



Piedmont Community Charter School - CFA  
Elementary Campus  
Parent-Student  
Handbook  
2019-2020

## Table of Contents

Director’s Welcome.....	2
Mission.....	3
Core Values.....	3
Portrait of a Graduate.....	3
Elementary Campus Administrative Directory.....	4
Bell Schedule.....	4
Lunch.....	4
Dismissal.....	5
Traffic Pattern.....	5
Parking.....	6
Money.....	6
Lockers.....	6
Technology.....	6
Medication.....	6
Head Lice.....	7
School Calendar.....	8
Report Cards, Progress Reports, Grading Scale.....	9
Attendance Policy/Tardies.....	9
Student Code of Conduct.....	11
Visitors.....	17
Volunteers.....	17
Elementary Dress Code.....	18
Clubs.....	19
Academic Assessments/Programs.....	19

**Appendices:**

- |   |  |   |
|---|--|---|
| <b>A</b> -Transportation Form             | <b>B</b> -Release for walkers                    | <b>C</b> -Traffic Pattern                   |
| <b>D</b> -Locker Use 4th/5th grade        | <b>E</b> -Medication Guidelines                  | <b>F</b> -Returning to school after illness |
| <b>G</b> -Bullying Policy                 | <b>H</b> -Student/Parent/Teacher Expectations    |   |
| <b>I</b> -Field Trip Transportation Info. | <b>J</b> : Tobacco Controlled Substances/Alcohol | <b>K</b> -1st 20 days                       |
| <b>L</b> -Field Trip Waiver               | <b>M</b> : Student Code of Conduct               |   |



Dear Parents and Students,

On behalf of the amazing staff of PCCS, it is with great pleasure and excitement that I welcome everyone to Piedmont Community Charter School for the 2019-2020 school year. As we embark on the new school year, I am looking forward to working with all of you. It is essential that administration, educators, parents, and students work together to create an environment that is safe, stimulating, and productive for everyone. The staff at Piedmont is committed to providing our students the opportunity and encouragement to work to their potential while studying the North Carolina Standard Course of Study and Core Knowledge.

Our priority is to maintain a safe environment for all students and staff within our buildings. As you visit the elementary campus, you will notice that people are not allowed to enter the building at any door unless they go to the main entrance. There they will enter and speak to the staff member at the window with their request. If they plan on staying in the building, they must use their photo ID to sign into the system before allowing entrance into the school building. While these procedures may be an inconvenience, safety is our main priority.

The parent-student handbook is an overview of our school's expectations, guidelines, and procedures. Please refer to this handbook throughout the school year for a quick reference. If you have any questions, please don't hesitate to call or email so we can assist you. Here's to a successful 2019-2020 school year working together!

Sincerely,

Holly White

Director of Elementary Education

### **Mission**

Piedmont Community Charter School – A Challenge Foundation Academy is a tuition free K-12 school that offers a superior college preparatory educational option for this community and its families.

### **Core Values**

**Academic:** We provide a challenging college preparatory curriculum in an environment of high expectations complemented by artistic and extra-curricular activities.

**Character:** We instill and expect compassion, integrity, honesty, personal responsibility, and respect for self and others.

**Community:** We instill individual responsibility and a commitment to serve by respecting the diversity of others and valuing the relationships that unite us as a school community.

### **Portrait of a Graduate**

A PCCS-CFA graduate

- acts with honor, integrity, and personal responsibility,
- is academically prepared for college,
- is a thoughtful and effective communicator,
- is intellectually curious and thinks critically,
- is exposed to the arts, which promotes creativity and ingenuity,
- is purposeful, goal oriented, adaptable, and determined,
- and is equipped to be an effective and productive citizen.

## PCCS Elementary Campus Administrative Directory

Head of School	Jennifer Purdee
Elementary Director	Holly White
Assistant Director	Sheila Richards
Receptionist	Lisa O'Neill
PowerSchool (K-5)	Connie Ravan
Counseling, Grades K-5 Zampogna	Heather
Technology Facilitator	Casey Reese

### Bell Schedule

The Elementary Campus opens for students at 7:30am. All students must be in their classroom by the 8:00am tardy bell.

8:00am	Tardy Bell
2:40pm	Dismissal

### Lunch

All PCCS students must provide their own lunch each day. Parents are encouraged to bring lunch to a student if necessary, but students must inform their teacher at the start of the school day that they are without a lunch. In order to minimize loss of instruction, the child will call home only once. Please keep in mind student lunch times when dropping off lunches. Once lunch is over, the students transition to other classes or recess.

#### Lunch Times

Kindergarten:	12:00pm-12:30pm
1st Grade:	12:00pm-12:30pm
2nd Grade:	12:00pm-12:30pm
3rd Grade:	11:45am-12:15pm
4th Grade:	11:15am-11:45am
5th Grade:	11:00am-11:30am

If anyone in the family plans on visiting with the student during lunch, it is expected that you request/notify the teacher *at least 24 hours in advance*. There may be times where lunch is moved earlier in order to accommodate other activities throughout the school year. The teacher cannot rearrange his/her schedule to allow for a lunch visitor.

### **Dismissal**

All students in grades K-5, will be dropped off and picked up in the backlot. Parents may not walk up to pick up their children as this is not safe and causes confusion during dismissal. If you walk up to pick up your child, pick them up at the gym- this is where they will be each afternoon throughout the school year. Once the gym is at capacity, students will not be added to the gym. We also cannot accommodate daily changes to add to the gym. Van riders (daycares) are picked up at the Patriot Pad. Students will not be checked out after 2:15pm. All students must be picked up by 3:00pm from the gym. If late three times, students automatically become car riders.. **\*\*See Appendix A and B**

### **Traffic Pattern (AM/PM)**

Vehicles may enter the traffic pattern via Oakland or Marietta. All vehicles will follow the same traffic pattern and will turn left to enter the back parking lot of the school. It is important to not block any of the intersections, as well as, not to enter the traffic line from any other intersection/side road to cut people off. Please stay in your vehicle at all times. At no time will traffic be allowed to enter the traffic pattern by turning RIGHT onto Oakland from the other side of Third. Reminder: These are still public streets and all traffic laws must be obeyed, i.e. turn signal, traffic having the right-of-way, pedestrian crossing, and traffic signs that state "No Left Turn" during specific hours. Another important note: U-turns are not to be made in the middle of these streets and do not block business driveways. In the afternoon, please alternate at the stop sign by taking turns letting each other go in the event there is not a police officer present directing traffic.

**In the morning, the gate to the back lot will close at 7:57am according to the office clock. The staff is in constant communication with the front office to ensure it is closed on time- see the tardy and attendance policy regarding on time arrival. Once the gate is closed, please pull around front to bring your child inside. We close the gate at 7:57am because the staff goes inside to prepare for the school day and there is no supervision at this time. Please do not send students to run in quickly. The back door may be shut and adults may be in the building and they will be alone.**

*Please do not drive up in any parking lot around the school to drop off students to run across the back lot. Cars are driving and it becomes a safety issue when students walk across the back lot. If you want to park in the municipal lot, walk up the sidewalk of 2nd Avenue and walk them around the building to the back of the school. Do not drop students off in front of the building-there is no supervision. Also, in the afternoon- please do not walk up to pick up your child if they are in the back lot. You must remain in your vehicle. To walk up to pick up your child, you must complete the form saying that they are going to be in the gym at all times for dismissal.*

**\*\*See Appendix C**

### **Parking**

Please be mindful of the parking spaces that are reserved for staff members. Parents should use the following nearby areas to park when visiting the campus:

*Gravel Lot* (corner of Oakland and 3rd Avenue)

*Flynn House parking lot* (across from the Patriot Pad on Marietta)

*Municipal Lot* (corner of Marietta and 2nd)

Cars may be towed if parked in nearby businesses or residences.

