

TRIAD MATH AND SCIENCE ACADEMY

STUDENT & PARENT HANDBOOK
2021 - 2022

TRIAD MATH AND SCIENCE ACADEMY

Middle & High School Campus

700 Creek Ridge Rd. Greensboro, NC 27406
(336) 621-0061 www.tmsacharter.org

Elementary Campus

600 Industrial Ave. Greensboro, NC 27406
(336) 763-2771 www.triad-es.org

Triad Math and Science Academy is
a part of TMSA Public Charter Schools.



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School Directory

TMSA Middle & High School

Mr. Marcus Van Hagen	Interim Principal	mvanhagen@tmsacharter.org
Ms. Tonja McPhail	HS Academic Dean	tmcpvail@tmsacharter.org
Mr. Marcus VanHagen	HS Dean of Student Culture	mvanhagen@tmsacharter.org
Ms. Sylvia Lawrence	MS Academic Dean	slawrence@tmsacharter.org
Mr. Masaru Harris	MS Dean of Student Culture	mharris@tmsacharter.org
Mr. Luke Saunders	College Counselor	lsaunders@tmsacharter.org
Dr. Perihan Akcan	School Counselor	pakcan@tmsacharter.org
Ms. Tina Garrett	School Social Worker	tgarrett@tmsacharter.org
Ms. Tasha Parks	Student Data Coordinator	tparks@tmsacharter.org
Mr. Mustafa Tosun	Operations Manager	mtosun@tmsacharter.org
Ms. Christy McNeil	Administrative Assistant	cmcneil@tmsacharter.org
Ms. Ana Arias	Administrative Assistant	aarias@tmsacharter.org
Mr. Charles Williamson	Athletic Director	cwilliamson@tmsacharter.org
Mr. Lukman Sapar	IT Coordinator	lsapar@tmsacharter.org
Ms. Koisay Morlu	School Nurse	kmorlu@tmsacharter.org
Ms. Meshone Todd	District Lunch Coordinator	mtodd@tmsacharter.org

TMSA Elementary

Ms. Diane Burke	Principal	dburke@tmsacharter.org
Ms, Alison Eilers	3-5 Dean/Testing	aeilers@tmsacharter.org
Ms. Amani Saeed	K-2 Dean	asaeed@tmsacharter.org

1. Welcome

Principal Mrs. Burke's Message

Dear Parents, Guardians and Students,

What an exciting time for everyone here at TMSA as we begin another year! My name is Diane Burke, and I am the TMSA Elementary School Principal. I am married and have three children. One serving as a United States Marine, and two girls attending high school. I have been in North Carolina for 20 years and am originally from Long Island, New York. I am one of five siblings and the only girl!

I have had teaching experience in each grade level from K – 5th grade, as well as being a reading remediation teacher for a Title I school. I graduated from UNC Chapel Hill in 2010 with a Master Degree in School Administration. I have served in several leadership roles before becoming principal and have been involved with TMSA since the early stages as a founding board member. I am

extremely excited about the growth and initiatives taking place as we have grown and expanded so much in a short time and what we were able to accomplish during Digital Learning last year.

I am really happy to be here and to serve the TMSA Community. I have had over 30 years of experience in education, and I am passionate about working with staff, students, families and community.

It has been a very busy summer and I look forward to building many lasting relationships with our new and returning students and their families. I will be proactive and visible as I visit classrooms and interact with the students, teachers, staff and parents on a daily basis.

Please be sure to read through the student handbook, keep up with the website updates, read and listen to the school messages via email, phone and announcements. You may also follow us on our Facebook page for updates, information and great things going on at our school. We will continue to enhance our program with character

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education and growing well rounded Tigers of Character. We will continue to improve the great traditions which have been established over the years and implement new ones as this will be our 12th year anniversary to our doors opening in 2008.

On behalf of the TMSA Administration Team, I welcome new and old students and their families to the 2021-2022 school year! I hope that you will join us in our journey to excellence! It is going to be a great year!

Best Regards,

Diane Burke

Triad Math and Science Academy
Elementary School Principal

About This Handbook

This handbook provides academic and general information, policies, and procedures, and student code of conduct of the schools run by Triad Math and Science Academy Company (hereby TMSA) and Charlotte Education Foundation (hereby QCSS). It aims to provide useful information to all students and parents that is easily accessible. Students and parents are expected to read, understand, and comply with all provisions of this handbook. Please speak with your principal if there are any questions not answered within this handbook, or if you have any objections to any section contained within.

TMSA/QCSS reserves the right to make changes or modifications to this handbook as needed throughout the school year with or without advanced notice. We will try to inform you of any changes as they occur.

2. Student Rights & Responsibilities

Student Responsibilities	Student Rights
<ul style="list-style-type: none"> ● To be caring and honest, ● To do his or her best to learn and master all he/she can, ● To respect school rules, regulations, and policies, ● To be sure that personal expressions do not interfere with the rights of others, ● To follow state law and school policies concerning substance abuse, ● To respect and protect the personal and property rights of others and of the school, ● To treat all members of the community with full respect, fairness, and courtesy, ● To abide by all the expectations of the school and its community, ● To follow the prescribed guidelines for participation in school activities, and ● To adhere to due process procedures. 	<ul style="list-style-type: none"> ● To feel safe in the school environment, ● To take full advantage of the learning opportunities, ● To work in an environment free from disruptions, ● To express his or her opinions, ideas, thoughts, and concerns, ● To have a healthy environment that is smoke, alcohol, and drug-free, ● To use school resources and facilities for self-betterment under appropriate supervision, ● To expect courtesy, fairness, and respect from all members of the community, ● To be informed of all expectations and responsibilities, ● To take part in a variety of school activities, and ● To have the right to due process.

All students at TMSA/QCSS are entitled to the rights guaranteed by the United States Constitution and Bill of Rights. Their rights will not knowingly be denied by the required code of conduct or by any disciplinary actions taken by the school. Any student, who exhibits any of the unacceptable student behaviors or conduct violations listed in this handbook, or added to this list at a later date, will receive immediate consequences. These consequences range from

notification of parents, isolation, detention, and emergency removal from a school activity to suspension, expulsion, and criminal prosecution. In all instances, TMSA/QCSS's policies and procedures governing the due process for suspensions and expulsions will follow North Carolina Education Law.

All students at TMSA/QCSS have the right to feel physically, emotionally, and intellectually safe. Therefore, if at any time students think they are the subject of harassment, hazing, threats,

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or other intimidating behavior, they should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible. All reports like this will be kept entirely confidential.

Similarly, if anyone is concerned about the safety of a student, who seems to be the subject of harassment, hazing, or threats, he or she should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible, and reports will be kept entirely confidential.

3. General Information

Home-School Communication

We are dedicated to keeping our community informed.

Official announcements are provided on Schoology, websites, social media accounts, phone calls, and/or newsletters. As a common practice, the administration's announcements, which affect the school community, are made through these communication channels. We encourage and expect that parents and guardians will check these channels regularly.

Parents may communicate directly with the school's staff members via phone, e-mail, SMS, voicemail, written request, social media, messaging through learning management systems, or by accessing the school's

web page. A softcopy of the newsletter will be sent home regularly via email about upcoming school activities and events. Hard Copy versions will be available in the front lobby of the school.

Personal Belongings

Gaming devices, iPods, toys, and electronic games are not to be brought to school. Please label coats, caps, sweaters, etc. to help identify them if they are lost. Students are discouraged from bringing money to school except for specific purposes. Neither the teacher nor the school can be held responsible when money or personal items are lost.

Cell Phones

Cell phones are brought to school at the student's own risk, and the school assumes no investigative or financial responsibility if the device is lost, damaged, traded, or stolen.

Classroom Observations

We value the ideal of parents as partners in education. Parent and community support are vital in all facets of the school program. Parents of currently enrolled students or prospective students may wish to observe the classroom setting or perhaps volunteer to serve as an instructional partner in the classroom. To minimize disruption of the

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classroom environment, all classroom observations are limited to one per semester per subject and must be scheduled in advance with an administrator. Parents should arrive to observe at the scheduled time, not interrupt the regular class proceedings, and turn off all electronic devices.

