students should not be subjected to forms of unlawful discrimination, harassment, bullying, or hazing, while at ESA or school-sponsored activities. Furthermore, the policy’s intent is to address the issue in a proactive manner through the establishment of a system for educating students and staff at ESA regarding the identification, prevention, intervention, and reporting of such antisocial acts. ESA acknowledges the dignity and worth of all students and strives to create a safe, orderly, caring and inviting school environment to facilitate student learning and achievement. ESA prohibits discrimination on the basis of race, color, national origin, sex, disability, age or any other classifications prohibited by law. ESA will not tolerate any form of unlawful discrimination, harassment or bullying in any of its educational or employment activities or programs.

**A. PROHIBITED BEHAVIORS AND CONSEQUENCES**

1. **Discrimination, Harassment and Bullying Students**

Students, employees, contractors, volunteers and visitors are expected to behave in a civil and respectful manner. ESA expressly prohibits unlawful discrimination, harassment, bullying, and hazing. Students are expected to comply with the behavior standards established by board policy, the Code of Student Conduct and any applicable laws. Any violation of this policy is serious, and ESA shall promptly take appropriate action. Students will be disciplined in accordance with ESA’s student behavior management plan. Based on the nature and severity of the offense and the circumstances surrounding the incident, the student will be subject to appropriate consequences and remedial actions ranging from positive behavioral interventions up to, and including, expulsion.

When considering if a response beyond the individual level is appropriate, ESA will consider the nature and severity of the misconduct to determine whether a classroom or school-wide response is necessary. Such classroom or school-wide responses may include staff training, harassment and bullying prevention programs and other measures deemed appropriate by the Executive Director or designee to address the behavior.

2. **Retaliation**

ESA prohibits reprisal or retaliation against any person for reporting or intending to report violations of this policy, supporting someone for reporting or intending to report a violation of this policy or participating in the investigation of reported violations of this policy. After consideration of the nature and circumstances of reprisal or retaliation and in accordance with applicable laws, policies and regulations, the Executive Director or designee shall determine the consequences and remedial action for a person found to have engaged in reprisal or retaliation.
B. APPLICATION OF POLICY
This policy prohibits unlawful discrimination, harassment and bullying by students, employees, volunteers, contractors and visitors. This policy is intended to apply to students via other students, faculty, staff, volunteers/visitors or contractors. ESA’s policies on unlawful discrimination and harassment as applied to employees, volunteers/visitors, and contractors can be found in ESA’s Employee Handbook. This policy applies to behavior that takes place:

1. in any school building or on any school premises before, during or after school hours;
2. on any bus or other vehicle as part of any school activity;
3. at any bus stop;
4. during any school-sponsored activity or extracurricular activity;
5. at any time or place when the individual is subject to the authority of school personnel;
6. at any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in the school; and
7. while using school or personal electronic communications.

C. DEFINITIONS
For purposes of this policy, the following definitions apply:

1. Discrimination
Discrimination means any act or failure to act that unreasonably and unfavorably differentiates treatment of others based solely on their membership in a socially distinct group or category that is protected by law, such as race, color, national origin, sex, disability, or age or by association with a person who has or is perceived to have one or more of these characteristics. Discrimination may be intentional or unintentional.

2. Harassment
a) Harassment is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication that:
   1) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
   2) creates or is certain to create a hostile environment by substantially interfering with or impairing a student’s educational performance, opportunities or benefits. “Hostile environment” means that the victim subjectively views the conduct as harassment or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is harassment or bullying. A hostile environment may be created through pervasive or persistent misbehavior or a single incident, if sufficiently severe. Harassment and bullying include, but are not limited to, behavior described above that is reasonably perceived as being motivated by any actual or perceived differentiating characteristic that is protected by law or motivated by an individual’s association with a person who has or is perceived to have a differentiating characteristic that is protected by law, such as race, color, religion, national origin, sex, disability or age. Examples of behavior that may constitute bullying or harassment include, but are not limited to, verbal taunts, name-calling and put-downs, epithets, derogatory comments or slurs, lewd propositions, exclusion from peer groups, extortion of money or possessions, implied or
stated threats, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons. Legitimate age-appropriate pedagogical techniques are not considered harassment or bullying. Harassment, including sexual or gender-based harassment, is not limited to specific situations or relationships. It may occur between fellow students or co-workers, between supervisors and subordinates, between employees and students, or between non-employees, including visitors, and employees or students. Harassment may occur between members of the opposite sex or the same sex.

b) Sexual harassment is one type of harassment. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1) submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual’s academic progress or completion of a school-related activity;

2) submission to or rejection of such conduct is used in evaluating the student’s performance within a course of study or other school-related activity; or

3) such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student’s educational performance, limiting a student’s ability to participate in or benefit from an educational program or environment, or creating an abusive, intimidating, hostile or offensive educational environment. Sexually harassing conduct includes, but is not limited to, deliberate, unwelcome touching that has sexual connotations or is of a sexual nature, suggestions or demands for sexual involvement accompanied by implied or overt promises of preferential treatment or threats, pressure for sexual activity, continued or repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal remarks about an individual’s body, sexually degrading words used toward an individual or to describe an individual, sexual violence, or the display of sexually suggestive drawings, objects, pictures or written materials. Acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex, but not involving sexual activity or language, may be combined with incidents of sexually harassing conduct to determine if the incidents of sexually harassing conduct are sufficiently serious to create a sexually hostile environment.

c) Gender-based harassment is also a type of harassment. Gender-based harassment may include acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex or sex-stereotyping but not involving conduct of a sexual nature.

3. Bullying

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. Bullying may also place a student in actual and reasonable fear of harm to his or her person or damage to his or her property. Bullying behavior is often repeated, or has the potential to be repeated, over time. Bullying includes intentional actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose or any action that involves a real or perceived power imbalance. Bullying can also include behavior that constitutes harassment or sexual harassment and can include cyberbullying. For **Cyberbullying:** See the Technology Use and Internet Use policy sections.

4. Hazing
North Carolina law makes it unlawful for any student in attendance at any school in the State to engage in hazing, or to aid and abet any other student in the commission of this offense. For the purpose of this section hazing is defined as follows: “to subject another student to physical injury as part of an initiation, or as a prerequisite to membership into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group.”

5. Electronic Communications:
Electronic communications apply to employee and student emails, text messaging, instant messaging, chat rooms, blogging, websites and social networking websites (i.e. Snapchat or Instagram). Employees are required to report any actual or suspected violations of this policy. Students, parents, volunteers, visitors or others are also strongly encouraged to report any actual or suspected incidents of discrimination, harassment or bullying. Reports may be made anonymously, and all reports shall be investigated in accordance with that policy.

D. TRAINING AND PROGRAMS
The Executive Director or other designated Title IX Coordinator shall establish training and other programs that are designed to help eliminate unlawful discrimination, harassment and bullying and to foster an environment of understanding and respect for all members of the ESA community. Information about this policy and the related complaint procedure must be included in the training plan. The training or programs should:

(1) provide examples of behavior that constitutes unlawful discrimination, harassment or bullying;
(2) teach employees to identify groups that may be the target of unlawful discrimination, harassment or bullying; and
(3) train school employees to be alert to locations where such behavior may occur, including locations within school buildings, at school bus stops, on cell phones and on the Internet.

E. NOTICE
The Executive Director or designated Title IX Coordinator is responsible for providing effective notice to students, parents and employees of the procedures for reporting and investigating complaints of unlawful discrimination, harassment and bullying. This policy will be posted on ESA’s website, and copies of the policy are available at the front office. Notice of this policy will appear in all student and employee handbooks and in any school publication that sets forth the comprehensive rules, procedures and standards of conduct for students and employees.