### **Money**

PCCS offers many opportunities for educational experiences with the scheduling of events and field trips and even offer the occasional hot lunch. There may be other times where payment is needed for items. Please respect the fact that PCCS employees cannot take money in the traffic line, or any other environment other than receiving it in an envelope in the child's folder. Money will not be accepted in the front office at any time. Please make sure to send exact change because teachers do not keep change. Please pay on payschools if available, or send in cash by the deadlines listed on the forms.

### **Lockers**

Lockers are issued to students only in grades 4 and 5 and are not to be locked. If a lock is placed on a locker, it will be removed and locker privileges will be taken away. Students are not permitted to share a locker nor are they allowed to use a locker that has not been assigned to them. They are expected to keep them neat and clean. This means they should be cleaned out frequently and food should not be left in locker overnight. **\*\*See Appendix D**

### **Technology**

Students in grades K-5 have the opportunity to access multiple forms of technology while attending PCCS. Please refer to the student code of conduct and respect the property of others as technology is the property of PCCS. In grades 3-5, students/parents are expected to attend a session on proper use of laptops. In grades 4-5, when students are able to take laptops home, please keep in mind the cost of repairs and acceptable use. If laptops are damaged, an administrator will contact parents regarding the damage and the cost. Please see the acceptable use policy in the Parent Student Technology Handbook. Administration reserves the right to remove the use of laptops. Students are expected to charge their computers nightly.

### **Medication**

**(See policy 306.5 for more information)**

Students who take medication during the school day must keep the medicine in the office. This includes over the counter medication, cough drops, and prescription medications. A medication form must be filed with Ms. Jane Bridges, RN, BSN. **\*\*See Appendix E**

**Head Lice: “No Live Nit” Policy**  
**(See policy 306.2 for more information)**

The school will take prompt action to eliminate the threat of head lice and live nits. Head lice represents a parasitic skin infection and can be readily treated. Because lice and live nits are transmittable, any student the school officials suspect of having head lice or live nits will be sent home promptly for treatment.

The student may not return to school until treatment has been received and the school nurse or other designated school official has determined that no head lice or live nits are present. The School provides assistive information to parents about head lice. Any member of the School community who knows of a manifestation of head lice should report this to a responsible staff member.



# School Calendar 2019-2020 School Year



## Academic Year Calendar 2019-2020

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### Notes

- First Day of School
- Optional Teacher Workday
- Mandated Teacher Workday
- End of Quarter (EOQ)
- No School for Students or Staff
- 11:30 Dismissal

### Inclement Weather Make-Up Days

*\*Total instructional hours include 3 full extra days.  
In the event that additional days are needed, the following workdays will be used:*

- January 21
- February 14
- March 27

- Quarter 1: 44 days EOQ 10/25
- Quarter 2: 44 days EOQ 1/17
- Quarter 3: 45 days EOQ 3/25
- Quarter 4: 43 days EOQ 6/4

- 172 full days x 6 hrs = 1032 hours
- 4 half days x 3hrs = 12 hours
- Total instructional hours 1044
- Required by state = 1025 hours
- 15 full Teacher Workdays
- 2 half Teacher Workdays

### **Report Cards, Progress Reports, Grading Scale**

*Report Cards* are issued each 9 weeks to all students grades K-5.

(one week after the grading period ends)

*Progress reports* are issued at 4.5 weeks of the grading period. These reports will be issued on the following days:

**September 27**

**December 6**

**February 21**

**May 8**

Kindergarten Report Card Scale:

- 4 above grade level (only used with reading levels)
- 3 on grade level
- 2 some areas on grade level/ some below
- 1 significantly below grade level

10 Point Grading Scale: (As of 2015-2016 for grades 1-5)

- A 100-90
- B 89-80
- C 79-70
- D 69-60
- F 59 and below

### **Attendance Policy and Tardies**

Failure to attend school undermines a student's education and the School's academic success. As such, absences may subject a student to disciplinary action up to and including expulsion, as well as social services or juvenile justice officials investigating the student's parents, based on mandatory attendance and child neglect statutes.

Excused reasons for tardiness or absences may include the following:

Illness or injury; Medical, dental, or other appointment with a health care provider;

Necessary religious observances; Involvement in a traffic or other accident;

Participation in a valid and important educational opportunity, such as travel, with the School Director's or Head of School's prior approval; (*A request form must be filled out and submitted 10 days prior to the travel date. A maximum of 5 days may be excused*)

Other unavoidable and excusable reasons as determined by the Head of School or his or her designee.

Students are required to arrive at the school on time unless they have a legitimate excuse for being tardy or absent. Students and parents should allow adequate time for travel to the School, possible

traffic problems or weather conditions, transition time, and other factors that may affect promptness.

Tardiness both deprives the student of valuable instruction and causes a disruption to the learning environment. In order to curb unnecessary late arrivals to school, the following disciplinary actions will take place. A student's tardies will reset at the semester break. Students will serve make-up time on the date assigned by administrator.

1st Tardy - Warning	4th Tardy - 1 hour after school make-up time
2nd Tardy - Warning	5th Tardy - 1 day of in school make-up time
3rd Tardy - 30 minutes after school make-up	

### **Policy 302.6.1 Academic Absence Policy for Grades K – 8**

#### Attendance:

Only twenty (20) absences, including excused and unexcused absences, are permitted each school year, without academic penalty.

The attendance committee regarding promotion/retention will review students who exceed 20 absences.

#### Excuse Notes

Parents will have three (3) days to send in a note to have an absence excused. An email may be substituted for a handwritten note.

Parents may write an excuse note for illness up to 10 times during a single school year. After 10, a doctor's note is required or absence will remain unexcused.

#### Make-Up Work

Students will be given an opportunity to make up work or tests missed for those periods where an absence occurred. Upon the student's return to school, arrangements for make-up work shall be made within three (3) school days. Arrangements for make-up work are the responsibility of the student.

#### Reporting Absences

Daily absences – both excused and unexcused – will be reported to the parent by way of computer generated telephone message.

The Director or his/her designee shall notify the parent/guardian by mail when cumulative unexcused absences reach 3, 6, and 10 days.

#### Request for Educational Opportunity:

To request an excused absence to attend an educational opportunity, please complete the *Educational Opportunity Form* (this form can be located in the front office) and return it to your school Director at least ten (10) days prior to the absence. Such an absence, as requested by this signed application and approved by the Director, will excuse the absence as long as all items are

completed upon return to school. If not approved, absences will be counted as unexcused. Note: this does not allow students to have perfect attendance, this only excuses the absence.

**\*\*See Appendix F for returning to school after an illness and Appendix I for The First 20 days of School.**

### **Student Code of Conduct**

**. \*\*See Appendix G for Bullying Policy and Appendix H for Student/Parent/Teacher Expectations**

#### 304 CONDUCT, DISCIPLINE, AND PROCEDURES 304.1 Code of Student Conduct

The Student Conduct Code (“Student Code” or “Code”) governs student behavior occurring on school property, at School-sponsored activities, and all off-campus activity that threatens School safety or property or that substantially disrupts, or is likely to disrupt, School operations.

##### 304.2 Generally Prohibited Behavior

Students shall comply with all School and safety-related directions of School administrators, teachers, substitute teachers, student teachers, teacher aides, bus drivers, and all other School personnel who are authorized to give such directions. Inappropriate conduct includes but is not limited to verbal, non-verbal, or physical conduct showing disrespect, repetitive tardiness, skipping class/School, leaving campus without permission, or being in an unauthorized area. Failure to comply may result in short-term suspension.