Student Transportation

At the beginning of the school year, the teacher should be informed if a child is to ride in a car, ride the bus, be a walker, or stay for the After-School Enrichment Program daily. Notes must be sent if there are changes in daily procedures. If the notes are not received, the child will follow the instructions given at the beginning of the school year.

We aim to maximize instruction for all students; therefore, we ask that parents and guardians avoid picking their child up after 2:00 PM. It poses an interruption to the instructional day, which ends at 2:45 PM.

Early Dismissal

Any parent wishing to pick up a student early must first come to the office to sign out the student. We ask that parents and guardians sign their child out before 2:00 PM. In order for a student to be picked up by someone other than a parent, permission must be given by sending a note or making some other form of identifiable

contact with the office staff. The office will refer to the Emergency Contacts in PowerSchool to determine if the individual has permission to pick up the child. Everyone picking up a student must show identification. A student arriving after 11:30 AM will be counted absent. A student leaving school before 11:30 AM and not returning to complete a half-day will be counted absent for the day.

In the event that school closes during the day, buses will run. These dismissals are rare but may occur with bad winter weather or major facility problems. Please listen to local radio and/or television stations for system-wide announcements. Please do not call the school, as the phone lines will need to remain open for emergencies.

Emergency Drills

Regular emergency preparedness drills will be held throughout the school year so that students and staff will be trained to act properly in an emergency. These drills will include fire, tornado, lockdown, and other crisis emergency drills. A comprehensive emergency preparedness plan is on file.

Fire drills are held once a month. Tornado drills and lockdown drills are also conducted yearly. Alerts are explained to students during the first week of school. A plan is also in place in case of an emergency. In the event we experience persons entering the

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school, apprehending a school occupant and/or threatening violence, we will implement the school's established lockdown crisis plan, which includes the following steps:

1. We will secure the building by locking all doors (classrooms, offices, cafeteria, gym, and entrances).
2. We will then await assistance from the police department and the TMSA central office staff. We are prepared to handle a variety of emergencies.

Lost & Found Items

Personal items that are found should be turned in at the front office. Students should check with the front office secretary for lost articles. Unclaimed items will be donated to charity every month after students are informed about the deadlines to check lost and found objects.

When an item is missing, students should report the missing item to the front office administrative assistant. A lost item will be returned to the owner should it be found or located. Should the owner find the item themselves or it be returned directly to them, they should notify the front office as soon as it has been located.

Visitors & Volunteers

All visitors and volunteers must enter the building through the main office. They must then sign in and receive a

name tag/ID. This name tag/ID must be worn and visible at all times while in the school building. (Visitors and volunteers need to provide photo ID for an instant background check on every visit to the school building.)

Parents are welcome at school at any time. When parents or other visitors wish to tour the school, we ask that they call our secretary and schedule a tour. Parents who want to observe in their child's classroom are requested to arrange this in advance with the teacher and fill out the classroom observation form and have it approved. Once the observation is approved, parents check in at the office upon arrival to school so that a visitor's badge can be issued. While visiting, parents are not to use classroom instructional time to engage in conversation with the teacher. We value teaching and learning time at our school. We hope parents will frequently come for lunch. All visitors are to sign-in and to wear a visitor's badge during the visit.

Parent Volunteering

We encourage parents to take part in their child's education. There are a number of opportunities for parents to volunteer, including after-school club supervisors or assistants, library assistants, cafeteria aides, room representatives, and instructional partners. We encourage our parents to become a member of our parent organization and to support their efforts.

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Volunteers may be required to have a full background check completed depending on their level of involvement with students. For example, a full background check is required for:

- Sponsoring, advising, or coaching a student club, activity, academic team, or sports team,
- Working with or supervising students without a staff member present,
- Chaperoning any field trips or overnight travel with students.

Other visitors and volunteers will be checked through the office's current system (e.g., Raptor) each time they interact with the students.

Donations

If parents and/or businesses would like to make a monetary donation to the school to help cover the cost of student incentive prizes, consumable workbooks, student planners, locker maintenance, etc., it would be much appreciated. Checks can be made payable to TMSA/QCSS.

Student Agenda

Students to bring their agenda to school daily and carry it with them to all of their classes. All students in the hall while classes are in session must carry their agenda with them. There is a section for hall passes at the bottom

of each page. Teachers will issue hall passes to students who have justifiable reasons for leaving the room. Regardless of the reason issued, hall passes are only valid for a maximum time of five (5) minutes out of the room. It is the student's responsibility to maintain their Student Agenda in the original condition as it was issued. An agenda will be issued to each student at the beginning of the school year. If it is lost and needs to be replaced, then a new agenda can be purchased from the school office.

Use of School Telephones

School telephones are business phones, and student use is restricted to calls of an urgent nature. The office staff may take messages for students when it is essential for a student to receive information.

Students may not be called from class to talk on the telephone during school hours, nor are they allowed to make outgoing calls except in the most compelling circumstances. As part of an effort to teach responsibility, students are discouraged from calling home for forgotten items. Students may not use any phone at school other than an office phone – classroom phones are prohibited from use by students at any time. The school does not have sufficient phone lines to accommodate student phone calls at the end of the school day. All arrangements regarding after-school activities must be made before the student leaves home in the morning.

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Calls of an emergency nature that may involve the interruption of a class to deliver a message to a child must be directed to an administrator for approval. Students must have written permission from a staff member stating a reason to use the office phones between 7:30 am and 4:00 pm. We ask that all students come to school in the morning clearly knowing whether their parents will be picking them up or be picked up by another family member or friend in the afternoon. We also ask that parents know whether their children are planning to stay for an after-school activity.

Fundraising in the School

Students may only participate in school-approved fundraisers when soliciting within the school. Items are not to be brought into the school to be sold for personal reasons. Money and/or merchandise are not exchanged between students unless it is part of an approved fundraiser. Fundraising and selling may be approved for school-related activities only. Fundraising, selling, or buying without the principal's approval is prohibited.

Student Activity Fee Policy

Any after school activities, clubs, or food service sponsored by an outside vendor company will handle fees directly with the student's parent/guardian.

An annual student materials fee will only be charged if the local county school district assesses a materials fee to their students.

There may be individual fees assessed to students to participate in a school field trip or activity. Before the field trip or activity, the organizer must submit a request form through the online system, including any student fee associated with it. The principal and operations manager must approve this request. The parent will also sign a permission slip when submitting the fee.

There may be individual fees assessed to students to participate in a school fundraiser activity (i.e., admission to dance or carnival). Before the fundraising event, the organizer must submit a request form explaining the purpose and any fees associated with the event. The principal and operations manager must approve this request.

Parents may apply for a fee waiver based on financial need for any incident when a fee is assessed.

4. Academic Guidelines

PowerSchool

Parents can see their children's academic improvement, daily assignments, projects, discipline records, and attendance records

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through PowerSchool. Parents will be provided a username and password, which will only give access to their student's records. We strongly encourage parents to visit PowerSchool regularly to stay informed of their student's progress.

Powerschool may be accessed at <http://tmsa.powerschool.com/public/home.html>. Parents and students can obtain their PowerSchool username and password at the beginning of the year, or by checking with the school data manager throughout the year.

Communication between the school and parents is essential for a successful school year. Our organizational structure will allow team teachers to contact parents if a student is having a problem in a particular class. Interim reports will be issued to all students halfway through each quarter. Report cards will be issued at the end of each quarter. Report cards will reflect academic achievement and attendance records.

Grading Scale

TMSA/QCSS will be using a 10 point grading scale.

100%-90%	A
89%-80%	B
79%-70%	C
69%-60%	D
0%-59%	F

Incomplete	I
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Upon the discretion of the central office and school administration, elementary schools may also use a standards-based grading system.

Parent-Teacher Conferences

Parents and teachers should maintain a good working relationship to help students get the best possible education. One of our most important forms of communication is the parent-teacher conferences. Parent-teacher conferences are scheduled at least once per semester. Parents should check the school calendar for the specific date. Additional conferences may be requested at any time during the school year. If parents want to have a conference with any staff member, they should contact the school and make arrangements. Teachers will respond to parent communications within two business days.

Cheating and Plagiarism

Cheating and plagiarism are choices made by students to misrepresent their true knowledge of the subject material (cheating) or misrepresenting information as their own ideas/concepts/words by not giving proper credit to the source (plagiarism).

