



2020-2021

**Parent and Student
Handbook**

REMOTE LEARNING

**Sugar Creek Charter School
J. Frank Martin High School Campus**

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High School Communications

SCCS J. Frank Martin HS communicates information to students, parents and guardians via text messages through the Remind App. Application download is not required to receive information updates. Please contact your student's CCR Counselor to receive updates or to update your contact information.

Attendance

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

Truancy

It is the responsibility of all parents to ensure that their children attend school every day they are not ill. Student attendance will be recorded and documented for **each class**. The attendance records will be used to enforce the North Carolina State Compulsory Attendance Law.

According to the State of North Carolina (G.S. 115C-378), requires that every child in the State of NC between the ages of seven (or younger if enrolled) and 16 years attend school. It is the responsibility of the parent or legal guardians to ensure that students attend and remain at school daily.

Truancy Process

1. **3 unexcused absences:** Parent or guardian will be notified 4 **unexcused absences:**, Parent or Guardian will be notified that he or she may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified.
2. **After a student has exceeded the maximum of 5 unexcused absences:** the Sugar Creek Charter School Intervention Team will review the student's attendance record and the good faith efforts made by the parent or guardian to determine if further action is needed, such as filing a complaint with the Mecklenburg County District Attorney and the Director Social Services. If it is determined that the parent, guardian or custodial has not made any good

faith efforts to comply with the law, the Director of Social Services shall determine whether to undertake an investigation.

- a. In addition, this review will determine a student's academic standing (retention or promotions). If it is determined that a student has not met his/her grade level academic requirements in one or more courses, they may be offered the opportunity to complete credit recovery at the principal's approval (See Credit Recovery).

****Parents please take note that it is your legal obligation to make certain your children are in school and legal sanctions for truancy includes fines and imprisonment which shall be pursued in any such case where the law has been violated. Please understand this is state law and is not negotiable.**

Excused Absences

When a student is absent from school written (email or in person note) documentation must be provided to the School Nurse **within THREE (3) DAYS OF THE ABSENCE.**

For truancy purposes, the following are considered excused/lawful absences and require proper documentation: Students are required to make-up all missed work.

- **Illness or injury:** An illness or injury which prevents the student from being physically able to attend school.
- **Quarantine:** When isolation of the student is ordered by the local health officer or the State Board of Health.
- **Death of family member:** Defined to include, but not necessarily limited to, grandparents, parents, brothers, and sisters.
- **Medical or dental appointments:** When the absence results from a medical or dental appointment of a student.
- **Court or administrative proceedings:** Attendance at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness.
- **Religious observances:** Observance of an event required or suggested by the religion of the student or students parent(s) with prior approval by the principals
- **Absences related to deployment activities:** A student whose parent/ legal guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting for the purpose of visiting said parent/ legal guardian.
- **Education Opportunity:** Participation in a valid educational opportunity, such as travel, with prior approval from the Principal.

Important Notes:

- ★ Illnesses or injuries that extend beyond 3 days, will require a doctor's notes.
- ★ School-related activities sponsored by the school requiring early dismissal or absence from school will **not** be counted as absences from either class or school.
- ★ School suspension will **not** be counted as absences from either class or school.

- ★ Any time missed from class, students are responsible for completing all missing assignments within the teacher’s reasonable deadline for full credit
- ★ All absences are considered unexcused/unlawful until the school receives a written excuse explaining the reason for the absence.

Attendance and Course Completion Requirements

A student’s attendance is very important to their academic success. Sugar Creek Charter J. Frank Martin High School operates on a block schedule with 90 minutes class periods.

A student must attend, at a minimum, 60 minutes of the class period from the start of the period to be considered present for the class. If class attendance is less than 60 minutes, the student will be marked absent from the class.

To be considered for successful completion for a course, in addition to a passing grade, a student **CANNOT** no more than 5 absences for a semester. Opportunities for a student to recover attendance and make up missing assignments will be offered during **Attendance Recovery**. *If a student exceeds the maximum number of absences and does not recover their attendance for each class time missed, the student will be required to repeat all courses with recorded exceeded absences. Attendance recovery must be made up by the designated deadline, prior to the end of the semester.*

Tardy Policy

Remote instruction at the Sugar Creek Charter J. Frank Martin High School begins promptly at 8:00 a.m. and it is critical that all students be prepared to begin at that time. All students should be logged in promptly and in their virtual classes at all other subsequent class start times. **Consequences for Unexcused Tardies**

- **3rd Tardy- A Phone call to Parent/Guardian & CCR Counselor**
- **5th Tardy-Attendance Recovery & A Phone call to Parent/Guardian**
 - *Important Note: If a student’s tardy causes them to miss 60minutes or more of the class, they will be marked absent from that class.*

Early Log-Off

If a student logs off early and is not present for at least 61 minutes of class, the student would be considered absent and will need to attend Attendance Recovery.