F. COORDINATOR
The Executive Director or designee shall appoint one or more individuals to coordinate ESA’s efforts to comply with and carry out its responsibilities under federal non-discrimination laws. These responsibilities include investigating any complaints communicated to ESA alleging noncompliance with Title VII or Title IX of the Civil Rights Act, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and/or the Boy Scouts Act, or alleging actions which would be prohibited by those laws. The Executive Director or designee shall publish the name, and phone number of the compliance coordinator in a manner intended to
ensures that students, employees, parents and other individuals who participate in ESA’s programs are aware of the coordinator.

G. RECORDS AND REPORTING
The Executive Director or designee shall maintain confidential records of complaints or reports of unlawful discrimination, harassment or bullying. The records will identify the names of all individuals accused of such offenses and the resolution of such complaints or reports. The Executive Director also shall maintain records of training conducted and corrective action(s) or other steps taken by ESA to provide an environment free of unlawful discrimination, harassment and bullying. The Executive Director shall report to the Board all verified cases of unlawful discrimination, harassment or bullying under this policy.

H. EVALUATION
The Executive Director or designee shall evaluate the effectiveness of efforts to correct or prevent unlawful discrimination, harassment and bullying and shall share these evaluations periodically with the Board.

I. REPORTING
1. For bullying, there are multiple ways to report incidents of bullying. Students and families may report directly to any teacher, Executive Director, Dean or school counselor verbally, via email or in writing. It can also be reported using the Bullying Report Form on ESA’s website.
2. For discrimination, harassment, and sexual harassment complaints, students or their parents should contact the grade-level Principal, Managing Director and/or Title IX coordinator immediately and file a complaint.

J. INVESTIGATION PROCESS
1. The Title IX coordinator is charged with ensuring that all such complaints are timely, impartially, and appropriately investigated in accordance with applicable law.
2. Every effort will be made to ensure the confidentiality of the complainant. There may be times where confidentiality may not be possible for ESA to conduct a thorough investigation. There may also be instances where ESA has a legal obligation to report certain information it receives to state or local authorities.
3. While the timeframe for completing an investigation into individual complaints may vary depending on the circumstances, the Title IX coordinator will ensure that timeframes are reasonable and endeavor to complete any investigation, including any decision and hearing, within sixty (60) days of the filing of a complaint.
4. The Title IX coordinator shall designate an impartial investigator to conduct the investigation. The investigator shall have full authority to conduct an investigation, including the authority to interview witnesses and make a decision about the complaint. The investigator shall timely provide written notice of the outcome of the complaint to the relevant parties.
5. In the event a party is not satisfied with the investigator’s decision, it may appeal that decision to an impartial hearing panel (explained below). Such appeal shall be made in writing and provided to the Title IX coordinator within five (5) days of the investigator’s decision.
6. Upon appeal of the investigator’s decision, ESA’s board of directors, will appoint a panel of three board members to serve as the impartial hearing panel. The hearing will be conducted in
accordance with all applicable laws. All parties will have an opportunity to present witnesses and other evidence and to be represented by an attorney or third party of their choosing.

7. After the hearing, the three-member hearing panel will make a decision and will provide written notice of the outcome of the appeal.

Visitors
Visitors should contact the main office prior to their visit to see if their visit can be accommodated on a particular day. All visitors will need to be visiting a specific staff member for a specific reason and period of time. Approval of the staff member prior to the visit is necessary. All visitors to the campus of Envision Science Academy will report to the main office through the front door, sign in, and obtain and wear an identification badge. Visitors without an identification badge will be escorted back to the main office to retrieve one. A log of visitors will be maintained in the main office. Students are not allowed to leave campus unless they have been signed out by an authorized person. Background checks will be administered for all persons who come in contact with students without the presence of authorized personnel. Visitors must sign out and return the identification badge before leaving campus.

Parents and guardians wishing to arrange to eat lunch with their student on campus must contact their student’s homeroom teacher at least 24 hours in advance. Dining space is very limited; it is likely that you and your student will be required to eat together at a table different from the table where your student normally sits. Grandparents and other important family members may also request this privilege but only with the full knowledge and permission of the parent or guardian of the student. This permission must be verified by school staff.

Field Trips
The school recognizes that field trips are a fun and necessary part of education. All students are highly encouraged to participate in school sponsored field trips. Any excuses must be in writing and pre approved by school staff. Field Trip Forms and specified attire are required in order for the student to participate. Safety on field trips is a primary concern of the school. Chaperones must have completed volunteer training and have current and approved background checks. Full attention and focus is required to be on the students at all times. Because of the possibility of distractions and/or emergencies, siblings, children not enrolled at Envision Science Academy, or adults who are not approved volunteers may not accompany chaperones or drivers on the field trip. Since we do not have buses available on our campus, chaperones may volunteer to drive their children as well as other students by completing a Field Trip Driver’s Form and providing proof of insurance prior to the day of the trip. Chaperones who drive must provide proof of liability insurance with a minimum of $50,000 per person for bodily injury. Drivers must have completed volunteer training and have a current and approved background check with clearance to drive. Chaperones who drive only their own child must have completed the volunteer training and have a current and approved background check. Drivers must drive appropriately licensed vehicles. In the interest of student safety, drivers are, by default, chaperones on all field trips. The number of chaperones needed on a trip is determined by the teachers or the trip organizers. As such, everyone interested in chaperoning may not be able to do so.
Students will be required to bring a booster/car seat to school for all field trips in grades K-2 UNLESS parent has provided the proper documentation to be exempt according to North Carolina Law. Documentation of the age requirement can be obtained through school records. Documentation of meeting the weight requirement will be restricted to documentation from a physician’s office such as a recent physical. The school will not weigh students or accept parent’s statement of verification of weight to satisfy this requirement. The purpose of this documentation is to relieve parent drivers/chaperones and the school of the burden of responsibility of determining whether or not a student should be in any type of car or booster seat to be transported during field trips. Paperwork with exemption form should be provided at the beginning of the school year for each grade in grades K-2. If documentation of meeting North Carolina Law is not provided the parent must provide the proper car/booster seat in order for the student to participate in the field trip, including if the parent is the driver. If the documentation is not provided and the parent does not provide the proper car/booster seat then the student will not be able to participate in the field trip.

Unsponsored and Non-Endorsed International and Domestic Tours

International and Domestic Tour events (“Tours”) are neither endorsed by Envision Science Academy (“ESA”) nor are they school-sponsored trips. Tours are sponsored by the individual(s) coordinating with the Tour company (“Organizer” and/or “Organizers”). The Organizer(s) may be an employee of ESA, however, such a connection to ESA does not create or warrant endorsement or sponsorship by ESA.

1. Organizers are not authorized and will not use ESA’s email system to distribute or communicate information regarding the Tour(s).
2. Organizers may use ESA’s facility solely for interest meetings in accordance with the Facilities, Equipment and Services Use Policy.
3. Organizers must sign any reasonable waiver that, at a minimum, holds ESA harmless and states they understand and acknowledge that Tour events are not ESA-sponsored trips nor endorsed by ESA.

Organizers forever release ESA, its directors, agents, employees and assigns from all claims, actions and charges whatsoever arising out of the event(s). Organizers will defend all actions, suits, complaints or other legal proceedings of any kind brought against ESA, its directors, and any of its agents, or employees and further will hold harmless and indemnify such from any expense and judgments or decrees recovered against them as a result of the Tour(s).