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All assignments submitted at TMSA/QCSS are required to be in the student's own words unless stated in writing by the teacher otherwise. Therefore, any copying of information from the Internet or any other source (i.e. "cutting & pasting", etc.) is considered plagiarism. However, quotations, drawings and/or pictures can be taken from the Internet or other source as long as they are appropriately cited in the document.

Homework Policy

Homework is an essential part of a successful educational program at TMSA/QCSS. Doing homework will help students develop many valuable skills such as good study habits, time management, responsibility, and perseverance. Teachers assign homework that will foster individual learning and growth, which is appropriate for the subject area. Homework is part of all students' regular evaluations. It is each student's responsibility to complete and turn in homework on time; if it is not, a grade of zero (0) may be given according to the TMSA/QCSS Grading Policy. In case of a conflict regarding homework assignments, the teacher's record is final. If students or their parents have homework questions, they should immediately contact the teacher who assigned it. Teacher's email is available, and daily assignments are posted on Schoology.

Students will be assigned homework regularly to improve their skills in

various subjects. The total time spent studying and doing homework will influence how much students learn. At the middle and high school level, however, homework will not typically exceed 90 minutes. Due to the rigorous nature of Honors, Pre-AP, and AP classes, completing assignments for those courses will likely require additional homework time. Homework criteria are determined by the classroom teacher. The following chart is a research-based suggestion. It means that each teacher on the middle and high school campus can assign 15-20 minutes of homework each night. However, homework may exceed 20 minutes in a particular class if it does not exceed 90 minutes.

Grade Level	Nightly Written Homework (Does not include independent reading time.)
Kindergarten	10 minutes
First Grade	20 minutes
Second Grade	30 minutes
Third Grade	40 minutes
Fourth Grade	50 minutes
Fifth Grade	60 minutes

Every teacher will post their homework on Schoology.

If a student does not have internet

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access at home to check out the school's LMS, it is his/her responsibility to write it down (digitally or on paper) before leaving school. Our teachers will provide an effective environment at school for students to learn and improve their skills. It will be necessary for students to assume the responsibility to do the following:

1. Request all make-up assignments and homework assignments from each teacher after an absence. Students will be given one day for each day that they were absent. For example, if a student misses three school days, he or she will have three school days to make up the missed work.
2. Complete all homework assignments and turn them in on time.
3. Ask questions when the student does not understand assignments.
4. Do all homework neatly.
5. Attempt to do homework individually. Parents are encouraged to assist and monitor the homework.

Teachers will notify parents if a student continually fails to complete homework assignments. Parents may also monitor student grades in PowerSchool. If a student is absent for one day, parents ask for assignments that the student returns to school. If the student is absent for more than one day, parents ask for assignments 24-hours in advance. As an additional

resource, students may utilize Schoology to learn about any missing assignments.

Late Work:

- If late work is not turned-in, the grade will remain a zero (0).
- If work is submitted within a week after the progress report is issued, the highest possible grade the student can receive is sixty (60).
- No work will be accepted after report cards are finalized, usually two to three days after the end of a quarter.

Note: This policy does not apply to assessments/projects, which will be determined by teacher expectations as determined by the rubric being utilized.

Student Recognition

Students will be recognized for outstanding performances and achievements at the end of each grading period. Students are encouraged to do their best, so they can be recognized for their outstanding efforts.

Schedule Changes

Each student's schedule is carefully planned and developed based on the student's academic history and demonstrated abilities. Modifications to the student's schedule can only be made if requested within the first five (5) days of the semester. Any requests

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made after this time may be deemed disruptive to the regular routine already established, and therefore, may not be honored. The administration will make the final decision, and not all requests may be granted. Parents should check their students' schedules carefully during the first week of school to ensure their students' best placement.

Retention Policy

K-8th Grades

At the end of the school year, the Student Academic Committee, which may include Assistant Principal, Dean, School Counselor, and one or more core subject teachers, will review each student's case and make a recommendation to the principal for final approval. Final decisions on student promotion or retention rest with the principal.

Students' academic performance, age, emotional and social development, national, state, and local assessment results, and teacher recommendation are all considered when making retention decisions. Every effort will be made to work with the student and parents to remediate the student's difficulties before he/she is retained. Students must successfully complete a majority of the required academic subjects to be promoted.

1. Any student failing three (3) or more core classes for an academic year is

automatically retained at that grade level.

2. Any student who has unexcused absences for more than 10% of the required school attendance days may be retained.

3. For any student failing two (2) core subjects in a given year, the following criteria will be used to make a decision:

a. If a student fails Math and Language Arts, then the student will be considered for retention.

b. If a student also fails (End-of-Grade) EOG's in two or more subjects, then the student will be considered for retention.

c. If a student's MAP testing average for the year is not greater than 60% (50%)

d. If a parent requests retention.

e. If a student has been put on academic probation (probation to last through the following school year).

4. Any probationary student that fails the same two (2) core subjects in a subsequent year will automatically be retained. (Parent will already have signed paper in step #3 above indicates understanding of this action.)

High School

Students earn credits for courses through the TMSA/QCSS and North Carolina Graduation Requirements. Any student who receives a passing grade in a course will earn credit for that course. Students will be placed

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into courses based on the credits that they have previously completed. The College Counselor is responsible for assigning courses to high school students. Students who do not pass English and/or Math in any year will be retained until the course is completed successfully. Any of the high school credits earned during middle school can be retaken with a parent's written request in order that the original grade is not counted against the student.

Academic Probation

Students on academic probation are required to go to after-school tutoring during the week and will not be eligible to participate in after-school clubs or sports for that quarter or until they are removed from academic probation. Students who are retained will be on academic probation for the full academic year.

Students who fail two subjects in a quarter will be placed on academic probation during the quarter and will continue to be on academic probation until their status is reviewed later on. Before a student is placed on academic probation, an administrator will meet with the parent and student to explain the situation and will sign the "Understanding Academic Probation Document."

Textbooks

TMSA/QCSS furnishes textbooks. Restitution for lost and/or damaged

textbooks or related materials and supplies will be required before a second textbook or additional material will be made available to a student. Students who owe money for lost or damaged textbooks or materials will be permitted to use a textbook during classroom instruction; however, they will not be permitted to take the textbook or materials home for homework purposes. Report cards may also be withheld until textbooks fees are collected.

5. Attendance, Tardiness, and Truancy

Absences and Tardiness

TMSA/QCSS recognizes two kinds of absences and tardiness: excused and unexcused. Parents should read through each definition carefully to understand what student and parents/guardian responsibilities are. Parents and students should be very aware of their responsibilities regarding homework, quizzes, and tests when they have an excused absence and the consequences for unexcused absences.

Excused Absences

Parents or guardians must notify the school front office in writing or email any day their child is not attending. The excuse shall be submitted to the school office and filed as part of the student's school record. Absences that are not verified by parents with the

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office within three (3) days will be viewed as unexcused. A student's absence from school is excused by parent notification for a maximum of two (2) consecutive days. Once a student reaches 10 cumulative absences (excused or unexcused), doctor verification or other acceptable documentation is required for additional absences to be considered excused. Excessive absences may result in student retention.

TMSA/QCSS accepts only the following as excusable reasons for absence from school.

In accordance with G.S. 115C-378, acceptable documentation may include the following:

- **Personal Illness or Injury:** Personal illness or injury of the student or any health condition when school attendance would endanger the health of the student, or the health of others is excused. Parents or guardians should call the school each morning when a student is home ill. The school may require a doctor's confirmation if the student has three (3) or more medical excused absences.
- **Medical or Dental Appointments:** TMSA/QCSS requires documentation from the medical office when the student returns to school.
- **Serious Illness or Death in the Family:** Serious illness or death in a student's immediate family necessitating the absence is

considered excused. In the case of serious illness, students are required to present medical documentation to validate the absence(s) as an excused absence within three days of the student's return to school. Parents or guardians must call the office to explain the situation and estimated time of absence. When the student returns to school, they must bring an explanatory note from their parent/guardian or doctor.