Attendance Recovery

To recover a class absence a student must attend **one hour** of Attendance Recovery time. Attendance recovery will be offered at the high school on Monday through Thursdays from 1:40 pm-2:40 pm. During this time students will be provided with missed assignments and/or additional instructional support. Students are responsible for securing and arranging make-up work from their teachers. The number of class absences will be reported and can be accessed by students and parents via the PowerSchool portal. **One**

recovery session only counts for one class absence. To recover a full day's absence, a student will need to attend four recovery sessions. We highly recommend that a student begin attending Attendance Recovery, once they incur their first absence to help prevent course completions issues due to attendance.

*****If a student is not complying with the rules governed under Attendance Recovery, the student will be asked to leave and will not receive credit for the time.***

Other forms of Attendance Recovery:

- Attending after school tutoring with an SCCS teacher or attending/ volunteering at an approved SCCS event shall count as recovery at the approval of the Principal or HS Dean of students.
- To receive recovery credit, the student MUST be in attendance for the FULL hour during Attendance Recovery or for the assigned time of an approved event.
- After School tutoring and other approved events can occur outside of the designated Tuesday and Thursday Attendance Recovery Days.
- Sugar Creek Charter School does not provide transportation services for Attendance Recovery.

Credit Recovery

Credit Recovery refers to a block of instruction that is less than the entirety of the Standard Course of Study for a particular course(s). Credit Recovery delivers a subset of the course standards or a blueprint of the original course in order to specifically address deficiencies in a student's mastery of the course and target specific components of a course necessary for completion.

Credit Recovery ONLY serves to recover the credit toward graduation and it will not affect the student's grade point average (GPA). If the credit recovery course is passed, then the transcript will show a unit of credit for the course which will count toward graduation. The record of the student failing the course will not remain on the transcript with the failing grade associated with it unless the student does not complete a successful credit recovery and in this case the grade will continue to impact the student's GPA.

Credit Recovery has to be completed within one semester, unless there are extenuating circumstances whereby the principal determines an incomplete is more appropriate. Upon completion of recovery, a grade of Pass or Fail will replace the incomplete for the credit recovery course in the original semester in which it was begun.

Academic Guidelines

Sugar Creek Charter J. Frank Martin High School students will follow a College/University Preparation track. This academic course of study provides specific courses that are required for high school graduation. NC College/University Prep Course of Study and other graduation requirements for students to receive a high school diploma

and enter a four-year institution, is outlined below. Qualifying Sugar Creek Charter J. Frank Martin High School Juniors and Seniors will be dually enrolled in college courses, through CPCC's College Promise Program, affording them the eligibility to graduate with a college Associate's degree or to successfully complete two years of transferable college credit.

*******IT IS IMPORTANT TO NOTE THAT STUDENTS MUST MEET THEIR MATH AND ENGLISH REQUIREMENT FOR EACH ACADEMIC YEAR. FAILURE TO DO SO, WILL AFFECT THEIR CLASSIFICATION STATUS AND GRADUATION DATE AS THEY MOVE FORWARD IN THEIR ACADEMIC CAREER (students who are not promoted to the next grade level will be required to repeat the CCR course for their assigned grade level.)*******

Distant Learning Protocol

Sugar Creek Charter School J. Frank Martin High School Campus is committed to providing a structured and safe learning environment for all student and instructional staff. During this unique and unprecedented time we recognize that there will be some challenges that can arise with distance learning but maintaining the integrity of the learning environment is the highest priority of Administration. The following guidelines have been established to ensure proper student behavior.

Zoom Requirements

- Students must log into their designated zoom session with their appropriate name.
- Upon entering the virtual class students must be visible until instructed by the teacher to turn off their screen.
- Students should be using their school issued laptop device or their personal laptop device or computer during their distance learning class. Cell phones are prohibited as an acceptable device for the distance learning classroom setting; unless an issue has been communicated with the teacher.
- While in class, students must be dressed appropriately for a virtual learning environment. Students must remove hoods, scarves, durags, hair bonnets, etc.
- Students must wear appropriate articles of clothing at all times. (Tank tops, spaghetti string tops, shirts with offensive language or designs are not permitted).
- Students must be visibility attentive during virtual learning. Students must work in an area where lighting is not dark, students must be sitting in upright position and not laying down.
- Students must have appropriate background screens while in the virtual learning environment.
- Students must not share their information (ie. Name, Class Schedule, Zoom Classroom Access details) with individuals outside of Sugar Creek Charter School.