Social Gatherings

In an effort to preserve instructional time, in-school parties are not permitted. If parents/guardians would like to bring a birthday treat (food item, small toy, etc.) to share, they may do so during the lunch period for all students in the class, as to not leave anyone out. Food items must be store-bought and display a manufacturer’s label with ingredients listed to protect those with food allergies. Parents/guardians are welcome to join their students for lunch, but we will not be able to accommodate a “party.”. If a student is having a party outside of school, he/she cannot pass out invitations in class unless the entire class is invited. Especially at the younger level, inviting only some of the class has proven to be disruptive. If the entire class is
not invited, parents/guardians should send invitations by postal or electronic mail to the parents of children they are inviting.

Volunteers
To insure a smooth process for each classroom and the school overall, the following guidelines will need to be followed by each volunteer:

- All volunteers must complete an application indicating their desire to volunteer. This application will ask for home and cell phone numbers, grade levels preferred, days preferred, and other important information necessary for a successful assignment.
- A background check will be required of each volunteer.
- The application needs to be submitted to the main office which will oversee the assignment of all volunteers.
- All volunteers must complete the Envision Science Academy orientation program that explains school procedures and details other helpful information. The orientation may be completed electronically through the school’s website or in person with a school designated staff member.
- Each volunteer will need to sign a Confidentiality Agreement regarding student and/or teacher information learned/observed during the volunteer experience.
- Each volunteer will sign in at the main office before each assignment and wear a volunteer badge throughout the day.
- Volunteers will be assigned to classrooms on a rotating basis so that everyone who would like to volunteer has the opportunity to do so.
- Teachers will request volunteers via the Volunteer Request Form and submit it to the main office at least three days prior to a need.
- The main office will call/assign the volunteers and send a confirmation with names to the requesting teacher.
- Volunteers will not be left alone with students except in the case of an emergency.

Volunteer Criminal Background Check
Envision encourages parents, guardians, and community members to volunteer to support learning and student achievement at Envision Science Academy. Envision screens all volunteers to ensure the safety of our students. The screening includes completion of a criminal background check. Volunteer screening may also include interviews by appropriate Envision staff and reference checks. The refusal to consent to an ESA criminal background check will result in the individual not being permitted to volunteer at Envision. If a person omits information or gives false information concerning his or her criminal history or background check form, that person may not be permitted to volunteer at Envision. The Executive Director will review all criminal background checks. If a criminal history presents itself in a grievance, the Envision Board of Directors shall review the criminal history it receives on the person. The Board shall determine whether the results of the review indicate that the individual (i) poses a threat to the physical safety of students or personnel, or (ii) has demonstrated that he or she does not have the integrity or honesty to perform volunteer services at Envision. Envision follows applicable North Carolina laws regarding access and confidentiality of volunteer information. There shall be no
liability for negligence on the part of the Envision Board of Directors or its employees arising from any act taken or omission by any of them in carrying out the provisions of this policy.

**Registered Sex Offenders**

The purpose of this policy is to clearly identify how registered sex offenders will be expected to respect the boundaries set forth by ESA. Pursuant to Session Law 2008-117, *The Jessica Lunsford Act for North Carolina* (the "Act"), the General Assembly of North Carolina has recognized that sex offenders often pose a high risk of engaging in sex offenses after being released from incarceration or commitment and that the protection of students from sex offenders while on school property and at school-sponsored activities serves an important governmental interest. ESA is committed to the following:

1. In accordance with G.S. 14-208.18, all persons who (1) are required to register under the Sex Offender and Public Protection Program AND (2) have been convicted of certain sexually violent offenses or any offense where the victim was under the age of 16 years at the time of the offense ("Prohibited Persons") are expressly forbidden to be present on any property owned or operated by ESA, including school buildings, athletic fields, playgrounds, parking lots, school buses, activity buses or other property of any kind for any reason, including attendance at sporting events or other school-related functions, whether before, during or after school hours. In addition, Prohibited Persons may not attend or be present at any student function or field trip on or off school property which is 1) school-sponsored or 2) otherwise under the official supervision or control of school personnel. This policy applies to all Prohibited Persons regardless of their relationship to, or affiliation with, a student at ESA (i.e. stepparents, aunts, uncles, grandparents, etc).

A. **Prohibited persons** - The Executive Director or designee shall insure that administration is familiar with the criminal offenses that qualify an individual as a Prohibited Person under this policy. The Executive Director will also subscribe to electronic notification of Registered Sex Offenders and access the state database as needed.

B. **No special permission** - There shall be no "special permission" given for Prohibited Persons to be on school grounds or attend events or activities in violation of this policy.

C. **Possible exceptions for students** - Students who meet the definition of a Prohibited Person may be on school property only in accordance with state law.

D. **Limited exception for prohibited persons who are Parents/Legal Guardians of a student**
   
   a. A Prohibited Person who is the Parent/Legal Guardian of a student may be on school property only for the following reason:
      
      i. To attend a previously scheduled school conference with school personnel to discuss their child's academic or social progress; or
      
      ii. At the request of the Executive Director or designee, for any other reason relating to the welfare of their child.

   b. The procedure for making a request is as follows:
      
      i. For each visit authorized by subsection (a)(i) above, the Parent/Legal Guardian must provide the Executive Director with prior written notice of their registration on the Sex Offender Registry.
ii. A request for presence at ESA must be submitted to the Executive Director in writing, minimally 72 hours in advance.

iii. The request must include the nature and specific times of the requested.

iv. The Executive Director or designee will respond within 48 hours either authorizing or denying the request.

v. The decision of the Executive Director or designee is final.

vi. The Executive Director will notify the Board of any such requests and the decision.

c. For each visit authorized by subsection (b) above, the Parent/Legal Guardian must check in at the front office upon arrival and departure. In addition, during each and every visit, the Parent/Legal Guardian must be under the direct supervision of school personnel at all times. If personnel are not available to supervise the Parent/Legal Guardian during any visit, then they shall not be permitted on ESA property.

d. For each visit authorized by subsection (b) above, the Parent/Legal Guardian shall comply with all reasonable rules and restrictions placed upon them by the Executive Director, including any restrictions on the date, time, location and length of meetings.

2. Any suspected violation of this policy shall be reported by school personnel to the Executive Director and to law enforcement for immediate investigation. All school personnel should report the presence or suspected presence of a Prohibited Person to the Executive Director and take appropriate action. The Executive Director shall immediately notify the ESA Board Chair of any known or suspected Prohibited Person who is a student, or a parent or legal guardian of a student, at their school.

3. This policy shall supersede any conflicting provisions in all other school policies regarding school safety, parental involvement, school field trips, school visitors, school volunteers and student transportation.

Parent/Guardian Classroom Visits
The right to observe a child’s instructional program during classroom time resides solely with a child’s parent, legal guardian, or foster parent and does not extend to grandparents, other interested close relatives, or caregivers. The sole purpose of a classroom visit by a parent is to observe their student and the instructional program being presented. At no time should a parent’s motive for, or focus of, a classroom visit be to observe another student(s) in the classroom. If the Dean has knowledge of or suspects that the focus of a parent’s classroom visit is to observe another student(s), he/she reserves the right to deny a requested visit or to end a visit in progress. Visits must be scheduled through the Dean or Dean’s designee for a time and date convenient to both the parent and the teacher. The parental observation date shall be within a reasonable time frame following the initial request. A request for a specific date must be made no less than 48 hours in advance. No visits will be allowed while students are participating in assessments, quizzes or tests.