- **Court Order:** Court order by a governmental agency mandating the student's absence from school is excused. Parents or guardians must call the office to explain the situation and estimated time of absence. When a student returns to school, they must bring a copy of the court order documentation.
- **Quarantine:** Absence is excused when the student's isolation is ordered by the local health officer or by the State Board of Health. Parents or guardians must call the office to explain the situation and estimated time of absence. Documentation should be provided when the student returns to school.
- **Special or Recognized Religious Holidays:** School principals are required to authorize a minimum of two (2) excused absences each academic year for religious observances required by the faith of the student or the student's parents. Parents or guardians must call the office to explain the situation and estimated time of absence. When a student returns to

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school, they must bring an explanatory note from their parent/guardian.

- **Educational Opportunity:** When it is demonstrated that the absence is to take advantage of a valid educational opportunity, the absence may be excused. The principal must approve such an absence prior to the absence by completing the appropriate form.
- **Absence Related To Deployment Activities:** For a student whose parent or legal guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting, visiting said parent, or legal guardian is considered excused. (G.S. 115C-375.5)
- **Other:** Other absences to be determined by and at the discretion of the principal and/or Board of Directors may be excused.

Unexcused Absences

An unexcused absence is a part of a student's school record. Students will be marked as an unexcused absence for failure to attend school, with or without the parent/guardian's knowledge, for reasons other than those outlined explicitly as excused absences.

Tardy Policy

Students will be considered tardy to school when they are not present at the beginning of the official school day/individual class period. A tardy will only be considered excused in cases with documentation of one of the reasons listed in the excused absence policy. Three (3) or more unexcused tardies in a ten-day span first results in one detention as a warning and all subsequent unexcused tardies move the student through the school disciplinary cycle. School Social Workers will be involved in any case with (3) or more unexcused tardies in a ten-day span.

Students who are late to school must have their parents/guardians come into the school office to sign the student in as tardy, and provide the reason for the tardiness. For individual students and carpools arriving late, the driver responsible must come into the school office and sign in each student as tardy, and provide the reason for the tardiness. Once the students have been properly signed in, they will get a "late slip" for admittance to class. If this procedure is not followed, the students will receive an unexcused tardy.

Unexcused Tardy

Arriving late to school with or without the knowledge of parent/guardian, as a result of oversleeping, parent errands, etc. will result in an unexcused tardy. Tardiness to school – whether the result of oversleeping, car problems, babysitting, athletic workouts, or socializing – is unacceptable.

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Excessive Tardiness

Excessive tardiness to school may result in disciplinary action under the Student Code of Conduct and/or referral to Child Protective Services.

Students are required to be in their classrooms before the bell rings. If a student is late to class, a consequence may be assigned. If it is an ongoing problem, then further disciplinary action, including an office level referral, may be assigned. If a student misses more than 50% of an instructional period, it will be considered an absence. Four unexcused tardies will be calculated as one unexcused absence per each class and may result in truancy.

Early Checkout

Being removed from classes and leaving the school prior to the official end of the school day with a parent or legal guardian is considered an early checkout. A photo ID is required to check a student out of school. Only those persons who have been previously approved by the parents/guardians, and officially recorded on the student's records at school will be allowed to check out a student.

- To be considered "in attendance" for a school day, a student must be present for at least one-half of the school day, excluding the lunch

period. Students leaving school before meeting that requirement will be considered absent for the whole day.

- An authorized early checkout will be considered only in the cases of illness that is confirmed by the school or doctor or a preplanned medical appointment. Parents are required to provide documentation of any medical appointments when the student returns to school the next day. Students who miss more than 50% of an instructional period to the end of a course will be considered absent.
- To avoid instructional interruptions, early checkouts should be kept to a minimum.
- Excessive unexcused early checkouts from school may result in disciplinary action under the Student Code of Conduct and/or referral to Child Protective Services.

Perfect Attendance

Students are recognized throughout the school year if they maintain perfect attendance. Perfect attendance is considered as zero absences, zero tardies, and zero early checkouts from school and each assigned class. Whether the absence/tardy is excused or unexcused is not a consideration.

Truancy

In accordance with G.S. 115C-378, any child between the ages of seven (7) and sixteen (16) years is subject to the compulsory attendance law. Any

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parent or guardian shall cause the child to attend the school continuously for a period equal to the time which the public school shall be in session. Truancy shows a deliberate disregard for the educational program and is considered a serious matter that will have immediate consequences. Absences can be reported per whole school day or per course.

- **After two (2) days of unexcused absences:** The principal or designee will notify the parent/guardian of the unexcused absences.

- **After five (5) days of unexcused absences:** The principal or designee will notify the parent/guardian by mail that he or she may be in violation of the Compulsory Attendance Law and may be prosecuted.

- **After seven (7) days of unexcused absences:** The principal or designee will meet with the parent/guardian about the excessive unexcused absences and put interventions in place.

- **After ten (10) days of unexcused absences:** A letter will be sent from the administration to the parent/guardian regarding attendance. The principal or designee shall review any report or investigation and will confer with the parent/guardian. In addition, a referral shall be made to Child

Protective Services by the administration.

Note: Any student who has unexcused absences for more than 10% of the required school attendance days may be retained.

For high school students, retention will be calculated per course and per semester. Nine or more unexcused absences in a course will necessitate the student repeating the course. This may impact a student's grade level promotion.

If a student fails to attend school for ten (10) consecutive days the student is considered withdrawn from the school. If the student shows up after that period, the student will be considered as a new enrolling student. If there is a waiting list for that grade level, that student will be added to the waiting list.

When administrative actions taken to correct truancy have proven ineffective, the school system may file proceedings in court and furnish evidence for the conviction of parents/guardians and/or child for non-compliance with state attendance laws.

6. Grievances

Student and parent complaints will be addressed in a timely and consistent fashion. Disagreements should be solved whenever possible while

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preserving positive relationships. Therefore, when a student or parent has a complaint or disagreement with any parties at TMSA/QCSS, they should observe the following guidelines:

1. If the complaint involves a situation in the classroom, the student or parent should seek to resolve the issue with the teacher.

2. If a resolution with the teacher is not possible, or if the complaint is with a school-wide policy or procedure, the student or parent should seek to resolve the issue with the dean or assistant principal.

3. If a resolution with the dean or assistant principal is not possible, the student or parent should seek to resolve the issue with the principal.

4. If a resolution with the principal is not possible, the student or parent shall submit a written grievance to the Board of Directors within thirty (30) calendar days of the situation or incident. The board of directors will discuss the grievance in closed session and respond in writing. This will occur within thirty (30) days of receiving a grievance.

This Grievance Policy is not designed to supersede or supplant federal law and parent rights under The Individuals with Disabilities Education Improvement Act of 2004 and the Family Educational Rights and Privacy Act (FERPA) as amended, 1996.

7. Services for Students

After-School Activities

In order to participate in any after-school extra-curricular activity, including music performances, plays, sports etc., students must arrive in time to be counted present during the school day. Students must be present that school day to be able to go to activities. Students staying for after-school activities will be expected to follow the Student Code of Conduct or they may be banned from all after-school activities.

Field Trips

Field Trips offer exciting ways to learn. TMSA/QCSS students will have the opportunity to go on field trips at various times throughout the school year. Grade level and/or team sponsored day field trips are offered to most students. Students who have received an out-of-school suspension (OSS) during the school year will not be eligible to participate in any overnight field trips for the rest of the school year, and any fees or deposits paid earlier are non-refundable. In addition, any student who has demonstrated the inability to follow rules may be prohibited from participating - this determination will be made by the administration on an individual basis. Any fees or deposits paid earlier are non-refundable. For all field trips, students will be expected to follow these rules:

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- Students must abide by the TMSA/QCSS Student Code of Conduct and Dress Code while on the field trip.
- Students must bring to school the Field Trip Permission Slip, signed by parents/guardians by the specified date. No phone calls or e-mails will be accepted as permission.

Hall Passes

No hall passes will be provided during the first and the last periods of the day or during the first and last 10 minutes of each class period. We urge all students to take advantage of the transitional times for their personal needs; however, emergency cases will be addressed accordingly. Students who are occupying the hallway and engaged in an activity other than the one which their hall pass permits will be subject to disciplinary action.

Lunch & Nutrition Program

Students may purchase a nutritional lunch through our caterer or may bring their lunch from home. The cost of student lunch will be announced by the caterer. Parents/guardians should inform the administration with a physician's note about any allergies or special requirements that their students may have.