##### 304.3 Class/Activity Disturbance

Any physical or verbal disturbance which occurs within the School environment and interrupts or interferes with teaching or orderly conduct of class/School activities/School transportation is prohibited.

##### 304.4 Inappropriate Language

Cursing or using vulgar, profane, or obscene language is prohibited.

##### 304.5 Dress Code and Improper Dress

Students are to be in dress code upon arrival until departure from school property unless otherwise approved by administration. The administration reserves the right to determine appropriateness of dress in cases not covered by the Dress Code or in other cases as they may arise. All clothing should be clean, neat and free of holes or stains with no cut or torn necklines, hemlines, sleeves, sides, etc.

Students shall dress in a way that is compatible with the School’s mission and an effective learning environment. Students shall not wear clothing or other attire which is disruptive, provocative, inappropriately revealing of their body, profane, vulgar, offensive or obscene, or which endangers students’ or others’ health or safety. Prohibited attire includes, but is not limited to that which involves:

Exposed undergarments, buttocks, cleavage, or pubic areas (includes see-through clothing):  
Excessively sagging or tight pants or other apparel; Midriffs or strapless shirts or dresses:

Messages or illustrations that are lewd, indecent or vulgar or that advertise any product or service not permitted by law to minors; Non-religious head coverings of any kind:

Chains, spikes, or other apparel reasonably perceived or used as a weapon:

Gang, or reasonably perceived gang, symbols or apparel: or Other attire of which a student is reasonably notified as being improper under this policy by authorized school personnel.

The School will strive to reasonably accommodate dress that is necessary to satisfy a student's fundamental religious beliefs or a medical or physical need.

#### 304.6 Inappropriate Literature and Illustrations

Creating, possessing, or distributing literature or illustrations which significantly disrupt the educational process is prohibited.

#### 304.7 Tobacco

No student shall possess, display, or use any tobacco product. This restriction applies even when the student is on School system property or at any School-sponsored activity as a visitor or spectator. For the purpose of this policy, the following definitions shall apply:

*Tobacco Product:* cigarettes, cigars, pipes, chewing tobacco, snuff, and any other items containing, or reasonably resembling, tobacco or tobacco products, including vaping.

*Tobacco Use:* smoking, chewing, dipping, or any other use of tobacco products.

*Display:* having any tobacco product in a location or position that is visible to students or School personnel. Displaying tobacco products does not extend to display that has a legitimate instructional or pedagogical purpose and is teacher- or School Director-approved.

The School Director may permit tobacco products to be included in instructional or research activities in the School building if the faculty member overseeing the instruction or research conducts or supervises the activity, and the activity does not involve smoking, chewing, or otherwise ingesting the tobacco product.

#### 304.8 Controlled Substances and Alcohol

The School is committed to being a community free of unhealthy substances including illegal controlled substances, tobacco, and alcohol. Using illegal controlled substances or alcohol while on School property, at any School-related activity, or in any other venue where the conduct in question is likely to substantially impact or undermine the operation or well-being of the School or its members, is prohibited.

#### 304.9 Indecent Exposure/Sexual Behavior

No student shall engage in behavior which is indecent, involves excessive or inappropriate touching, or is otherwise of a sexual or sexually-suggestive nature.

#### 304.10 Theft

No student shall steal, attempt to steal, aid in or conceal stealing, or knowingly possess stolen property if not attempting to return or turn in such property.

#### 304.11 Unacceptable Use of Electronic Technology

Students shall comply with the School's Acceptable Use Policies: The General Use and Student Policies, specifically. These are found in Policy Section 500.

#### 304.12 Weapons

The School strives to maintain an environment free of all weapons not legally possessed by law enforcement officials or otherwise authorized by the Head of School or the Board. No School student, employee or other agent shall carry or encourage another person to carry, whether openly or concealed, a weapon as defined below, onto school property at any time.

A "Weapon" includes: a gun, rifle, pistol, or other firearm of any kind; any dynamite cartridge, bomb, grenade, mine, powerful explosive,; any knife, BB gun, air rifle, air pistol, sling shot, blackjack, metal knuckles, bludgeon, bowie knife, switchblade, dirk, dagger, leaded cane, stun gun or other electronic shock weapon,; or any sharp-pointed or edged instrument except for the following: instructional supplies, unaltered nail files and clips and tools used solely for preparing food, instruction, and maintaining school property or otherwise authorized or necessary to support the School operations. If an instrument resembling a weapon is used in a threatening way, it is considered a weapon.

Any staff person who is aware that an unauthorized weapon has been carried onto school property or possessed at a school function shall immediately notify a supervisory staff member, a teacher, or the School Director.

#### 304.13 Harassment and Bullying

The School is committed to providing an environment that is conducive to learning and is free from harassment and bullying based on race, religion, gender, ethnicity, national origin, disability, or any other illegal conduct. Other forms of harassment and bullying are also prohibited, including those based on other distinguishing characteristics such as, but not limited to, physical, social, academic, emotional, and socio-economic status, or simply based on personal differences or conflicts. All conduct prohibited by this policy includes behavior that occurs, directly or indirectly, by personal or electronic communication or action.

North Carolina law (G.S. 115C-218.75(c)) encourages charter schools to adopt a policy against bullying or harassing behavior, including cyber bullying. Charter schools that do so shall, at the beginning of each school year, provide the policy to staff, students, and parents as defined in G.S. 115C-390.1(b)(8)

Harassment is an unwelcome, offensive verbal, nonverbal, or physical conduct that is sufficiently severe, persistent, or pervasive as to significantly affect one's employment or a student's learning conditions. Harassment includes, but is not limited to, abusive jokes, insults, slurs, name-calling,

threats, bullying or intimidation, unwelcome sexual advances, or the exchanging benefits for performing sexual or other favors.

Harassment is prohibited at all levels—between students, employees and students, co-workers, supervisors and subordinates, non-employees and employees and/or students, and any other School representatives or members of the School community while at the School or involved in School activities.

In addition, no student or staff member shall retaliate against anyone who reports or seeks remedies against harassment or bullying or otherwise aids or supports someone who aids in enforcing this policy.

All staff members must report to a supervisor instances or reasonable suspicions of harassment and bullying and aid in investigations carrying out this policy. Appropriate School staff shall take any alleged harassment or bullying report seriously and respond to it fully and promptly. Students are also urged to report and assist in carrying out this policy.

#### 304.14 Sexual Harassment

Of the various types of harassment under the School's General Harassment Policy, sexual harassment is worthy of special consideration. This includes sexual harassment between any member of the school community including student-to-student, employee-to-student, student-to-employee, and employee-to-employee, or harassment in any other school-related relationship. Simply put, no person shall engage in sexual harassment against any student, other employee, or another person in the school community, and having found to do so, shall be appropriately and promptly dealt with in terms of penalties, prohibitions, suspension or employment termination as the case may require.

Sexual harassment includes any unwelcome sexual advance, request for sexual favors, or sexually suggestive comments when:

An individual's employment or education is either explicitly or implicitly conditioned upon submitting to the conduct:

An individual submitting to or rejecting such conduct is used as a basis for student or employment decisions affecting that individual: or

Such conduct has the purpose or effect of interfering with an individual's academic or work performance or creates an intimidating, hostile, or offensive working or educational environment.