Sugar Creek Charter School J. Frank Martin High School Campus will remain committed to using a progressive discipline plan approach to student behavior. In the event that a student decides to engage in behavior that would be deemed disruptive, the following steps will be taken by the classroom teacher. Behavior Intervention by School Administration may take place at any point of the progressive discipline process.

****Note: Depending on the severity of the behavior the steps outlined below may not be followed in order.**

Steps for Addressing off task behavior

- Teacher will identify the off task behavior and redirect the student with a warning and reminder about the appropriate behavior.
- Teacher provides a second and final warning to the student and identifies the consequence that comes with the unacceptable behavior being displayed.
- Student receives consequences from the teacher. (Consequence can include, but not limited to, assignment point deduction if the behavior is directly tied to a specific assignment, removal from class, parent contact.) In the event that a student is removed from the class due to the disruptive behavior, the student will be required to attend a full hour of attendance recovery to make up for the lost time.
- The Dean of Students will be notified after the second incident involving the student and the disruptive behavior.

Administration Response

- Once a student is referred to the Dean of Students, there will be a direct meeting between the Dean of Students and the student. The parent and the CCR counselor will be notified about the student's behavior and the possible ramification.
- Students will be required to attend 3 designated counseling sessions with the CCR counselor. At the end of the 3rd session, the student will use the Ascend platform to create a goal for outlining proactive actions to prevent recurring

incidents. Students will also choose an accountability partner to assist with achieving the outlined goal.

- If a student is not compliant with the outlined interventions; the student may experience suspension from distance learning. If a student is suspended from the distance learning, the student will not be allowed to participate in any of the virtual class settings.
 - A virtual suspension does not count as an absence; but will be documented and added to the student powerschool discipline record. If a student enters a learning session during virtual suspension, that student runs the risk of having the suspension extended due to non-compliance.
 - During a virtual suspension, students are responsible for watching the recorded lessons and completing the assignments assigned by the teacher.

College and Career Readiness Program

Sugar Creek Charter J. Frank Martin High School is dedicated to the enhancement and development of our students. In an effort to meet the needs of preparing students for life after high school each student is enrolled in a College and Career Readiness course which is facilitated and taught by their grade level counselor. There are four levels of CCR (one for each grade level), the counselors matriculate with their student group throughout the groups' high school career at SCCS.

The Student Opportunity & Success (S.O.S.) Program is designed to help students acquire the necessary soft skills that are required to be successful in both college and in the workforce. The S.O.S. Program consists of three components: STEP Seminars, S.O.S. Life Plan Counseling, and the Student External Opportunities program.

External Opportunities

In an effort to further prepare our students for college and life, we believe that classroom discussions and planning are not enough. Students need to be exposed to enrichment opportunities outside of the classroom to aid in the development of a well thought out life plan. There is no better way to know if something than to experience it first-hand. Students at Sugar Creek Charter J. Frank Martin High School must complete a minimum of **270 External Opportunity Hours** in order to successfully obtain their high school diploma and satisfy our college and career readiness requirements. Over the course of their high school careers, students will participate in various opportunities for community service and outreach projects, job shadowing, and pre-college leadership programs.

College and Career Readiness Assessments

Preliminary Scholastic Assessment Test (PSAT)

The Preliminary Scholastic Assessment Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT) or more often simply called the PSAT is nationally administered by the College Entrance Examination Board (CEEB), and assesses students in three areas: Critical Reading, Mathematics and Writing. Verbal skills are assessed by multiple choice questions using: critical reading passages, paired passages, vocabulary in context, and sentence completion. Math sections allow the use of a calculator and employ multiple choice questions, and “constructed responses” to measure how well students understand and apply mathematics to new situations and non-routine problems. The PSAT is used to help students practice for the Scholastic Assessment Test and to qualify for scholarships and recognition from such programs as: National Merit Scholarships, National Achievement Scholarships for Outstanding Negro Students, National Hispanic Scholar Recognition Program, Student Search Service, and some statewide and national industry scholarship competitions. The PSAT is administered to students during the school day in October of the junior year.. Registration information is available in the school counselors’ office.