To minimize potential interruptions and distractions during instructional time, the Dean or Dean’s designee reserves the right to limit the duration of classroom observations. Parents visiting classrooms should arrange their schedules to enter and exit the classroom in a manner that would not interrupt the instructional activities in progress. While visiting the class, the teacher will designate an area for parents to sit, generally in the back of the classroom. (Parents
will NOT be allowed to sit with their student as this could create an unnecessary disruption for other students). Once in the classroom and seated, parents are asked to remain seated and refrain from interacting with students or the teacher unless the classroom teacher initiates the interaction. Unnecessary noise and/or other movement must be kept to a minimum.

Parents wishing to discuss their student’s behavior or academic performance after observing him/her during class should schedule a parent conference with the teacher. Parents who fail to observe the stated guidelines during their visit may be asked to leave the room if their presence or conduct unduly interferes with the orderly operation of the classroom. Any concerns or complaints may be addressed directly with the classroom teacher during the conference and/or to the Dean.

Video and/or audio recording of classroom visits by the parent or guardian is prohibited. Electronic devices which could be used to video or audio record should not be visible or used during the visit. This includes cell phones. Violation of this guideline will result in the immediate dismissal from the classroom visit and/or the school site.

In certain cases, the Dean or his/her designee may also be in the room during the parent observation to protect the learning environment for all students.

**Envision Parents in Action (EPA)**

EPA is a non-profit organization comprised of eager, supportive and active parents/guardians who want to help structure a meaningful learning environment for the students and provide support for the teachers. Teachers and staff are welcome to join the organization. EPA members will organize events, conduct fundraisers, recruit volunteers, and promote the ESA culture.

**Campus Expectations**

At Envision Science Academy (ESA), we are very fortunate to have a supportive and friendly parent body. Our parents recognize that educating children is a process that involves a partnership between parents, class teachers and the school community. We understand and value the importance of sustaining a good working relationship between our parents and our educators to equip children with the necessary skills for adulthood. We greatly appreciate the commitment that our parents have made in choosing to entrust the education of their children to ESA and thank them for their support of our unique STEAM centered program, and the diverse and differentiated instructional practices through which we engage our students daily. As we welcome and encourage parents/guardians to participate fully in the life of our school, and so we can continue to flourish, progress and achieve in an atmosphere of mutual understanding, the purpose of this policy is to provide a reminder to all parents, guardians and visitors to our school about their expected conduct. Parents, guardians, and visitors are expected to:

- Respect the caring spirit of our school.
- Understand that both teachers and parents need to work together for the benefit of their children.
- Demonstrate that all members of the school community should be treated with respect and therefore set a good example in their own speech and actions.
• Use effective communication with school staff, administration, and board members that
cultivate open dialogue while seeking peaceful solutions to issues.
• Engage the school with an open mind to help resolve any issues of concern.

In order to support a peaceful and safe school environment, the school cannot tolerate parents,
guardians and visitors exhibiting the following:

• Disruptive actions which interfere or threaten to interfere with the operation of a
classroom, an employee’s office, board meeting, school events, field trip, car line or
parking lot, office area or any other area of the school grounds (including social media
postings or discussions with community members regarding the school or a staff
member).
• Using loud or offensive language, swearing, cursing, using profane language or
displaying temper on or in the sight of campus.
• Threatening to do actual bodily harm to school staff, board members, visitors, fellow
parent/guardian or student regardless of whether or not the action constitutes a criminal
offence.
• Damaging or destroying school property.
• Abusive or threatening emails, texts, voicemails, phone messages or other written
communication.
• Defamatory, offensive or derogatory comments regarding the school or any of the pupils,
parents, staff, or board on Facebook or other social sites. Any concerns you may have
about the school must be made through the appropriate channels by speaking to the class
teacher, or the administration team, so they can be dealt with fairly, appropriately and
effectively for all concerned.
• The use of physical aggression towards another adult or child. This includes physical
punishment against your own child on school premises.
• Approaching someone else’s child in order to discuss or chastise them because of the
actions of this child towards their own child. (Such an approach to a child may be seen to
be an assault on that child and may have legal consequences).
• Carrying weapons, smoking, and consuming alcohol or other drugs whilst on school
property.
• Animals/pets brought onto school premises without permission. Service dogs are
permitted at all times.

Media (Utilizing the Envision Science Academy name or brand)
All media utilizing the Envision Science Academy name or brand (e.g. ESA, logo, mascot, etc.)
must have approval by the ESA Board of Directors and shall be linked to the school’s official
websites.

Misuse of the Brand (Defined)
The Envision Science Academy Board of Directors encourages parents and students to voice
their concerns. It’s important that any concerns you may be made through the appropriate
channels by speaking to the class teacher, the Dean, the Executive Director or the Board of
Directors, so they can be dealt with fairly, appropriately and effectively for all concerned. If you
do not believe these concerns have been addressed, please see utilize the grievance process found in the school’s handbook. We consider the use of social media websites used to fuel campaigns and complaints against the school, board, staff, students, and in some cases other parents not in the best interests of the children or the whole school community.

In the event that any pupil or parent/guardian of a child(ren) being educated at ESA is found to be posting libelous or defamatory comments on Facebook or other social network sites, they will be reported to the appropriate 'report abuse' section of the network site.

All social network sites have clear rules about the content which can be posted on the site and they provide robust mechanisms to report contact or activity which breaches this. The school will also expect that any parent/guardian or pupil removes such comments immediately.

In serious cases, the school will also consider its legal options to deal with any such misuse of social networking and other sites. Additionally, and perhaps more importantly, is the issue of cyber bullying and the use by one child or a parent to publicly humiliate another by inappropriate social network entry a. We will take and deal with this as a serious incident of school bullying as described in the school’s handbook.

We may take any of the following steps if a parent/guardian or visitor does not follow the policy:

1. Request a parent meeting on campus
2. Restrict the parent’s access on campus for a specific time period.
3. Contact the appropriate authorities.

Parents or visitors that receive consequences based on their behavior shall follow the school’s grievance process. Students engaged in such activity will be addressed in accordance with ESA’s student handbook.

We trust that parents/guardians and visitors will assist our school with the implementation of this policy, and we thank you for your continuing support of the school. Nothing in this policy is intended or should be construed to interfere with or infringe upon any rights, obligations, or responsibility under state or federal law, including but not limited to free speech rights. Furthermore, nothing in this policy is intended or should be construed to discourage or interfere with any individual’s right or decision to participate in a proceeding with any appropriate federal, state or local government agency, or to prohibit any individual from cooperating with any such agency in its investigation.

**Tobacco Free Campus**

Envision prohibits the use of tobacco products on school property. This prohibition applies to staff, students and members of the general public. ESA discourages students from using tobacco by providing positive adult examples and effective anti-tobacco educational programs.

For purposes of this policy, the following definitions apply; fuller definitions may be found in state law.
1. "School property" shall mean all property owned, leased, rented or otherwise used by the school, including but not limited to the following:
   a. The interior portions of any building or other structure;
   b. All grounds over which the school exercises control, including areas around any buildings, playgrounds, athletic fields, recreation areas, and parking/carpool areas;
   c. All vehicles used by the school.
2. "Tobacco" shall include all kinds and forms of tobacco as well as cloves or any other product packaged for smoking, including electronic cigarettes.
3. "Use" shall mean lighting, chewing, inhaling or smoking any tobacco product.