Examples of sexual harassment include, but are not limited to, deliberate, unwelcome touching; suggestions or demands for sexual involvement accompanied by implied or overt promises 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, or in the presence of, an individual or to describe an individual; or the display of sexually suggestive objects, signals, or pictures.

A hostile environment exists if the conduct of a sexual nature is sufficiently severe, persistent, or pervasive to limit a person's ability to participate in or benefit from the educational program or if it creates a hostile or abusive educational or work environment.

School employees making romantic or sexual advances toward or engaging in sexual relationships with students is always prohibited in all circumstances. School employees are prohibited from engaging in inappropriate relationships with students and are required to report such relationships or reasonable suspicions thereof, to the Head of School or other appropriate supervisory official. Procedures for reporting suspected harassment or sexual harassment are outlined in the School's Personnel Policies.

### 304.15 Student Searches

To promote safe and orderly operations, School officials may reasonably search a student's person and materials as necessary, in accordance with students' constitutional rights. A student may be subject to a search based on reasonable suspicion that the student has violated law or policy, or as a result of reasonable, random searches not requiring individualized suspicion. Reasonable suspicion to search an individual student is not required when a student voluntarily and knowingly consents to such search.

If an authorized School official reasonably suspects that the student has any item or material on his or her person, or in his possession, that risks serious harm to persons or property, an authorized School official may perform a more intrusive search of a student's person, as necessary, to avoid a threat of imminent and serious harm or damage. In such instances, any bodily invasive search shall, to the extent feasible, be conducted in private by an authorized School official of the same sex, with an adult witness of the same sex present.

#### 304.15.1 Locker Searches

Student lockers are School property. Therefore, students have no enforceable right to privacy against the School's right to open and view those lockers contents. Students may not use their lockers to hold any illegal or unauthorized materials. School officials may inspect any student's locker without a search warrant, for any reason deemed reasonable to maintain safe and orderly operations. A student's personal items found in a locker, such as clothing, backpacks, gym bags or purses, may be searched based on reasonable suspicion.

#### 304.15.2 Student Automobiles

Any opportunity for students to drive and park on School grounds is a privilege, not a right. The School may patrol School parking lots at any time and may search a student's motor vehicle based on reasonable suspicion that such vehicle contains materials in violation of law or policy.

#### 304.15.3 Use of Dogs to Aid in Searches

School officials may use trained dogs to aid in inspections for materials that may be in violation of law or policy. Thus, without notice, the School may use trained dogs to sniff lockers, student motor



vehicles and other objects. Dogs will not be used, however, in random searches of individual students.

#### 304.16 Disciplinary Policies and Procedures for Serious Offenses

Article 27 of Chapter 115C of the North Carolina General Statutes, requires the School to follow specific rules and due process relating to serious disciplinary matters, including the use of reasonable force, short- and long-term suspensions, and expulsions. The School will follow those rules in such instances, and are incorporated herein, by reference.

At the date of adoption of these policies, Article 27 was available online at

[http://www.ncleg.net/EnactedLegislation/Statutes/HTML/ByArticle/Chapter\\_115C/Article\\_27.html](http://www.ncleg.net/EnactedLegislation/Statutes/HTML/ByArticle/Chapter_115C/Article_27.html)

**Visitors and Volunteers**  
**(See policy 307.3 and 307.4)**

**307.3 Visitors**

The Head of School or his or her designee will post instructions to parents and visitors, directing them to the school office to sign-in upon their arrival on campus.

All parents and visitors shall report to the school office upon arrival and are required to sign a visitation form, including the time of their arrival and their destination. Visitors, including parents, are required to wear a nametag identifying them. At their departure, visitors and parents are required to return their nametag to the office and sign out on the visitation form.

The School Director or his or her designee is authorized to limit campus access to persons, including students and Parents, who threaten the safety or well-being of the school community, or whose presence disrupts or likely disrupts the school environment; determine if sales personnel may make sales visits to school administrators; and call law enforcement personnel to protect against any threat posed by any person or to remove from the school property any person who refuses to leave after being directed to do so by authorized personnel.

**307.4 Volunteers**

The School's viability depends, in large part, on an effective volunteer program. Parents of students attending PCCS-CFA are encouraged to commit time to such volunteer work for the school. Parent volunteer help is especially needed to support field trips, special classroom events, and special school activities. The School Director or his or her designee is responsible for volunteer oversight, including selection, recruitment, screening, and assignment. Volunteer services may be controlled or terminated at the School Director's discretion. Volunteers are subject to applicable Visitor Policies), and must report to the school office upon their arrival on campus. Volunteers are bound by the standards of conduct set forth by the School for school employees.

Parents/guardians, it is requested that you discuss volunteering with the classroom teacher prior to arriving to complete your volunteer hours. This avoids conflicts with changes in schedules.



**PIEDMONT COMMUNITY CHARTER SCHOOL-CFA**  
**Dress Code for Elementary Grades**

Students are to be in dress code upon arrival until departure from school property unless otherwise approved by administration. The administration reserves the right to determine appropriateness of dress in cases not covered by the Dress Code or in other cases as they may arise

- I. Tops — SOLID red, khaki (tan), white or navy**
  - A. Shirts: must have a collar; NO sleeveless; must be tucked into bottoms.
  - B. Undershirts: in solid approved colors only
  - C. Sweaters/Sweatshirts/Hoodies: in approved colors only
  - D. School wear: any top printed or embroidered with school name or crest (with or without collar)
  - E. No visible logos larger than the size of a quarter.
  - F. Dresses with collars in approved colors. No logo larger than a quarter. Hem should fall below fingertip when hands are extended to the side.
  
- II. Bottoms - SOLID navy or khaki (tan)**
  - A. Pants should not hang on the floor or be worn below the waist
  - B. **NO** overalls, shortalls or overall jumpers
  - C. Shorts/Skorts/Skirts/Jumpers: Hems should fall below fingertips when hands are extended to the side
  - D. **NO Denim/gym shorts/sweatpants**
  - E. Cargo style bottoms are permitted
  
- III. Shoes and Socks/Tights**
  - A. Tennis shoes or hard soled shoes including loafers and oxfords
  - B. Enclosed toe shoes only
  - C. **NO** lights in shoes, **NO** leggings
  - D. Socks/tights in solid approved colors only (red, white, navy, khaki/tan) – no designs, patterns, etc.
  
- IV. Coats/Jackets**
  - A. Coats or jackets of any color may be worn before and after school as well as during recess. They cannot be worn in the classroom or hallway areas during the school day.
  - B. To be worn in class/hallways they must be in approved solid colors (red, navy, white, khaki/tan) and have no logo label, symbol or brand name visible larger than the size of a quarter
  
- V. Hair**
  - A. All students should have well-groomed hair in traditional styles
  - B. Boys' hair should be kept neat and clean and be out of the eyes, clearly off the collar, and not below the ears. No bizarre, trendy haircuts (i.e. mohawks) or pony tails of any type. Side burns must not be below the earlobe.
  - C. Bangs are not to hang in the eyes
  - D. **NO** unnatural colored hair such as orange, green, purple, yellow etc.
  - E. Facial hair, such as mustaches, beards and goatees are not allowed.
  
- VI. Other**
  - A. The following jewelry is permitted so long as it is in good taste:  
Girls: 1 pair earrings, 1 watch, 1 ring and/or one necklace  
Boys: 1 watch, 1 ring and/or 1 necklace
  - B. Clothing is not to be tight or form fitting
  - C. Belts: optional for Elementary Grades
  - D. **NO** visible tattoos or body piercing
  - E. Clothing should always be in good repair with holes mended
  - F. Students are to be clean and free of offensive odor.
  - G. No head covering may be worn at school unless required for specific/approved reason.