School Pictures

A contracted photographer will photograph students in the school during the fall and spring semesters. Parents may purchase the entire package of photos or a partial packet.

Search and Seizure

The administration of TMSA/QCSS reserves the right to search the assigned locker, cubby, desk, person, and personal property of a student on school grounds, in school vehicles or at any school activity when it is reasonably necessary for the maintenance of order, discipline, and safety in the supervision and education of students. At the beginning of the school year, students will be informed that their assigned lockers, cubby, desk, persons and personal belongings, including but not limited to purses, athletic bags, and articles of clothing in the locker, are subject to search for items prohibited by the Student Handbook and Conduct Policy.

Contraband is defined as property that is illegal for a person to acquire or possess under statute, ordinance, rule, policy or that TMSA/QCSS determines to be illegal to possess by reason of the property's involvement in an offense shall be considered "contraband." Such contraband is subject to forfeiture to the school under the school's Conduct Policy.

The Board of Directors and administration authorizes the use of trained canines in detecting the

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presence of drugs or drug paraphernalia. The canines may be used to patrol TMSA/QCSS facilities and grounds, including the lockers and parking areas. Use of trained canines may be unannounced and random. If a trained canine alerts a particular vehicle, locker or other container, it shall create reasonable suspicion to search that vehicle, locker, or container in accordance with this policy.

Special Education Services

TMSA/QCSS employs certified Exceptional Children's Teachers. They provide services to students with disabilities and consultation to the classroom teachers who serve these students. TMSA/QCSS shall comply with federal and state law to ensure that all students with disabilities will be provided with free appropriate education (FAPE).

Students with Disabilities

Students with disabilities may be suspended for inappropriate behavior in accordance with federal legislation and state law. The principal or designee may suspend a student with disabilities for short-term suspension; suspension from school may not be for more than fifteen (15) days in a school year and not more than ten (10) consecutive days. The principal may recommend a student with disabilities for long-term suspension or expulsion - more than fifteen (15) days or ten (10)

consecutive days - following these procedures:

- The principal will follow regular procedures for long-term suspension or expulsion as described above.
- Once the principal has made a recommendation for long-term suspension or expulsion of a student with disabilities, he or she will convene members of the Student Support Team for a Manifestation Determination meeting. The team will determine:
 - if the student is eligible for special education services;
 - if the student is appropriately placed in a special education program;
 - if the student's IEP is being implemented; and
 - if there is a causal relationship between the student's disabling condition and the conduct for which he or she is to be disciplined.
- The parent will be notified in writing of the time and place of the committee meeting and its purpose.

8. Health and Safety

The health room provides emergency first aid and special services for students who become ill or are involved in minor accidents. If a problem warrants medical attention, the parent is contacted immediately. Students who have a temperature of

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100.0 degrees or above or vomiting must be picked up from school. Current phone numbers to contact parents or a responsible adult at all times are essential. Once contacted, parents/guardians are encouraged to be prompt in picking up their sick child. Parents/guardians are to make the school aware of any medical problems/conditions that warrant special care. Parents should not send children to school if they have fever, nausea, or other symptoms of illness. The school nurse oversees screening of children for certain problems, reports findings to parents, and monitors our records.

Student Health Guidelines

Parents/guardians should not send their child to school if he/she has:

- Fever in the past 24 hours
- Vomiting in the past 24 hours
- Diarrhea in the past 24 hours
- Chills
- Sore throat(that cannot be relieved with a cough drop)
- Strep Throat (must have been taking an antibiotic for at least 24 hours before returning to school)
- Bad cold, with a very runny nose or bad cough, especially if it has kept the child awake at night

If your child is sent to school prior to 24 hours following fever, vomiting, or diarrhea, then the parent/guardian will be contacted to pick their child up from school immediately in order to limit exposure to other students and

staff members. If your child becomes ill at school and the school nurse aide or administrator feels the child is too sick to benefit from school or is contagious to other children, parents/guardians will be called to pick him/her up from school. The student will not be sent back to the classroom.

Medication Policy

Over-The-Counter Medications

Aspirin, Tylenol, and other patient over-the-counter drugs are not available through school. Should parents wish for their children to have access to these medications, they must sign a waiver and leave a supply with the school's administrative assistant. (Elementary would leave with medical staff.)

Medication should not be brought to school unless it is essential to the health of the student. If a student must take medicine at school, these procedures must be followed:

- The medication to be administered by designated school personnel must be sent directly from the pharmacy or physician's office or brought to school by the student's parent/guardian. The school must receive a Medication Administration Directions Form signed by the student's physician and parent/guardian.
- The following information must be printed clearly on the original medication container:

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- Student's name,
- Name of the medication,
- Dosage,
- Time the medication must be taken.

Bring in only the amount of medication that is needed for a school day. In the case of prolonged need, parents should send in the amount for a clearly specified period such as one week or one month. Extra medication will not be sent home with a student. All medication will be kept in a secure location in the school.

Self-Administration of Medication

As a general rule, students are not allowed to carry any medication with them in school. However, students may carry and administer their medication if both of the following conditions are met:

- It is warranted by a potentially life-threatening condition and advised by their physician and,
- A Medication Self-Administration Form is on file in the office signed by the student's parent, the physician, and the principal.

9. Student Code of Conduct

Student Code of Conduct

Academic Dishonesty

Academic dishonesty is a difficult concept to define. TMSA/QCSS's philosophy is to increase a student's ability to work independently and collaboratively while realizing this only clouds the issue of academic dishonesty. We realize that valuable social skills and learning come through group projects, collaboration, and cooperation. Students should attempt to do their own homework, but they should be willing to give assistance to fellow students when the learning experience can be enhanced. In some situations, testing is required to be independent of any outside help. Students will be made aware of this and will be expected to act accordingly.

Plagiarism is a serious issue. Students should give credit to the appropriate individuals for their research and writing. Students may have difficulty distinguishing what should be duly noted and what is common knowledge. It is the job of the faculty to bring this issue into a clearer focus for the students so that students will learn proper citation processes. Through their own research and writing, the constitution of plagiarism will become better defined for the student. Students will begin learning the principles and processes of research and writing in early elementary school. Over the course of the year, older students will be using the APA and MLA systems for documenting paraphrased and quoted material.

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Presenting someone's work as one's own in order to obtain a grade is considered to be cheating. This includes, but is not limited to, copying other's assignments, answers, plagiarism, and unauthorized access. Allowing others to copy is also a violation of this policy. Incidents of cheating which constitute academic dishonesty will result in consequences. Repeated incidents of academic dishonesty will result in zero (0) for the assignment/assessment.

Bus Regulations

Any time students are riding the school bus they are expected to comply with basic safety regulations in order to help ensure the safe transport of everyone on the bus. Students should remain seated at all times, remain out of the aisle, and keep their voices at a low level. All school rules and policies apply on the bus as well. Behavior issues can result in discipline referrals and may include suspension from all bus activities.

Deception & Withholding Information

A student shall not withhold, distort, forge, or falsify any information to a staff member relevant to an event which falls within the jurisdiction of the school.

Disruption of School or Class

A student shall not behave in such a way to disrupt the normal function of a

classroom of the school. This would include excessive noise, talking, laughing, throwing of objects, horseplay, etc. at inappropriate times. Disruptive behaviors can be determined by classroom teachers on an individual basis, according to policies established in their syllabi.

Extortion

A student shall not obtain or attempt to obtain money, items of value, or special favors from anyone by implied or expressed threats or intimidation.

Fighting

A student shall not attempt to resolve a conflict through active physical means.

Harassment & Verbal Abuse

A student shall not intentionally engage in harassment, threats or intimidation against a student, group of students, or staff member when the harassment is severe and pervasive and disrupts classes or creates disorder or an intimidating or hostile educational environment. A student shall not display, possess, or use words, phrases, illustrations, or gestures which are offensive to any ethnic, racial, or religious group. Also, students shall not make reference to sexual activity, attitudes, physical attributes or characteristics, which could be considered offensive, lustful, indecent, or lewd.

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Racial & Ethnic Harassment

A student shall not engage in racial/ethnic harassment. This may be any behavior, verbal or physical, which is imposed by a student, because of race or ethnic background, which is intimidating, offensive, abusive, threatening, or unwelcomed and which causes or contributes to a racially/ethnically hostile environment.