Signs shall be posted in prominent places on all school property to notify the public that smoking or other use of tobacco products is prohibited in accordance with state law and this policy. Any member of the general public considered by the Dean or his designee to be in violation of this policy shall be instructed to leave school property immediately.

**Weapons at School**

Students are prohibited from carrying, bringing, using or possessing any dangerous or deadly weapon in any school building, on school grounds, or at any school sponsored event. The following are dangerous weapons: firearms (including air guns and pellet guns – loaded or unloaded, operable or inoperable), firearm facsimiles, fixed blade knife, spring-loaded or pocket knife, any knife used to threaten harm to others, brass knuckles, bludgeons or any other device or substance intended to be used to inflict serious bodily injury or death. If a student inadvertently brings a dangerous or deadly weapon to school or a school event, and if he/she immediately and voluntarily notifies an adult at school and surrenders the weapon, school administration may waive disciplinary consequences except where required by law. Please note that law enforcement will be contacted for all situations in which a weapon is brought onto school grounds, regardless of whether the act was intentional. Consequences for such actions will be handled in accordance with the Code of Conduct.

**Parent Teacher Conferences**

At Envision, we encourage open communication. Parent teacher conferences are scheduled as necessary and may be requested by the teacher or parents/guardians in advance at a mutually-convenient time. The school administration reserves the right to participate in any parent/teacher conference.

**Grading**

The academic year is divided into four 9-week grading periods. Progress reports are to be sent home with students halfway through each 9-week period. Report cards are to be sent home at the end of each 9-week and will be generated through PowerSchool. With the exception of Kindergarten and first grade, all grades will be a percentage calculated out of a maximum of 100%.
The grading scale for Envision Science Academy is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
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<tbody>
<tr>
<td>A</td>
<td>90 - 100</td>
</tr>
<tr>
<td>B</td>
<td>80 – 89</td>
</tr>
<tr>
<td>C</td>
<td>70 – 79</td>
</tr>
<tr>
<td>D</td>
<td>60 – 69</td>
</tr>
<tr>
<td>Failing</td>
<td>Below 60</td>
</tr>
</tbody>
</table>

A grade of incomplete may be assigned in extenuating circumstances. All incomplete grades must be made up no later than two weeks after the end of the grading period in which the incomplete was issued.

Student promotion and retention decisions are made collaboratively between the parents, teachers and school administration. However, it is at the discretion of the Executive Director/designee to make the final decision. Promotion criteria will be communicated to parents and students at the beginning of the school year through the Student and Parent Handbook. Parents and students will review the handbook and acknowledge that they have received, read and understood the rules, policies and procedures by signing a contract.

**Homework**

Homework may be assigned at all grade levels at the teacher’s discretion. Teachers are strongly encouraged to make homework meaningful and worthwhile, yet at the same time not unnecessarily burdening the student. Please keep the following guidelines in mind when assigning homework. These time figures are total (maximum) per student per night – not per subject except where indicated otherwise.

- **Kindergarten:** 30 minutes total per night
- **First and Second Grades:** 45 minutes
- **Third, Fourth and Fifth Grades:** 60 minutes
- **Sixth, Seventh and Eighth Grades:** 30 minutes in each core class with occasional homework in other courses as needed in similar amounts

**Grading Principles**

- Homework is not to be assigned over vacation periods.
- Ensure that if homework is given, it is graded.
- All homework is to be completed prior to the beginning of the class for which the work was assigned.
- No student can earn more than 100% on any assignment.
- All assignments must be academically based. Extra credit shall not be given for bringing in supplies, attending events, parent signatures, etc.
- It is the belief of Envision Science Academy that a student’s grades should reflect the knowledge of the student in the subject area. As such, extra credit opportunities, even when directly connected to the content material, should be minimal so that grade inflation does not occur.
• Teachers will not assign grades in the form of a punitive manner or deduct points to address misbehavior (for example – talking, out of seat, no name on the paper, parent signature, etc.). Likewise, grades cannot be used to reward positive behavior or for non-academic purposes. Where applicable, conduct grades may be issued.
• Students who earn a failing grade in a class for the quarter must receive intervention support from the teacher.
• Teachers must have documentation of parent contact before assigning a failing grade for the quarter. This must be more than a signed progress report, i.e. documentation of reciprocated email contact, phone contact (voice mail is not sufficient), and/or parent conference.
• Rubrics must be used to grade all projects. It is strongly encouraged for all major projects to be completed in-school under teacher supervision.
• Cheating, plagiarism, copying another student’s work, etc. is a violation of Envision Science Academy’s Code of Conduct. Students violating this policy are subject to disciplinary action and may be assigned a failing grade on the assignment up to and including a grade of zero.

Minimum Number of Assignments
The following percentages should be used to calculate a student’s quarterly grade in grades 2-8:

• 60% - Major assessments including projects, tests, and other significant assignments as designated by the teacher. The recommended minimum number of major assessments will be 5 in each quarter
• 30% - Minor assessments including quizzes and classwork. The recommended minimum number of minor assessments will be 7 in each quarter. Note: the average of students’ quizzes may be used as a major assessment in lieu of counting them as individual minor assessments.
• 10% - Homework can be graded and count as 10% of a student’s quarterly grade. In order to be counted as 10% of the grade there must be a minimum of 4 graded homework assessments in a grading period. (Note: teachers may exercise their right for all homework to count formatively, i.e. not as a grade. In this case the percentage for minor assessments will be 40%).

Exam Grades in High School Courses
• Envision Science Academy offers several high school level courses to our middle grades students. Final exams generated by the North Carolina Department of Public Instruction (NCDPI) will be administered where applicable in these courses.
• For any high school course with an NCDPI final exam, whether it is an End-of-Course (EOC) exam or a North Carolina Final Exam (NCFE), the exam grade will count 20% of the student’s final grade in the course.
• In order for a student to receive high school credit in Math I, students must score a Level 4 or Level 5 on the End-of-Course (EOC) exam in addition to earning a passing grade for the final average in the course.
Make Up Work

- A student who misses any assignment (homework, classwork, tests, etc.) or due dates because of absences, whether excused or unexcused, will be allowed to make up the work.
- Arrangements for completing the work including new due dates should be made the day the student returns to school when possible but no more than five days after the student’s return.
- Teachers will be allowed 24 hours to provide make-up work.

Late Work

- Homework and other assignments will be accepted, even if turned in after the designated due date.
- Students will receive an initial grade of zero (0) for an assignment or assessment on which he/she made no attempt or is missing.
- Credit for late work shall be awarded according to the following guidelines:
  - If the student was present in class on the due date, the work will be penalized 10% per school day for each day late.
  - If the student was not present in class on the due date because of an excused absence, full credit will be given for the completed work if it is turned in on time according to the make-up schedule provided by the teacher.
  - If the student was not present in class on the due date because of an unexcused absence or tardy the work will be penalized 10% per school day.

Parent and Student Responsibilities

- Parents and students are encouraged to check student progress on a regular basis through PowerSchool. Families without internet access may request grade reports from the student’s teachers.
- Log-in information for PowerSchool can be obtained through the Data Manager.
- Clarification of, or questions regarding grades on student work should be made to the teacher of record when the grade is assigned; do not wait to the end of the quarter. Clarification or questions regarding quarterly assigned grades should be made to the teacher of record within 5 school days of report card distribution.
- Students are expected to complete and submit work on time.
- Students will receive an interim grade report in each class at the midpoint of each quarter and a formal report card at the end of each quarter.