**Enforcement**

Dress code will be checked at the beginning of each day. Students are expected to be responsible enough to observe dress code. Staff should not be expected to take up instructional time to address violations, therefore repeated or continual violations will be addressed as a discipline matter by administration.

Revised 6/21/2011

## **Clubs**

Participation in clubs is based on grade level (or age) and qualifications set by the leader of the club. Examples of a few clubs on the elementary campus are: Patriot Singers, Keep Piedmont Beautiful, Girls on the Run, Let Me Run, and others as they are formed.

## **Academic Assessments/Programs**

### *mClass Reading 3D Assessments*

Reading 3D is an assessment tool used to inform instruction for students in K-3rd grade. The assessment tool is comprised of two components: DIBELS & TRC. DIBELS assesses early literacy skills and phonics. TRC assesses text reading comprehension.

### *Elements of Reading 3D*

Understanding the make-up & basic features of print  
Hearing & using sounds in spoken words (phonics)  
Knowing the sounds of letters and sounding out written words  
Reading fluency  
Reading comprehension

### *Assessment TimeFrames*

Students will formally be assessed at the beginning, middle and end of the school year.

### *How will assessments be used?*

Assessment results will be used to determine your child's reading strengths and weaknesses. Teachers will use this information to help each child.

Assessments are timed. Students will be challenged with written comprehension questions after a certain reading level. Parents will receive individualized reports at the beginning, middle, and end of the school year.

### *Elements of TRC*

Text Reading and Comprehension

To demonstrate proficiency in TRC, students should be reading at the following levels by the end of the school year:

Kindergarten: Level C/D

1st Grade: Level I

2nd Grade: Level L/M

3rd Grade: Level O-P (Must score a Q to meet Read to Achieve requirements)

**i-Ready**

Students in grades 2-5 will participate in i-Ready assessments in the fall, winter, and spring of the school year. These tests are the best indicators of student growth and ability to perform at the appropriate grade level. Data allows teachers insight into student strengths and weaknesses and provides information needed to better address student needs. Growth on assessments can be a factor in promotion and retention decisions. i-Ready assesses student ability in 2 areas: math and reading.

**North Carolina Beginning of Grade (BOG) Testing**

All students in third grade are assessed by the North Carolina Beginning of Grade (BOG) test which is linked to the Read to Achieve Program and is aligned to the NC Standard Course of Study. It establishes a baseline measure of a third grade students' English Language Arts/Reading skills at the beginning of third grade.

**North Carolina End of Grade (EOG) Testing**

All students in elementary grades 3-5 are assessed by the North Carolina End of Grade (EOG) tests. Along with i-Ready, this test is the summative assessment to determine if a student has mastered the content for his/her grade level. EOG scores provide valuable information that is considered in promotion and retention decisions. Based on decisions from the state, EOG testing can be either online or in paper pencil format.

3rd Grade: Math, Reading (English Language Arts)

4th Grade: Math, Reading (English Language Arts)

5th Grade: Math, Reading (English Language Arts), Science

**NC Check-Ins**

During the 2018-2019 school year, these were given to students in grades 3-5 for math and to students in grades 4-5 for Reading. If the state allows us to participate in more subjects across more grades, we will elect to use these benchmarks. The NC Check-Ins (formerly Proof of Concept) will be administered throughout the school year to provide teachers and parents with immediate feedback for guiding subsequent instruction. The North Carolina State Board of Education will use the results to determine the best course of action for future state assessments. Students will take these three times a year before they take their EOG's.

Appendices in next section...

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Appendix A

**Piedmont Community Charter School-CFA  
Transportation Form**

---

Child's Name (Please print)                      Teacher                      Grade

\*\*Using the lines below, please indicate if your child will be a car rider, van rider, or if they will walk and who will pick them up.

---

Car Rider                      Name of person picking up                      Relationship

---

Van Rider                      Daycare Name                      Phone Number

---

Walker      Address of where walking (this is not to be used to avoid the traffic line/pickup)

**If walking, please make sure you complete the Release of Responsibility Form (on the back)**

---

Parent Name                      Parent Signature

**There are guidelines for students to remain in the gym. The goal for the students being in the gym is for parents who need to pick up students to get to jobs or to the other campus. This means they should all be picked up by 3:00pm. If they are consistently picked up after 3:00pm, you will be notified that they will be placed in the back lot and whoever picks them up must go through the traffic line. Also, if they get three communication reports about their behavior while in the gym (all students must remain silent so staff can hear names), you will be notified and they will be placed in the back lot as well. We have a long waiting list for students to be in the gym for dismissal so we have high expectations.**

**During dismissal (including inside dismissal):**

\_\_\_\_\_ I will remain in my vehicle and stay in the **traffic pattern** to pick up my child.

\_\_\_\_\_ I will walk up to the **Gym line** to pick up my child.

Appendix B



**Piedmont Community Charter School-CFA**

Release of Responsibility

(Complete this form **ONLY** if your child will walk to and/or from school)

My child, \_\_\_\_\_, has my permission to walk to school and/or from school. I understand that once my child leaves the grounds of PCCS, the school and its staff are no longer responsible for the care and safety of my child. I accept full responsibility for his/her safety. Below are the days/times my child will be walking and the location to/from, which my child will be walking. If there is a change from this schedule, I understand that I am to notify the school immediately.

This form must be completed and on file in the school office before the student will be allowed to walk TO SCHOOL and/or FROM SCHOOL.

Days/times and location to/from which child will be walking:

---

---

---

Print Full Name of Child

Grade

Teacher

---

Parent/Legal Guardian Name (Please print)

Date

**Color copy of traffic  
pattern goes here**

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intentionally blank....

Appendix D

**Piedmont Community Charter School-CFA**  
Student Locker Use

During the school year, students on the third floor of the main building will have the opportunity to use lockers. The lockers will be assigned by each homeroom teacher. Students will abide by the following guidelines.

Students may use their lockers based on the guidelines provided by the 4th and 5th grade teachers.

Students will not be allowed to place locks of any kind on lockers. They will be used just like cubbies in the younger grades. Students should not bring anything valuable to school to keep in their lockers. Staff members are not responsible for any missing items in lockers.

Administrators retain the right to open a locker if there is reasonable suspicion of a violation of the Code of Conduct. Teachers and administrators retain the right to open lockers to locate books and/or materials for parents or locate misplaced classroom materials.

Both the student and his/her parent or guardian are required to sign below authorizing teachers and administrators the right to open his/her locker. Students will not receive a locker assignment nor be able to use a locker until this signed form has been turned in.

Lockers must be kept clean and neat. Food should be removed daily. The use of stickers inside or outside of lockers is not permitted. Homeroom locker checks will be done by the homeroom teachers as needed. Students are not permitted to open and take the contents from the locker of other students.

Failure to abide by these guidelines may result in the student losing the opportunity to use a locker.

_____ Student(print name)	_____ Grade	_____ Teacher
_____ Student signature	_____ Parent/Guardian Signature	_____ Date
_____ Teacher signature	_____ Locker number	_____ Date

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## Appendix E

### **Piedmont Community Charter School-CFA** *Policy for Administering Medications During School Hours*

#### 306.5 Medications

If a child must be medicated (including over-the-counter and prescribed medication) during school hours and the parent cannot be at school to administer the medication, only the School Director's designee may administer the medication in compliance with the parent's written, signed, and dated instructions. The School Director or his or her designee reserves the right to require medical certification by a suitable doctor or to seek advice from a doctor the school retains to determine the appropriateness of administering any medicine. No teacher may be required to administer medication against his or her wishes.