Hazing and Bullying

Hazing/bullying activities of any type are inconsistent with the educational process and shall be prohibited at all times. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing/bullying. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation unto any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Bullying is defined as an intentional written, verbal, or physical act that a student has exhibited toward another person more than once. The behavior causes both mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. The intentional act also includes violence within a dating relationship. Permission, consent, or assumption of risk by an individual subjected to hazing/bullying and/or dating violence does not lessen the

prohibition in this policy. This behavior will result in a discipline referral. Teachers will document each incident to provide an accurate scope of the issue. Once a pattern of behavior has become clear, disciplinary consequences can be assigned.

Indecent and Lewd Behavior

A student shall not by any means, including verbal, written, gesture, or dress/appearance, behave in a manner which would be considered immodest, lustful, indecent, or lewd while under the jurisdiction of TMSA/QCSS.

Inducing Panic

A student shall not by any means create an atmosphere to provoke fear or endanger the safety or welfare of any student, staff member, or any other person.

Intimidation & Aggressive Behavior

A student shall not by any means of physical contact, invasion of personal space, loud voice, or aggressive language attempt to influence the behavior or attitude of a fellow student, staff member, or any other person.

Inappropriate Language

A student shall not use profane, obscene, or inappropriate language, either oral or written. This would include obscene gestures, signs, pictures, or publications. A student

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shall not possess pornographic material in any form.

Use of Recording or Transmitting Devices

A student shall not record or transmit audio/video/photographs of any student, school employee, or other person without the express written permission from the student’s parent, employee, or other person. Students are not allowed to film/photograph at school without prior consent.

Schools will provide media release forms every year and the student list is provided to school staff.

Physical Assault

A student shall not cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably be anticipated to cause physical injury to a fellow student or staff member.

Public Displays of Affection

A student shall not participate in displays of affection (kissing, hugging, embracing, holding hands, etc.) on school grounds or at school activities.

Reckless Behavior & Negligent Injury

A student shall not behave in a manner which could reasonably be anticipated to result in injury to self, another person, or property.

Improper Use of Technology

All students are required to complete an “Acceptable Use Policy” agreement prior to using school computers. The school has a right to review material stored in files to which all users have access, and will edit or remove material that is considered unlawful, abusive, or otherwise objectionable. The school has a right to revoke a student’s privilege to use the Internet and email for abusive conduct by the student. While it is the parents/guardians’ responsibility to monitor their children’s activities during non-school hours, if inappropriate actions or comments posted to social networking sites or via email are deemed disruptive or to pose a danger to school-related activities, TMSA/QCSS will work in partnership with our local law enforcement officials to prosecute individuals violating state or federal law. These actions may also be subject to school discipline.

Theft

A student shall not steal, attempt to steal, or be in possession of stolen property, school property, or personal property of students or staff on school grounds, bus, or school-related events.

Threat & Coercion

A student shall not by threat of violence, force, intimidation, or fear attempt to influence the behavior or attitude of a fellow student, staff member, or any other person. This

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includes, but is not limited to, both verbal and written threats. Parents and guardians shall not by threat of violence, force, intimidation, or fear attempt to influence the behavior or attitude of students, staff members, or any other person within school property or attending school functions. This includes, but is not limited to, both verbal and written threats. In the event of such conduct, parents and guardians may be banned from school buildings and extracurricular events.

Tobacco, Drugs, and Alcohol

TMSA/QCSS is a tobacco, drug and alcohol-free campus. Any possession, use, or sale of these substances is strictly prohibited. This rule, as do all school rules, applies to all school events and school trips. This policy includes all “look-alikes”, lighters, electronic cigarettes, and matches. Drug paraphernalia, whether possessed for use or with the intent to sell or distribute, will be seen as an attempt to promote the distribution and use of illegal drugs and will result in suspension or expulsion. Both prescription and non-prescription medications are included in this policy.

Truancy & Leaving Class Without Permission

A student shall not be absent from any class or assigned area without proper school authorization. After arriving on school property or to a scheduled class, a student shall not leave without proper school authorization.

Vandalism and Property Damage

Causing or attempts to cause damage to school property will result in the replacement of the damaged property by the student. This includes damages that occur during field trips and school-affiliated events. The parent or guardian will also be held responsible for the replacement of the damaged property. This policy also covers the personal property of students and staff members.

Weapons & Dangerous Instruments

Possession of a defined weapon, fireworks, or other dangerous instruments will not be tolerated. This policy includes all “look-alikes”, toys, and replicas of such devices.

Willful Disobedience, Disrespect, and Insubordination

Willful disobedience is the intentional defiance of teachers and/or staff. Such action may be exhibited while coming to and from school, on the bus, during the normal school day, or on field trips. For the safety of the student and other students and the establishment of a nurturing learning environment, respect for faculty, staff, and parents is necessary. Students are expected to demonstrate good citizenship and act in a reasonable manner. No student shall fail to comply with discipline or consequences issued by teachers or administrators.

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Other Violations

It should be noted that other examples of conduct reaching the gravity of the above examples might also be subject to disciplinary action.

10. Dress Code

Students are expected to wear the TMSA/QCSS uniform at all times and to dress and groom themselves in such a way as to reflect neatness, cleanliness and safety. All students should dress appropriately so as not to disrupt or interfere with the educational program or the orderly operation of the school. The principal or other authorized school official shall determine whether any particular use of the school uniform is in violation of the spirit and/or the intent of this school uniform policy. Students and parents are expected to honor the uniform code in order that valuable school time is not spent examining student attire to determine appropriateness.

General Uniform Guidelines

Students must be in complete uniform when they arrive at TMSA/QCSS. Uniforms are expected to remain intact and appropriately worn throughout the entire day at school. Students must remain in full uniform until after they leave TMSA/QCSS.

Students can only change out of their uniform if they are participating in PE class, sports, and/or other school

activities that require flexible clothing or athletic gear. If a student changes clothes when not appropriate, disciplinary action will be taken. Students taking dual enrollment courses are expected to wear school uniforms for any courses they are attending at TMSA/QCSS.

- Shirts must be tucked in at all times.
- Pants or shorts may be khaki, navy blue, or black. Uniform pants must be worn.
- Jeans, leggings, and jeggings cannot be worn as uniform pants.
- Material may not be denim, suede, or corduroy.
- Pants or shorts may not be rolled or folded up. Shorts must be at least fingertip length and no longer than the top of the knee when standing.
- Athletic shorts are not permitted except for PE class or after school sports.
- The length of Bermudas, skirts, and skorts cannot be more than 3 inches above the knee.
- Solid uniform color leggings may be worn under skirts and skorts.
- Pajama bottoms, jeans, pants, or other apparel may not be worn under the pants, capris, skorts, bermudas.
- Pants, capris, scooters, skorts, bermudas must be worn properly at the waist and not sag below the top of the hips.

Tops

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The embroidered TMSA/QCSS school logo is required for all polo shirts. The logo should only be embroidered on the upper left side of the shirt.

Students may wear an outer layer over their logo polo shirt as needed for cooler temperatures. The logo is not required to be embroidered on this outer layer as long as the logo shirt is worn underneath. The outer layer should not have any brands or writing on them other than the school logo if desired. The outer layer should be a solid school color. The outer layer may not be tied/worn around the waist. This outer layer may include:

- Pullover sweatshirts (no hood)
- V-neck or crew neck sweaters
- Cardigan/button sweaters
- Sweater vests
- Full or half zipper fleece
- A long-sleeve solid, school-colored shirt may be worn under the short-sleeve embroidered polo shirt for warmth.
- Shirt colors follow school colors.
- On Fridays only, TMSA/QCSS Spirit shirts are allowed as a top.

Shoes

The emphasis on shoes is safety. For that reason, all shoelaces must be tied properly, all buckles fastened, all straps/velcro secured. Nothing may dangle or drag from the shoe. Shoes must be closed-toed dress shoes, athletic shoes, or boots. Socks or tights must be worn daily.

The following are not permitted at school:

- Heels
- Wheels or roller shoes
- Lights, glitter, sequins, or jewels on the shoe
- Slippers, flip-flops, open-toed shoes, and slides
- Fish-net stockings
- Leg warmers.