Teacher Responsibilities

- Teachers will post assignments on the school approved electronic venues at least weekly.
- Student work will be graded in a timely manner. Minor assignments should typically be graded within two school days. Major assignments such as tests and projects should typically be graded and returned within 5 school days.
- All grades will be posted to PowerSchool upon completion of grading. Grades should be entered throughout the grading period and not clustered at the end so that the student and
parent can reasonably evaluate the student’s standing in the class throughout the grading period.

- Graded work will be reviewed with students for the purpose of constructive feedback, so the students can identify and learn from their errors.
- Teachers will, through both formative (non-graded) and summative (graded) student work, make every effort to identify gaps in instruction and/or student learning and take steps to correct these gaps, whether they are individual to a specific student or systemic to multiple students in the class.

**Academically or Intellectually Gifted (AIG)**

As a charter school, we are not required to identify students as Academically or Intellectually Gifted (AIG), although we value, recognize, and serve our students’ gifts on a daily basis. Envision Science Academy does not have a formal Academically or Intellectually Gifted (AIG) program. Rather, we meet students where they are academically through differentiated instruction. We believe students may be gifted in various areas, such as math, language arts, science, technology, art, etc. Through differentiated instruction, students may be individually served in the areas where they excel, regardless of the subject matter.

**Student Records: Withdrawal and Transfers**

Student records are available to parents/guardians who submit written requests to the main office. Withdrawals and transfer requests from parents/guardians are also honored through written request to the main office.

**The Family Education Rights of Privacy Act (FERPA)**

Parents/guardians have the right to inspect and review their student’s educational records at any time by requesting an appointment with the administrator. Through a written request, parents/guardians may seek amendment of the student’s records that they believe to be inaccurate, misleading, or otherwise in violation of the student’s privacy rights. Parents/guardians may consent to disclosures of personally identifiable information contained in the student’s education records; except to the extent that the Act authorizes disclosure without consent. Parents/guardians may file with the Department of Public Instruction a complaint concerning alleged failures by the school to comply with the requirements of this Act.

**Code of Conduct**

Conduct Partnership Profile

The success of our students depends upon the collective responsibility of everyone in our school community. The Board and administration at Envision Science Academy recognizes the importance of developing positive and supportive relationships with all stakeholders in the educational process. With this in mind, each stakeholder must contribute to the success of this partnership by following the partnership described below.
<table>
<thead>
<tr>
<th>It shall be the <strong>RIGHT</strong> of each student to:</th>
<th>It shall be the <strong>RESPONSIBILITY</strong> of each student to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attend a school that is safe and supportive, and free from discrimination, intimidation, harassment, and bullying.</td>
<td>Contribute to maintaining a safe and orderly school that is conducive to learning, and to show respect to other people and to property.</td>
</tr>
<tr>
<td>Always be treated with respect by other students and school personnel.</td>
<td>Be familiar with and abide by all school policies, rules, and regulations dealing with student conduct.</td>
</tr>
<tr>
<td>Have the opportunity to present their version of the facts and circumstances leading up to any disciplinary situation.</td>
<td>Respond to directions given by teachers, administrators, and school staff in a respectful, prompt, and positive manner.</td>
</tr>
<tr>
<td>Not be denied participation in any school activity based upon race, color, creed, gender, national origin, disability, religion, or sexual orientation.</td>
<td>Help in solving problems that might otherwise lead to disrupting the learning environment.</td>
</tr>
<tr>
<td>Have access to support services that will address their specific needs.</td>
<td>Accept responsibility for their own actions and understand that they can only control themselves.</td>
</tr>
<tr>
<td>Receive Due Process during any disciplinary situation or procedures.</td>
<td>Ask questions when they do not understand.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>All <strong>PARENTS</strong> are expected to:</th>
<th>All <strong>TEACHERS/STAFF</strong> are expected to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recognize that the education of their child or children is a joint responsibility of the parents and school.</td>
<td>Maintain a climate of mutual respect and dignity which promotes student self-concept and self-esteem.</td>
</tr>
<tr>
<td>Send their children to school ready to participate and learn.</td>
<td>Be prepared and teach at the highest level every day.</td>
</tr>
<tr>
<td>Ensure that their children attend school regularly and on time.</td>
<td>Work to ensure the success of every single child.</td>
</tr>
<tr>
<td>Ensure their children are dressed and groomed consistently within the student dress code.</td>
<td>Enforce school regulations, rules, and policies in a fair and consistent manner.</td>
</tr>
<tr>
<td>Help their children understand school rules, regulations, and policies.</td>
<td>Provide prompt and accurate grading and feedback for student work.</td>
</tr>
</tbody>
</table>
Reinforce school consequences and rules at home to ensure that students meet expectations for student conduct. Communicate regularly and promptly with students, parents, and other school faculty members.

**Code of Conduct Details**

Envision Science Academy has developed discipline guidelines and a rubric that identifies inappropriate and unacceptable behaviors and the corresponding consequences for engaging in these behaviors. The rubric is designed as a guide for teachers and administrators. The Student Code of Conduct is presented as a guide for conduct offenses and corresponding minimum consequences. Specific consequences may vary based on the rule violated and the circumstances surrounding the violation. The student’s previous disciplinary record will factor into determining the maximum consequence level. There is no intention in this document to restrict the ability of the school to apply appropriate consequences, i.e., higher levels of consequences may be applied even for a first offense depending on the circumstances of the offense.

While this document contains a guide for most potential types of behavior, it is impossible for school officials to anticipate all types of behavior. At times school officials will have to assign consequences for a range of unanticipated conduct that is disruptive to the educational process. Consequences for these actions are at the discretion of school administration. The School’s disciplinary procedures will be exercised in a manner consistent with state and federal law, including the Gun Free Schools Act, the Individuals with Disabilities Education Act and the Rehabilitation Act of 1973.

**Confidentiality**

The Federal Education Rights Privacy Act (FERPA) prohibits us from discussing one student’s disciplinary situation with the parent/guardian(s) of another student. Faculty, staff, and administration may only share information concerning student behavior, performance, or disciplinary action with a student’s parents or legal guardians, or as required by law. Please do not ask faculty or administration for information regarding disciplinary consequences for children other than your own.

**Students with an IEP or 504 Plan**

Discipline situations involving students with an IEP or 504 plan will be handled in accordance with all applicable state and federal law.

**Suspension and Appeal**

In-school or out-of-school short-term suspensions are at the discretion of the Dean. A parent is not entitled to appeal the Dean’s decision to impose in-school or out-of school Short-Term suspension (10 school days or less) to the Executive Director or Board of Directors, except for misapplication of existing school policies (GS 115C-390.6.e). A Dean may recommend a Long-Term Suspension, Exclusion, or Expulsion to the Executive Director. Decisions for Long-Term Suspensions and/or exclusion/expulsion shall be made by the Executive Director after appropriate written notice to the parties involved and a hearing if one is requested. In the absence of the Executive Director, the Board President shall appoint a hearing officer to
determine if the recommendation will be upheld and forwarded to the Board. Appeals to the
decision of the Executive Director or hearing officer shall be heard by a panel of three Board
members who shall be appointed by the Board President. Appeals must be made in writing to the
Board President within ten (10) days of the decision of the Executive Director or hearing officer.
The hearing of the panel will occur at the next regularly scheduled Board meeting date, unless
the family is otherwise notified. Decisions of the Board panel shall be final, and there will be no
further appeal to the full Board of Directors.

Minor Offenses
All consequences for minor offenses will be administered by the teacher/staff that reported
the offense. Any Minor Offense may be recorded as a Major Offense at the discretion of
administration.