The parent's medication instructions must include at least the following: child's name, name of medication, purpose of medication, time and dosage to be administered, possible side effects and related treatment, termination date for administering the medication, special information about the medication (i.e., storage requirements).

Authorization forms to give medication on campus and medication records must be retained in the student's confidential medical file.

School personnel will not administer any medication to students unless they have received a medication form, as outlined above. Medication can only be administered as directed by the physician. We will not change the dosage or time of day to give the medicine without PRIOR changes on a new medication form signed by the physician and parent or guardian.

If you have questions regarding this policy or other issues related to the administration of medications, please contact the school nurse at 704-853-2428 or FAX 704-853-3689.

We appreciate your cooperation regarding this "Administering of Medication Policy".

Sincerely,

Holly White, Elementary Director

**Important Note:** In the event of an emergency due to an allergic reaction, where the parent/guardian is not available, you may wish to have an "Authorization for Medication" form signed giving permission to administer Benadryl. The school's only other option would be to call 911.

### **Guidelines to Returning to School After Illness**

#### 306.3 Illness and Injury

Sick children should not attend school to protect their own health and the health of other members of the school community. A student with the following symptoms should remain home and not return to school until he or she is symptom-free for 24 hours: vomiting, diarrhea, or a temperature of 100 degrees Fahrenheit or above.

Any student with any contagious symptoms – such as frequent coughing or sneezing, eye discharge, or cloudy nasal discharge, all of which may involve the spread of illness – should not attend school. If a student with a contagious illness has attended classes, parents should notify the teacher immediately.

When a student is injured or becomes ill at school, the student will normally be sent to the main office to be assessed by the proper school employee. The student will be treated in the office and sent back to class if appropriate and the student does not pose a threat to others or classroom order. Any student a school nurse or other caregiver sees may be given documentation explaining the problem's nature and measures taken. The school office will notify the parent(s) if the child needs further assistance or must leave the School.

No underage student may leave the School unsupervised. Any significant injury or accident occurring during the school day or during a school activity will be reported to a parent. The School will treat minor injuries or contact a parent to take the student for medical attention.

## Appendix G

### 304.13 Harassment and Bullying

The School is committed to providing an environment that is conducive to learning and is free from harassment and bullying based on race, religion, gender, ethnicity, national origin, disability, or any other illegal conduct. Other forms of harassment and bullying are also prohibited, including those based on other distinguishing characteristics such as, but not limited to, physical, social, academic, emotional, and socio-economic status, or simply based on personal differences or conflicts. All conduct prohibited by this policy includes behavior that occurs, directly or indirectly, by personal or electronic communication or action.

North Carolina law (G.S. 115C-218.75(c)) encourages charter schools to adopt a policy against bullying or harassing behavior, including cyber bullying. Charter schools that do so shall, at the beginning of each school year, provide the policy to staff, students, and parents as defined in G.S. 115C-390.1(b)(8)

Harassment is an unwelcome, offensive verbal, nonverbal, or physical conduct that is sufficiently severe, persistent, or pervasive as to significantly affect one's employment or a student's learning conditions. Harassment includes, but is not limited to, abusive jokes, insults, slurs, name-calling, threats, bullying or intimidation, unwelcome sexual advances, or the exchanging benefits for performing sexual or other favors.

Harassment is prohibited at all levels—between students, employees and students, co-workers, supervisors and subordinates, non-employees and employees and/or students, and any other School representatives or members of the School community while at the School or involved in School activities.

In addition, no student or staff member shall retaliate against anyone who reports or seeks remedies against harassment or bullying or otherwise aids or supports someone who aids in enforcing this policy.

All staff members must report to a supervisor instances or reasonable suspicions of harassment and bullying and aid in investigations carrying out this policy. Appropriate School staff shall take any alleged harassment or bullying report seriously and respond to it fully and promptly. Students are also urged to report and assist in carrying out this policy.



## Appendix H

### STUDENT/PARENT/TEACHER EXPECTATIONS

Piedmont Community Charter School holds high expectations for the staff, students and parent and believes accountability must be shared by all three parties. To meet these expectations, parents, teachers and students are invited to become partners in the educational process by committing to the responsibilities.

#### *As a student, I will:*

- ✓ Attend school on time and regularly.
- ✓ Come to school dressed appropriately, prepared with the necessary materials, and with a positive attitude.
- ✓ Complete assignments on time.
- ✓ Ask my teacher questions when I don't understand.
- ✓ Respect myself and the rights of others.

#### *As a teacher, I will:*

- ✓ Teach the Core Knowledge curriculum and the NC Standard Course of Study.
- ✓ Explain my expectations, goals and grading system to the student and the parent.
- ✓ Provide a climate in the classroom that is conducive to learning.
- ✓ Communicate frequently with parents by telephone, in writing, and in conferences.
- ✓ Provide absent students with missed assignments.
- ✓ Meet with the student and his/her parent(s) as needed.
- ✓ Employ various teaching methods which work best for the student.
- ✓ Provide enrichment opportunities or tutoring opportunities for the student as needed.
- ✓ Respect the cultural differences of each student.

#### *As a parent, I will:*

- ✓ Work with my child's teacher for the benefit of his/her education.
- ✓ Provide ample, quiet study time at home and encourage good study habits.
- ✓ Make sure my child is well-rested and at school on time.
- ✓ Make plans ensuring my child will remain at school all day through dismissal time.
- ✓ Support the school staff in their efforts to promote appropriate behavior.
- ✓ Encourage my child to read more.
- ✓ Communicate regularly with my child's teacher.
- ✓ Monitor my child's homework.
- ✓ Read, sign and return any communications sent home.
- ✓ Attend parent/teacher conferences as requested.
- ✓ Support school remediation providing transportation, encouragement and additional help at home.

The Managing Directors at Piedmont Community Charter School are committed to providing a safe and orderly environment that is conducive to learning. As the instructional leaders of the school, they will support the teachers in their efforts to teach all the students. Opportunities for the establishment and attainment of high expectations will be made available to all students.

*Parental involvement is essential as we work to give your child the best educational experiences possible.*

**Piedmont Community Charter School-CFA**  
Field Trip Transportation Information

303.7 Field Trips

Field trips are part of the educational program to support and enhance the educational and community experience. School-sponsored field trips will be well planned and evaluated in terms of their educational and social appropriateness. Field trips will be reasonable in length, activity, and difficulty, considering the students' age and maturity and available resources. Overnight trips require special precautions to assure student wellbeing and to avoid or minimize, to the extent possible, interference with other class studies and attendance.

At the beginning of each academic year, parents must sign a waiver of liability and permission for their student to attend all field trips sponsored by the school.

303.7.1 Chaperones and Drivers

Chaperones and drivers who volunteer to transport students for field trips must sign and submit to the school any information required by the Elementary or Secondary School Director in advance of a field trip. They must also submit a copy of a valid driver's license and proof of their automobile's current insurance. Each teacher must gather this information from drivers before leaving on the field trip. Those who cannot provide the information required may not transport students.

Every student being transported must have and use an appropriate seat belt and/or child safety seat. Students may not ride in the front seat of a vehicle equipped with air bags unless such students are of proper size, weight, and age. Drivers should arrive early, with their vehicles adequately fueled and in good and proper condition. Teachers will provide to each driver any necessary maps, directions and instructions, a roster of students being transported by the driver, and those students' emergency contact information.