Physical Education Uniforms

Middle and high school students may be required to dress out during their scheduled physical education classes in a PE uniform. If students are required to dress out, they must wear the PE uniform that can be purchased through our vendor.

Miscellaneous Guidelines

All outside coats and jackets or hoodies may not be worn inside the school building – this includes windbreakers during the school day. All outside coats and jackets or hoodies must be put in the student's locker immediately upon entering the school building. Students who are a part of an athletic team may be permitted to wear athletic apparel on Fridays in lieu of spiritwear.

- The bottom two or three buttons on the uniform shirt must be buttoned at all times.
- Clothing should be neat and clean.
- Clothing may not be worn inside out or backwards.
- Undergarments must not be exposed.

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- Hair, face, and body paint are inappropriate for school and not permitted.
- Cosmetics and/or make-up should be age-appropriate, appropriate for school, and not attract undue attention.
- Jewelry and accessories should be appropriate for school and not attract undue attention or pose a safety risk.
- Extreme hairstyles are not permitted and should not attract undue attention.
- Hats, caps, curlers, headscarves, bandanas, doo-rags, picks, combs, brushes, chains, sunglasses, gloves, arm warmers, and coats are not to be worn during school hours. Headwraps for religious or cultural purposes are permitted. Headwraps should be a solid color that coordinates with the school colors.
- Excessive multiple piercings are not allowed while in uniform so as not to attract undue attention or pose a safety risk.
- Dress Down Day guidelines also include:
 - Students are expected to wear appropriate clothing on dress down days.
 - Clothing that is excessively revealing, such as short mini-skirts, short-shorts, tank tops, loosely fitting, low-cut blouses or halter tops, sheer/mesh shirts, or shirts exposing the midriff are not to be worn to school.
 - All t-shirts must be in good taste (no suggestive wording or

illustrations or advertisements for items which are illegal for students - i.e., alcohol and tobacco products, etc.).

The administration at each school reserves the right to evaluate and rule upon any dress, grooming, or student appearance that is not consistent with a safe, non-distracting educational environment that may or may not be contained in this policy. This would include but is not limited to, new trends or fads in fashion which may have been unknown at the time of the policy's approval by the Board of Directors.

Dress Code Violations

There are two types of dress code violations:

1. Dress code violations we **can** modify at school:

Example: have students remove articles of clothing that are not prohibited - hats, jackets, sweaters, etc.

Students will be asked to correct their dress code violations.

2. Dress code violations we **cannot** modify at school:

Example: Not wearing a uniform top and not having one on hand

Parents will be contacted and required to bring the students proper attire.

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Students who violate the dress code will receive a discipline referral.

11. Discipline

Responsibility for Individual Actions or Choices

It is expected that every individual will accept responsibility for his/her own actions, whether intentional or unintentional. Often, harm caused to other persons or their possessions is unintentional or the result of careless behavior. This, however, does not excuse or diminish the personal responsibility of the student and/or the parent/guardian) to make appropriate restitution. When known and verified by an administrator, any harm caused to another will be reported to parents. Neither TMSA/QCSS and its employees nor the Board of Directors assumes any liability for the intentional or unintentional harm caused by any student to another individual or his/her possessions.

It is TMSA/QCSS's goal to help every student fulfill his/her intellectual, social, physical, and emotional potential. Everything in and about the school has been designed to create an orderly and distraction-free environment in which all students can learn effectively and pleasantly. To foster this kind of learning environment, the TMSA/QCSS administrators and teachers will not allow inappropriate, distracting, or disorderly behaviors to occur during

school, on school property, or at any school-sponsored activities. Students who continuously disregard the code of conduct may be recommended to the Board of Directors for expulsion.

Our primary goal is to develop a sense of responsibility and self-discipline within students. "Firm but fair" is the basis for this system wide discipline program. Guidelines are provided in order to foster mutual respect and cooperation within the school setting. TMSA/QCSS takes its responsibility seriously to educate its students in a safe and drug-free school where they are free from fear of harm or intimidation. Weapons, drugs, and gang activity will not be tolerated. Students who violate TMSA/QCSS rules or state laws related to these offenses will be suspended or expelled from school. Violators will also be reported to the police and may be arrested. These rules apply to all students at school or school-sponsored activities, including field trips and on buses, athletic fields, stadiums, parking lots, official school bus stops, and other sites used for school-sponsored activities.

Use of Technology Equipment

Students should respect all of the technological equipment. Any mishandling or tampering with computers or systems may result in losing computer privileges at school. In addition, disciplinary action, including suspension, may occur for situations considered serious by the school

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administration. Any damage requiring repair to hardware or software will result in financial charges being assessed. Students shall not alter or attempt to alter school or private property, including technology hardware and software. Students may not bring computer software to campus to be used on school computers without prior approval of the school administration. Students are not allowed to instant message, email, write blogs or visit personal websites on school computers. There may be some exceptions to this for high school students. Students should not bring food items or beverages into the classroom setting near technology.

With the approval of school administration, some students may be allowed to bring their own electronic devices to school. Students who choose to bring their own electronic devices into the building are responsible for the maintenance and care of their personal property. The staff is not liable or responsible for any missing or damaged equipment owned by the students. Parents are urged to practice caution in allowing their students to bring expensive electronic equipment to school.

All students and parents are required to sign an “Acceptable Use Policy” agreement prior to using the school’s technology equipment.

During Emergency Drills

Fire, intruder, and tornado drills are held at different intervals throughout the school year. Students must follow their teachers' instructions and go to designated areas as quickly as possible. Students must not talk, run, or push. A signal will be given for returning to class. A student that does not follow the safety rules will receive an online discipline referral and appropriate disciplinary action will be taken.

Discipline Procedures

TMSA/QCSS will use a consistent procedure for handling discipline. Teachers will document and address all minor infractions in the classroom. Teachers will refer to all major infractions to the office by completing an online discipline referral. If a student receives an online discipline referral, parents will be contacted by the school to notify them of the incident and what actions will be taken. The principal or his/her designee will make the final determination of consequences.

Elementary classroom teachers will implement an age-appropriate behavioral system within their classrooms. Both teachers and school administrators will use their professional discretion to ensure age-appropriate consequences.

Discipline Cycle

Although there is not a required order to assign consequences, the following

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is considered a recommended model should a student receive a discipline referral for exhibiting misbehavior which would not be considered as severe or extreme. For serious misbehaviors, some of these steps may be bypassed.

- **First Discipline Referral:** Classroom warning and a conference with the student.
- **Second Discipline Referral:** Classroom warning and contact with a parent; detention
- **Third Discipline Referral:** One (1) day of in-school suspension
- **Fourth Discipline Referral:** Three (3) days of in-school suspension
- **Fifth Discipline Referral:** One (1) day of out-of-school suspension
- **Sixth Discipline Referral:** Three (3) days of out-of-school suspension
- **Seventh Discipline Referral:** Five (5) days of out-of-school suspension
- **Eighth Discipline Referral:** Option to withdraw or ten (10) days of out-of-school suspension pending a tribunal hearing with a recommendation for expulsion.

Each major discipline referral (ISS or OSS referrals) will be noted on a student's permanent discipline transcript. Parents will be notified in writing when a discipline referral is assigned, the resultant consequence, and advised as to their student's current status within the discipline cycle.

Description of Discipline Options

- **Withholding of Privileges:** The student may be denied an opportunity to partake in school-related activities and/or events as deemed appropriate by an administrator. These privileges include, but are not limited to clubs, teams, field trips, assemblies, lock-ins, camps, dances, and/or competitions.
- **Recess Detention:** The student may be denied an opportunity to participate in recess as deemed appropriate by a teacher or the discipline coordinator. Time is provided to think about the behavior that occurred and how it can be prevented in the future. This consequence will not be assigned for high school students; high school has no recess periods. (NC Policy prevents this)
- **Silent Lunch Detention:** The student may be assigned to eat their lunch silently under the supervision of the Dean of Student Culture. The student loses the privilege of eating with their classmates. Time is provided to think about the behavior that occurred and how it can be prevented in the future. Students may be asked to write a reflective essay about the event.
- **Morning/After School Detentions:** The student may be assigned a morning or an after school detention by the dean of student culture or other administrator. If a

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morning or after school detention is not served, then the student still owes the original morning or after school detention and is assigned an additional morning or after school detention as a consequence. If the morning or after school detentions continue to not be served, then a more severe consequence may be assigned.