1. **Defiance of Authority** - Student’s refusal to comply with a reasonable request from
   school personnel or volunteers, or disobeying any general classroom and/or school
   rule/expectation.

2. **Inappropriate and/or Disruptive Behavior** - Intentional acts or conduct in the
   classroom, school building, school grounds, or while in attendance at school sponsored
   events which interrupt the education process or event, including calling out, running,
   horseplay, etc. In addition, students are prohibited from bringing disruptive items (toys,
   personal property, etc.). Any such item may be held in the office and will be returned
   only to a parent or guardian.

3. **Inappropriate Language and/or Gestures** - The use of any language, acts, unwelcome
   remarks or expressions, or any other behavior including obscene gestures which is
   offensive to modesty or decency.

4. **Property Misuse** - Activities that damage or negatively impact the school building,
   school property, and/or another person’s belongings.

5. **Dress Code Violation** - Students must dress according to the Envision Science Academy
   Dress Code.

6. **Misuse of Technology (includes cell phone)** - Any unauthorized or inappropriate
   technology, computer, and/or network usage. Computer privileges may be suspended, in
   addition to consequences listed. Please note that electronic devices may be confiscated
   and required to be picked up by a parent/guardian.

7. **Physical Contact** - Failure to respect personal space of other students, interacting in a
dangerous or potentially dangerous manner.

8. **Tardiness/Attendance Issues** - Any unexcused arrival to class beyond the scheduled
time that the class begins.

9. **Inappropriate Displays of Affection** - Inappropriate physical demonstration of affection
    not appropriate for a school setting.

10. **Dishonesty/Misrepresentation** - Students will not lie, gossip, cheat, or spread rumors.

11. **Conspiracy to Commit a Minor Offense** - An agreement and/or concerted effort by two
    or more persons to commit a Minor Offense.
Minor Offense Minimum Consequences

<table>
<thead>
<tr>
<th>First Offense</th>
<th>Second Offense</th>
<th>Third Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teacher Options within the Classroom</td>
<td>Teacher Options within the Classroom, Parent Conference</td>
<td>Teacher Options within the Classroom, Face-to-Face Parent Conference, Written Behavior Agreement, Escalation to a Major I Referral</td>
</tr>
</tbody>
</table>

Major I Offenses

Major Offenses will be reported to the Deans/Asst. Dean with a written referral report. Electronic Records of Major Offenses will be entered by the Dean/Asst. Dean in the PowerSchool database with the corresponding incident coding.

1. **Repeated Minor Offenses** - Three of the same Minor Offense within four weeks.
2. **Unauthorized Entry/Presence/Exit** - Entering, or assisting individual(s) to enter, the school/grounds other than through designated entrances, or entering/exiting the classroom/school/grounds during unauthorized times. Includes being in an area of the school without school personnel permission and/or supervision.
3. **Abusive Language** - Harsh verbal or written language or gestures, directed at other(s), that negatively affect the learning environment.
4. **Possession of Obscene Literature or Material** - Possessing, exhibiting or distributing materials that offend common decency or morals.
5. **Dangerous Behavior** - Behavior that could cause injury to a student, teacher or other staff member (i.e. inappropriate use of equipment or materials, etc.)
6. **Physical Aggression** - Intentional acts involving physical contact.
7. **Possession of Lighters, Matches, or any Incendiary Device** - The possession or use of any incendiary device including cigarette lighters, matches, etc.
8. **Academic Dishonesty** - Cheating on tests, copying assignments or papers, signing parent/guardian or teacher's signature on a document. Additionally, students must redo the assignment.
9. **Theft** - Taking possession of something that doesn't belong to you. Knowingly receiving stolen property or possession of stolen property is included in this offense.
10. **Vandalism** - Willful or malicious damage to any property or the school building, or damage to the property of an employee or another student. This includes damage to neighborhood property.
11. **Major Technology Violation** - A student will not misuse a computer or computer network with the intent to access, alter, or damage records, software, or equipment. In addition, students will not engage in cyber-bullying, access banned websites, bypass
12. **Conspiracy to Commit a Major I Offense** - An agreement and/or concerted effort by two or more persons to commit a Major I offense.

### Major I Minimum Consequences

<table>
<thead>
<tr>
<th>First Offense</th>
<th>Second Offense</th>
<th>Third Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Conference,</td>
<td>Parent Conference,</td>
<td>Parent Conference,</td>
</tr>
<tr>
<td>Parent Conference,</td>
<td>Community Service,</td>
<td>1-10 Days Out-of-School</td>
</tr>
<tr>
<td>Community Service,</td>
<td>1-3 Days In-School Suspension,</td>
<td>Suspension,</td>
</tr>
<tr>
<td>In-School Suspension,</td>
<td>1-5 Days Out-of-School Suspension,</td>
<td>Written Behavior Agreement</td>
</tr>
<tr>
<td>1-3 Days Out-of-School Suspension</td>
<td>Written Behavior Agreement</td>
<td></td>
</tr>
</tbody>
</table>

### Major II Offenses

Major Offenses will be reported to the Deans/Asst. Dean with a written referral report. Electronic Records of Major Offenses will be entered by the Dean/Asst. Dean in the PowerSchool database with the corresponding incident coding. Where required by law, or deemed necessary by the school administration, law enforcement will be contacted to report violations.

1. **Serious or Chronic Misconduct** - Serious offenses, including but not limited to, those required to be reported by law. Repeated office referrals for Major I offenses.
2. **Fighting and/or Contributing to an Aggressive Situation** - Engaging in, provoking, or encouraging an act of physical violence or aggression that may or may not result in injury. Consequences may also include referral to law enforcement. This also applies to bystanders that verbally escalate an aggressive situation.
3. **Bullying** - Any ongoing bullying activity as defined by NC-GS 115C-407.15.
4. **Off-Campus Misconduct** - Students may be disciplined for out of school misconduct in circumstances where the misconduct would affect the general welfare of the school, especially in cases of assaultive or dangerous behaviors that occur off campus, but cause a disruption of the school environment. Such an event may be handled as if it occurred on campus.
5. **Possession and/or Use of a Weapon** - The possession, concealment, or display of a weapon or simulated weapon including, but not limited to, toy guns and/or cap guns, as defined in NC-GS 14-269.2
6. **Possession, Use, Under the Influence of, or Distributing Drugs, Tobacco, and/or Alcohol** - This includes narcotic as well as prescription drugs taken at school outside of
compliance with school policy, as well as fake or imitation substances, all drug paraphernalia, and vapes.

7. **Arson** - Setting fire to any material or object on school grounds or in the school building.

8. **Extortion** - Obtaining money, other articles of value, or information from someone by coercion or intimidation.

9. **Harassment** - Any slurs, innuendos, or other verbal or physical conduct reflecting on an individual's gender, race, color, religion, ethnic or natural origin, sexual orientation, or disability, which has the purpose or effect of creating an intimidating, hostile or offensive educational environment, as defined by NC-GS 115C-407.15. Consequences may also include referral to law enforcement.

10. **Sexual Offenses** - A student will not engage in sexual behavior including fondling, sexual harassment, consensual sex, and indecent exposure.

11. **Communicating Threats** - Via written, verbal, or electronic means, communicating the threat of harm against others or the school.

12. **Conspiracy to Commit a Major II Offense** - An agreement and/or concerted effort by two or more persons to commit a Major II Offense.