303.7.2 Child Safety Seat Law

North Carolina law requires all children under eight years of age or weighing less than 80 lbs. to use an appropriate safety seat while riding in a motorized vehicle. Therefore, all students at the School who are under eight years of age or weigh less than 80 lbs. must be secured in a safety seat when attending school field trips. Parents should provide their child's safety seat on the day of a field trip. For questions please contact the School Director or visit the NC Child Passenger Safety Resource Website.

303.7.3 Guidelines

Appropriate instructional activities will precede and follow each field trip. Before each field trip, the teacher will submit to the School Director a written outline of the trip's instructional objectives. Procedures for requesting field-trip approval and other related activities may also be established by the school director. Guidelines include the following:

The teacher will send permission requests to parents at least five to ten days before the date of the trip, indicating the trip's date, time, and purpose.

Parents may be required to provide special additional written permission for their children to participate in a particular field trip. Parental approval forms must be filed with the teacher before the field trip. Copies of these forms are to be retained for at least the remainder of the school year and longer, as circumstances require.

All field trips will normally begin and end at the school. When a field trip is made to a place of business or industry, the teacher must be assured prior to beginning such a tour that an employee of the host company will serve as the guide. A reasonable number of adult personnel and volunteers shall accompany and supervise students on all field trips. The School, if feasible, will provide an appropriate educational experience and proper supervision for any students whose parents do not wish their children to participate in a field trip.

**(In order for students to be counted present on field trip days, they must report to the school on time so the teacher can take attendance before they leave).**

#### 303.7.4 Activity Bus Policy

The school offers various curricular and extracurricular field trips and activities for student's educational, social, and physical development. Bus transportation is often necessary to transport students for such activities. This policy governs the use of any school activity bus owned or leased by the school for such purposes, to provide for orderly and safe transportation in such instances. The following procedures and rules shall apply.

Regular school policies and procedures shall apply during use of a school activity bus, including the student conduct code, plus any other rules established by the school administration. Use of a school activity bus, even if occurring after regular school hours is a school sponsored event.

Activity bus drivers shall (a) be authorized by the Head of School to drive an activity bus, (b) be properly licensed and trained in its safe operation, (c) comply with all other applicable laws, rules and school policies pertaining to an activity bus and to supervising its riders, and (d) with any other designated supervisor or chaperone, have reasonable discretion to supervise and direct bus riders, and to take steps reasonably necessary to preserve order and safety.

Activity bus transportation is provided as a privilege, not a right, to students who benefit from its use. Such privilege may be suspended for one or more students when, in the reasonable discretion of the Head of School or his/her designee, such suspension is necessary for safe and orderly school operation.

A parent whose child rides an activity bus under approved circumstances impliedly consents to such use and accepts the normal risks associated therewith. A parent may, however, withdraw such implied consent by providing reasonable, advance written notice to the Head of School of any

objection the parent has to his/her child riding such bus on a particular occasion or any occasion. In such cases, the parent shall bear sole responsibility for providing alternate transportation for the child if the child is to participate in the respective activity.

If the school contracts for hire a commercial bus for similar purposes, riders shall comply with any additional rules imposed by the provider of such bus.

The Head of School or his/her designee may establish additional administrative procedures to govern activity bus use.

In order to incorporate field trips as a part of the education of the students attending Piedmont Community Charter School, we rely on our parents to provide the transportation for such activities. To ensure the safety of our students during field trips, the following paragraphs state the requirements for a parent/guardian and/or staff member to drive children other than their own on a school sponsored field trip.

Each and every time a parent/guardian drives on a field trip, they MUST provide updated insurance information that shows current dates of coverage and a valid driver's license. This must be done prior to the day of the field trip. Please send a copy in to the teacher to be kept with the corresponding field trip information. Those unable to provide this information will be unable to drive children other than their own.

This information will not be kept on file for the school year as it is impossible to keep track of every parent's current dates of coverage for insurance and expiration dates of drivers licenses. Registration cards do not contain valid insurance information and are not acceptable forms of proof of coverage. Please make sure you have the correct documents before coming to the school to have them copied.

We are grateful for your participation and involvement in the education of your child. It is because of our parents and their desire to be involved that PCCS-CFA will continue to be a success.

Since PCCS-CFA is a Tobacco Free Campus, there will also be no smoking on field trips.

Appendix J

**Piedmont Community Charter School**  
Tobacco, Controlled Substances and Alcohol

*Tobacco Product:* cigarettes, cigars, pipes, chewing tobacco, snuff, and any other items containing, or reasonably resembling, tobacco or tobacco products, including vaping.

*Tobacco Use:* smoking, chewing, dipping, or any other use of tobacco products.

*Display:* having any tobacco product in a location or position that is visible to students or School personnel. Displaying tobacco products does not extend to display that has a legitimate instructional or pedagogical purpose and is teacher- or School Director-approved.

The School is committed to being a community free of unhealthy substances including illegal controlled substances, tobacco, and alcohol. Using illegal controlled substances or alcohol while on School property, at any School-related activity, or in any other venue where the conduct in question is likely to substantially impact or undermine the operation or well-being of the School or its members, is prohibited.

## **Piedmont Community Charter School-CFA**

### The First 20 Days of School

- Charter schools are funded by the state. The funding for the entire school year is based on the number of students in attendance for the first 20 days of school with the very first day of school being most important.
- Each day your child is absent during the first 20 days of school, PCCS will lose state funds needed to operate the school.
- Several years ago the school lost \$200,000 in funding due to student absences.
- For the 2018-2019 school year, the first 20 days of school are August 27<sup>th</sup>-September 24<sup>th</sup>.
- We respectfully request that you do not schedule any appointments or vacations during the first 20 days of school. If already scheduled, please reschedule to a later date.
- A student who is in attendance for more than 3.5 hours of the school days is counted present. That means if a student is not feeling well and can stay at school until 11:30am and then checked out, he/she will be counted present for the entire day.

If you have any questions or concerns, please call the school at 704-853-2428.

Thank you for your support and cooperation in this very important matter.

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Appendix L

For Office Use Only

Form Received on: \_\_\_\_\_

By: \_\_\_\_\_

**Piedmont Community Charter School**  
**Regular Field Trip Acknowledgment, Waiver, and Medical Information Form**

**Note:** Every student must complete this form and file it with the school before participating in any field trip throughout the year. In addition to this form, particular field trips (such as overnight or other special activities) may require additional documentation. Any reference to a “parent” in this form includes the child’s legal guardian.

Name of Student: \_\_\_\_\_

**A. School objectives and commitments.** The School believes that regular field trips are a necessary supplement to students’ on-campus education. Regarding such trips, the School will:

1. Select trips that are appropriate and valuable for students;
2. Reasonably and carefully plan, communicate about, and supervise each trip;
3. Provide special and necessary assistance, including medical care, decisions or delivery, required by the circumstances to best ensure student safety and wellbeing;
4. In the event of an illness or injury, attempt to contact parent(s); alternatively, if a parent is not available, an individual identified by the parent as an emergency contact;
5. Inform parents and students of any particularly unique characteristics and/or risks associated with each particular field trip;
6. Enforce school policies at all time.

**B. Parent understands and agrees to the following:**

1. Off-campus school field trips have important educational value.
2. The School will strive to conduct such trips with all necessary supervision, diligence, and precaution in the manner described above in Section A.
3. Parent voluntarily allows student to participate in all field trips, except that Parent may elect to have his/her child not participate in a particular field trip if Parent informs the School in writing in advance of such trip.
4. The School and its Agents shall not be responsible or liable for any injury or loss via commercial transportation the School reasonably hires or via direct transportation the School or its Agents reasonably provides.
5. Parent, in this form, will provide, all medical, insurance, and other information requested and will notify the School should such information need to be updated during the year.
6. Parent holds the School and its Agents harmless for, and waives the right to, assert any legal or other claim or demand based on injury, damage, or loss arising from the inherent risks associated with field trips. Failure to comply with this provision shall subject parent



to liability for all reasonable costs and fees the School and/or its Agents incur in responding to and defending any such parental claim or demand.