- **In-School Suspension:** In-School Suspension is a formal disciplinary action that can only be assigned by a TMSA/QCSS administrator and requires correspondence with the parents. In-school days of suspension may increase on successive occasions where it becomes necessary for the same student to be placed in ISS. Students are to report to the ISS room with all the textbooks, supplies, and materials necessary to complete all assignments provided by their teachers. Assignments completed in ISS will be graded by the teacher who provides the assignment, and students will receive credit for all work that is completed. All students under in-school suspension are prohibited from participating in after school activities and are therefore required to leave the school campus immediately upon dismissal.
- **Out-of-School Suspension:** Out-of-School Suspension is a formal disciplinary action that can only be assigned by a TMSA/QCSS administrator and requires

correspondence with the parents. Out-of-school suspension days may increase on successive occasions where it becomes necessary for the same student to be suspended from school. A meeting between a parent and an administrator may be required prior to the return to TMSA/QCSS/QCSS of any student serving an out-of-school suspension. All students under out-of-school suspension are prohibited from participating in after school activities and therefore are not allowed to come on the school campus. Students who receive an out-of-school suspension will not be able to participate on any overnight field trips for the rest of the school year and any fees or deposits paid earlier are non-refundable. Students who are assigned out-of-school suspension are responsible for communicating with their teachers and remaining caught up on their assignments while they are out of the building.

- **Option to Withdraw:** A student may withdraw without penalty from a charter school at any time and enroll in another local school in the school district in which the student resides. A student who is suspended or expelled from a charter school as a result of a disciplinary action taken by a charter school shall be entitled to enroll in a local school if, under the disciplinary policy of the local school, such student would not have been subject to suspension or

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expulsion. In such instances, the local school shall not be required to independently verify the nature of the occurrence of the applicable conduct, or any evidence relating thereto. Students who withdraw due to discipline issues may not be readmitted during the following academic year.

- **Expulsion:** Expulsion is a formal disciplinary action that can only be approved by the TMSA/QCSS Board of Directors or designee after receiving a recommendation by the TMSA/QCSS administrative team due to the student's involvement in a serious disciplinary offense or the student's involvement in repetitive discipline offenses. A written correspondence to the student's parents, containing the date and time of the Board of Directors hearing will be mailed to the parents within ten days of the suspension. If a student has previously been expelled from the school, the principal may deny the student from re-enrolling in the future if he/she feels that the student will not be able to return to the school and adhere to its policies and Code of Conduct.

Student Expulsion and Exclusion Policy

A student generally will not be suspended from school or recommended for expulsion unless the Public Charter School central office of

TMSA/QCSS determines that the student has:

- Caused or attempted to cause or threatened to cause physical injury to another person;
- Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous objects, unless, in the case of possession of any such object, the student had obtained written permission to possess the item from a certified school employee, which is concurred by the principal or the designee of the principal;
- Unlawfully possessed, used, sold or furnished, or been under the influence of any controlled substance, alcoholic beverage, intoxicant of any kind, or drug paraphernalia;
- Unlawfully offered, arranged or negotiated to sell any controlled substance or an intoxicant of any kind, and then either sold, delivered or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or materials as a controlled substance, alcoholic beverage or intoxicant;
- Committed robbery or extortion;
- Caused or attempted to cause damage to school property or private property;
- Stolen or attempted to steal school property or private property or knowingly received stolen property;
- Possessed or used tobacco, or any products containing tobacco or

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nicotine cigarettes, smokeless tobacco, or chew packets or betel;

- Possessed or used vapes or e-cigarettes;
- Committed an obscene act or engaged in habitual profanity or vulgarity;
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials or other personnel engaged in the performance of their duties.

Disciplinary Consequences for Behavior Violation of the Student Code of Conduct

Students and parents will understand that disciplinary actions could be implemented for acts enumerated in this section and related to school activities which occur at any time,

including (but not limited to) any of the following:

- While on school grounds;
- While going to or coming from school;
- During or while going to or coming from a school-sponsored activity;

If necessary, we reserve the right to carry a suspension or expulsion into the following school year.

Violation Levels of Code of Conduct

TMSA/QCSS will maintain a level system for handling infractions of behavioral expectations. Outlined below is the level system along with a guide for handling such behaviors.

Level 1 Behaviors Include:

Typically Level 1 behaviors will be handled by the teachers at the classroom level.

Running in classrooms, hallways, or sidewalks	Cell phone/electronics in class
Defiant or disrespectful behavior	Gum/food in the classroom

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Repeatedly breaking classroom rules	Passing notes in class
Violation of uniform/dress code	Computer violation/restricted website
Talking out of turn/excessive talking	Horseplay
Excessive tardiness	Interference with classroom activity
Being in the hallway without a pass	Peer conflict
Name calling/taunting/teasing	

Level 2 Behaviors Include:

Level 2 behaviors may result in an office referral. Teachers will complete a discipline referral and submit it to the Dean of Student Culture. If the student is unable to stay in the classroom, the teacher will radio for an available administrator to come and remove the student from the classroom. Parents will be contacted regarding the incident on the same day that it occurs.

Obscene language, materials, gestures or behavior	Failure to identify/giving false ID
Profanity, vulgarity, offensive language	Selling items without permission
Insubordination	Verbal abuse
Excessive horseplay	Acts of bigotry or prejudice
Disruption of education in the classroom	Unauthorized audio or video recording
Out of assigned area/in restricted area	Major dress code violations, such as excessively revealing clothing
Dishonesty	Misuse of school computers
Leaving class/area without permission	

Level 3 Behaviors Include:

Level 3 behaviors should be referred to the office immediately. Teachers should call for an available administrator to come and remove the student from the classroom immediately. The teacher will complete an online referral outlining the events that took place. Consequences for students who engage in level 3 behaviors will be determined by an administrator. An administrator will notify parents of the action

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taken. The consequences for such actions may result in immediate short or long term out-of-school suspension with a pending Board of Directors hearing for expulsion. Referrals will be made to law enforcement agencies when necessary.

Hitting/contact another student/provoking to fight	Repeated verbal abuse
Academic dishonesty	Verbal/written threats, assault/battery student
Attendance problems/ditching (on or off campus)	Verbal/written threats, assault/battery on teachers
Public display of affection	Possession of any weapon/mace/pepper spray
Destruction of school property	Unauthorized possession of a dangerous instrument
Disrespect to staff members or other adults	Willful or dangerous act
Theft of personal property	Bullying or hazing
Horseplay/disruption during safety drill	Forgery of passes, excuses, or other forms
Sexual misconduct	Arson
Truancy from school	Extortion
Failure to report to assigned area and/or class; leaving campus without notice	Trespassing
False alarm	Issuance of a bomb threat
Technology tampering	Smoking/Vaping

Parent/Guardian & Student Signature Page

By signing below, I acknowledge I have accessed the school handbook, and I acknowledge that my child is responsible for adhering to these policies and may face consequences for failing to comply.

Student's Name (Print): _____

ID Number: _____

Parent/Guardian Name: _____

Address: _____

Apt. # _____ Zip Code: _____

Home Phone Number: _____

Work Number: _____ Cell Phone: _____

Emergency Phone Number: _____

Emergency Contact Name: _____

Relationship: (i.e. grandparent, uncle, friend, etc.) _____

Indicate if emergency contact can pick up student: ____ Yes ____ No

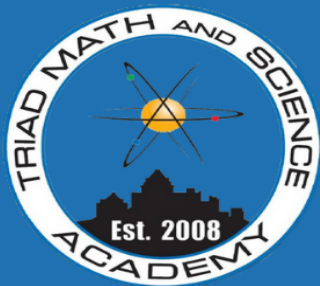
Parent Email Address: _____

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

To be filled out by office only with copy kept on file.

_____ Date hardcopy provided to parent/guardian.



TRIAD MATH AND SCIENCE ACADEMY

Middle & High School Campus

700 Creek Ridge Rd. Greensboro, NC 27406
(336) 621-0061 www.tmsacharter.org

Elementary Campus

600 Industrial Ave. Greensboro, NC 27406
(336) 763-2771 www.triad-es.org