### Major II Minimum Consequences

<table>
<thead>
<tr>
<th>First</th>
<th>Second</th>
<th>Third</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent Conference,</td>
<td>Parent Conference,</td>
<td>Parent Conference,</td>
</tr>
<tr>
<td>In-school Suspension,</td>
<td>3-10 day Out-of-School suspension,</td>
<td>5-10 day Out-of-School suspension,</td>
</tr>
<tr>
<td>1-10 day Out-of-School suspension,</td>
<td>Written Behavior Agreement</td>
<td>Written Behavior Agreement</td>
</tr>
<tr>
<td>Referral for Long Term Suspension/Exclusion</td>
<td>Referral for Long Term Suspension/Exclusion</td>
<td>Referral for Long Term Suspension/Exclusion</td>
</tr>
</tbody>
</table>

**Explanation of Consequences**

**Teacher Options within the Classroom**

Teacher actions to correct discipline incidents in the classroom may include, but are not limited to: changing seats, teacher-student conference, teacher-parent contact, sending a student to another classroom to work independently, structured recess activities, restriction of lunch seating choice, lunch detention, additional assignments, reflection sheet, in-class community service, and others at the teacher’s discretion. If one of these options is utilized, it is imperative that the teacher who assigns the consequence supervises and debriefs with the student following the consequence, and also makes a home contact.

**Administrative Conference**

The Dean and teacher/staff will meet with student(s) involved in the incident to discuss the full details of the event. The Dean will determine a plan of action for consequences and prevention of future incidents.
Parent Conference
The Dean and/or staff will meet with the parent/guardian to discuss specific student actions and to develop a plan of action to prevent future occurrences. May be by phone or face-to-face.

Community Service
Student may participate in activities to positively contribute to the school environment as a part of disciplinary action. Examples of Community Service include, but are not limited to: completing projects or assignments that are directly related to their incident, removing writing from walls or desks, picking up paper and trash from floors and school grounds, removing trash from lunch tables, sweeping floors, cleaning whiteboards, grounds keeping, or repair or reorganization of school property.

Written Behavior Agreement
Any written agreement between the student, parent and staff that sets expectations for behavior, specific rewards or consequences for actions, and/or plans for teacher strategies.

In-school Suspension
Students will spend one full or half school day in the office where they will complete their class work for the day and additional community service projects as supervised by the Dean or designee.

Out-of-School Suspension
Parents/guardians will be notified of a student suspension prior to the imposition of the suspension. The student will not be allowed to attend school or school sponsored activities or come upon school premises during any suspension.

- **Short Term Suspension**- Removal of a student from school by the Dean or designee for a period of time not to exceed ten (10) school days for each offense. (Not subject to appeal)
- **Long-term Suspension**- Removal of a student from school by the Dean or designee for more than 10 school days, but not exclusion/expulsion (permanent).
- **Exclusion**- Permanent removal of a student from the school, school activities, and school grounds. Students may return to their LEA pursuant to NC law.
- **Expulsion**- Permanent termination of the school-student relationship. This only applies to students of 14 years of age or older whose presence constitutes a clear threat to the safety of other students and/or school staff.

Grievance Policy for Parents/Students
*Purpose:* To provide the procedures parents/students will follow when they have an issue at the School that constitute a grievance.

This policy is in place to respond to parent/student grievances. It is expected that any parent/student with an issue should try to resolve the issue by using open communication with
the teacher. This means that if a parent or student disagrees with any policy or procedure within the classroom, the first level of grievance is their student’s teacher. If the student/parent is not satisfied with the teacher’s response, they should then set a meeting with the respective Dean. At that meeting, the teacher, parent and/or student and Dean must be present and the issue at hand will be fully discussed. If the parent or student wishes to pursue the matter further, they may then meet with the Executive Director. Similarly, if a parent/student disagree or have an issue with a policy or procedure at the School, the parent/student should set a meeting with the Executive Director. If the parent/student feels that their issue is still a concern after meeting with the Director and the issue meets the definition of a grievance set forth below, the parent/student may initiate the grievance procedures as described below. Many issues that a parent/student has with the classroom, teacher or School will not rise to the level of a grievance and appropriate resolution will be found with the teacher and/or respective Dean.

1. **Definition of a grievance**: A grievance is defined as a formal written complaint by a parent/student stating that a specific action has violated a School policy, board policy, or law/regulation. A complaint under Title IX is not a grievance and this policy does not apply to such complaints.

2. **Time Limits**: A grievance will only be heard if the complaint has been filed within fifteen days of the meeting with the Executive Director. The fifteen-day deadline may be extended at the discretion of the Executive Director.

3. **The grievance process is as follows**:

   **Step 1**: If the parties are not satisfied with the decision of the Executive Director, and the grievance meets the definition set forth above, the parent/student must submit a letter in writing (email accepted) stating the School policy, board policy or law/regulation that was violated including details of the actions and the place, date and time of the violation. The parent/student should make all efforts to include any details about the event that may be helpful in the decision-making process. The written letter should be submitted to the Executive Director of the School and to the President of the Board of Directors (BOD@environmentscienceacademy.com). If the Executive Director of the School is implicated in the grievance, the grievance should only be submitted to the President of the Board of Directors.

   **Step 2**: The Board will review the facts and notify the parties in writing (email accepted) if further action is necessary. If the Board considers the matter should be heard, the parties will be called to meet with the Board. After the hearing, any decision of the Board will be communicated to the Executive Director and the parent/student who filed the grievance within five school days. The Board’s decision concerning the grievance is final.

**Security**

Envision Science Academy holds security as a high priority for the protection of students, staff, parents/guardians, and the school campus. For security purposes, all doors other than the front door will remain locked from the outside at all times. Security cameras will provide an extra layer of protection. Entrances will be posted with signs reminding visitors to sign in/out and that
no weapons are allowed on campus. A log of visitors will be maintained in the main office. Visitors will be required to wear an identification badge while on campus. Visitors without an identification badge will be escorted back to the main office to retrieve one. All volunteers and staff will be required to submit to a criminal background check. Staff will be trained on safety and crisis plans and procedures, and they will train the students. Parents/guardians will also be informed of the plans and procedures.

Crisis Plan
The Crisis Management Team consisting of teachers and administrators will act in the event of a crisis. A crisis management plan has been developed, adopted, and is maintained by the team to ensure effectiveness. The plan includes alerts, evacuation plans, security, communication procedures, etc. Fire, tornado, and crisis drills will be scheduled and conducted regularly by the team.

Inclement Weather
Envision Science Academy does not follow Wake County Public School System for school delays and closings. In the case of inclement weather, official notification for delays or closings will be posted on WRAL and its affiliated radio and television stations under “Public Schools.” Information may also be emailed and posted on the school’s website and official social media sites.

ESA will not make up the first 3 student days missed due to inclement weather or other causes in each school year. Any student days missed beyond the 3 days will be made up. On days that the school has delayed opening or early dismissal due to inclement weather or other unforeseen events, these days are not required to be made up. The school will designate make up days in each semester.

Communication
Envision encourages parents/guardians to communicate directly and often with teachers and administrators. Communication may take place in person or via phone, email, memo, or our online portal. Communication with the teacher should always be the first approach for parents/guardians when they have uncertainty or concern about class-related matters. Other issues or school-related matters should be directly communicated to the Executive Director, a Dean of the School and/or other administrators. Parents/guardians should request a meeting with the teacher or administrator at a mutually-convenient time and date to discuss their concerns. In the case of an emergency, parents/guardians should review the school’s website or check for email updates.
By signing below, I acknowledge that I have received the Envision Science Academy Parent and Student Handbook and that I have read it in its entirety and discussed it with my child.

________________________________________
Parent/Guardian Signature

________________________________________
Printed Name

________________________________________
Date