**C. Student Insurance information**

Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_

**D. Student Emergency Contact Information and Medical Authorization.** In the event of an emergency or other urgent medical situation, I understand that the School will attempt to contact me or the other parent as soon as possible. I hereby authorize the School to administer necessary medical assistance and to reasonably transport (or authorize transport of) my child to a hospital or other necessary medical facility for emergency treatment.

*Primary Parent Contact: (who we call first)*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

*Secondary Parent Contact: (if we can't reach parent above, this is who we will call second)*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

*Back-up Emergency Contact: (if we can't reach those above, we will call this person third)*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

*Primary Care Doctor's:*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**E. Medical Information.** List and describe any allergies or other special medical, physical, or emotional conditions and/or special needs:

*The undersigned parent hereby affirms the accuracy of the information s/he has provided and agrees to the terms and statements herein:*

Parent: \_\_\_\_\_ [printed] \_\_\_\_\_ [signature]

# PCCS Student Code of Conduct-Elementary Campus

Revised 7/2019

The following chart outlines violation of conduct and the potential consequences for such actions. This is not meant to be an exhaustive list of infractions. To view the complete policy, please reference **300 Series Policy: Students, Parents and the Community** and **500 Series Policy: Technology** on the PCCS website at <https://pccharter.teamcfa.school/about/board-of-directors/>.

VIOLATIONS	POTENTIAL CONSEQUENCES
<p><b>I. Acts of Violence</b></p> <p>Fighting:</p> <ul style="list-style-type: none"> <li>• Mutual fighting between two students.</li> <li>• Attacking another person.</li> <li>• Seriously injuring another person except for necessary self-defense.</li> </ul> <p>Threatening to cause physical harm:</p> <ul style="list-style-type: none"> <li>• Directed at other non-personnel on school grounds or at school functions.</li> <li>• Directed at school personnel on school grounds or at school functions</li> </ul>	<p>Consequences for infractions of this nature may include, but are not limited to, parent notification, suspension ranging in duration from 1 to 10 days, report to law enforcement, and recommendation for long-term suspension.</p>
<p><b>II. Weapons and Dangerous Objects</b></p> <p>Possessing a weapon (e.g., knife, gun, sharp object, pin, club, look-alike weapon, or any object which could inflict serious injury). An instrument resembling a weapon, if used in a threatening way, is considered a weapon.</p> <p>Using a weapon in a fight.</p> <p>Possessing, using, and/or selling explosives or fireworks.</p> <p>Possessing, selling, and/or otherwise furnishing a firearm.</p> <p>Brandishing a knife</p>	<p>Consequences for infractions of this nature include, but are not limited to, parent notification, suspension ranging in duration from 3 to 10 days, report to law enforcement, and recommendation for long-term suspension.</p>
<p><b>III. Drugs, Alcohol, Tobacco, E-Cigarettes and "Look-A-Likes"</b></p> <p>Possessing, using, selling, or being under the influence of an alcoholic beverage on school grounds or at school functions.</p> <p>Possessing, using, or selling any form of e-cigarette paraphernalia items on school grounds and/or at school functions.</p> <p>Possessing, using, selling, or being under the influence of a drug on school grounds and/or at school functions.</p> <p>Possessing, using, or selling tobacco in any form on school grounds, and/or at school functions.</p> <p>Offering, arranging, negotiating to sell, delivering or furnishing alcohol or drugs, and/or substituting a lookalike substance intended to represent illegal alcohol or drugs.</p> <p>Unlawfully selling a drug.</p>	<p>Consequences for infractions of this nature include, but are not limited to, parent notification, a suspension ranging in duration from 3 to 10 days, report to law enforcement, referral to the county health department or other applicable agency, and recommendation for long-term suspension.</p>
<p><b>IV. Drug Paraphernalia</b></p> <p>Possessing drug paraphernalia.</p> <p>Offering, arranging, or negotiating to sell any drug paraphernalia.</p>	<p>Consequences for infractions of this nature include, but are not limited to, parent notification, a suspension ranging in duration from 3 to 10 days, report to law enforcement, referral to a relevant county agency, and recommendation for long-term suspension.</p>
<p><b>V. Robbery, Extortion, Theft</b></p> <p>Robbing or extorting on school grounds or during school functions.</p> <p>Attempting or stealing school or private property.</p>	<p>Consequences for infractions of this nature include, but are not limited to, parent notification, a suspension ranging in duration from 3 to 10 days, restitution, report to law enforcement, and recommendation for long-term suspension.</p>

<p><b>VI. Damage to Property</b></p> <p>Causing or attempting to cause damage to school property or to another's private property while on school grounds or at school.</p> <p>Arson</p>	<p>Consequences for infractions of this nature include, but are not limited to, parent notification, a suspension ranging in duration from 3 to 10 days, restitution, report to law enforcement, and recommendation for long-term suspension.</p>
<p><b>VII. Profane, Obscene, Vulgar, Derogatory, Demeaning, Abusive, Disrespectful or Harassing Statements, Acts, Behavior, Unacceptable Use of Technology</b></p> <p>Directed at school personnel and/or non-personnel on school grounds or at school functions.</p> <p>Students are prohibited, without proper authorization, from disclosing personal identifying information about themselves or others through the use of the School's or personal technology resources including videoing, photographing, etc.</p> <p>Students are prohibited from bypassing school technology security measures, etc.</p>	<p>Consequences for infractions of this nature include, but are not limited to, parent notification, confiscation, a suspension ranging in duration from 1 to 10 days, report to law enforcement, referral to guidance or another character education resource, and recommendation for long-term suspension.</p>
<p><b>VIII. Cheating, Plagiarizing, and Academic Dishonesty</b></p> <p>Knowingly receiving or giving help to another student or using aids without authorization for a class assignment or test.</p>	<p><i>1st offense:</i> parent notification, in-school or after-school detention referral, and a zero on the assignment.  <i>2nd offense:</i> parent conference, in-school or after-school detention referral, and a zero on the assignment.  <i>3rd offense and beyond:</i> parent conference, in-school suspension, and out-of-school suspension</p>
<p><b>IX. Willful Disobedience</b></p> <p>Refusing or failing to follow staff directives.</p> <p>Failing to comply with the dress code.</p> <p>Failing to follow conduct code when being transported on school activity bus.</p> <p>Being on campus while on Out-of-School Suspension.</p> <p>Gambling</p> <p>Skipping class or leaving school property without permission.</p> <p>Lying; forging or falsifying documents or information. Littering</p> <p>Possessing any electronic device without permission from school personnel or otherwise authorized and deemed to be a distraction: including cell phones, smart watches, headphones, earpods, etc.</p> <p>Horseplay Students must keep <i>hands, feet, and other objects</i> to themselves.</p> <p><b>Unacceptable behavior:</b> Offensive or other physical displays of affection involving kissing or other romantically- or sexually related touching.</p> <p>Failing to demonstrate good citizenship, using culturally insensitive or improper language.</p> <p>Failing to follow classroom rules.</p> <p>Disrupting the classroom environment.</p>	<p>Consequences for infractions of this nature include, but are not limited to, parent notification, after-school detention, and confiscation, a suspension ranging in duration from 1 to 10 days, and recommendation for long-term suspension.</p>