Scholastic Assessment Test (SAT)

The Scholastic Assessment Test is an optional test nationally administered by the College Entrance Examination Board (CEEB). It assesses students in three areas: Critical Reading, Mathematics, and Writing Skills. Critical Reading skills are assessed by multiple choice questions using: critical reading passages, paired passages, vocabulary in context, and sentence completion. Math sections allow the use of a calculator and employ multiple choice questions, and “constructed responses” to measure how well students understand and apply mathematics to new situations and non-routine problems. The SAT is one of the admissions tests used by postsecondary institutions to assist in selecting students. The SAT is administered at selected sites nationally. Students must pay and register several weeks prior to the test date. Registration information is available in the school counselor’s office.

American College Testing Program (ACT)

The American College Testing Assessment is administered by the American College Testing Program and used by postsecondary institutions for admissions purposes. The instrument includes five tests of educational development: English, Mathematics, Science, Reading and Writing. Writing is optional. The High School Course/Grade Information questionnaire and ACT Interest Inventory and Student Profile Section are also included in the ACT. The ACT is one of the admissions tests used by postsecondary institutions to assist in the selection of students. Students must pay and register by mail several weeks prior to the test date.

Registration information is available in the school counselors' office. At print time, NC has planned to pay for all Juniors to take the ACT in the Spring of each year.

Career and College Promise: Dual Enrollment

Career and College Promise provides high school juniors and seniors the opportunity to get a "jump start" towards a two-year or four-year. Qualified students are dually enrolled in their high school and at *Central Piedmont Community College* allowing them to receive both high school and college credit for courses taken through the program.

Program Policy:

- **Eligibility:** Students must have a weighted 3.0 grade point average, demonstrate college readiness on an approved placement test, have recommendation from CCR counselor, and the approval of the Principal
- **Free Tuition:** Students are removed from tuition obligation. Parents will be billed for tuition if their participating student earns below a C.
- **College Credit:** Students will receive transferable college credit.

Grading Scale and Quality Points

Students are encouraged to make the best possible grades. Honors, AP, and college courses require a deeper understanding of content, faster pace and more rigorous coursework. This means there is a higher level of rigor and course intensity which requires more attention and focus from students.

Grade Average	Grade	Quality Points	Honors Level*	Eligible College Academic Courses
90-100	A	4	5	5
80-90	B	3	4	4
70-80	C	2	3	3
60-70	D	1	2	2
60 and below	F	0	0	0

Honor Roll

Academic recognition is given to students each quarter through who have achieved Honor Roll status. The Honor Roll is un-weighted. The requirements for each honor roll are as follows:

- A Honor Roll- Final quarter grade for all courses = 90 or above

- B Honor Roll- At least one final quarter course grade = 80-90, with no courses Final grade below an 80.

Weighted Courses

North Carolina State Weighting System adds the equivalent of 1.0 quality points to the grade earned in eligible Honors Courses. Grades in community college courses that have been approved for the Comprehensive Articulation Agreement (CAA) will receive up to 5 quality points. This list includes courses that have been reviewed and approved for transfer by the Transfer Advisory Committee, but does not include any of the physical education courses, the three health courses (HEA 110, 112 and 120), and the following pre-major/elective courses: BUS 110, CHEM 115 and 115A, FRE 111 and 181, GER 111 and 181, LAT 111 and 181, PHS 110, SPA 111 and 181.

Eligible High School Weighted Courses:

Content Area	Weighted High School Honors Courses
English	Any qualifying Honors level English Courses
Math	Any qualifying Honors level Math Courses
Science/Social Studies	Any qualifying Honors level History Courses

**Physical Science and World History are not eligible for weighting as an honor level course at this time.*

Academic Success Policy

Grade level counselors will meet with all students on a continuous basis to discuss current academic challenges and plans for success. Any student that receives two unsatisfactory (D or below) academic reports in a high school or college course will be placed on an Academic Success Plan. That student will remain on an Academic Success Plan until the grade is a C or above. In addition, any student that makes below a C in two or more Central Piedmont Community College courses will meet with the Central Piedmont Community College Vice President of Academic Programs, the HS Principal and the Sugar Creek High School Counselor to discuss academic progress for the next semester.

National Honor Society

Membership in the National Honor Society represents the highest honor and trust that can be bestowed upon high school students in the junior or senior year of high school. The National Honor Society recognizes students for outstanding scholarship, leadership, character and service. Membership in the society is indicative that the student has attained and is demonstrating and promoting all of these qualities, and is exerting an effort to improve the conditions of the school and community. For membership in the Sugar Creek Charter J. Frank Martin High School chapter of the National Honor Society, students must attain and maintain a 3.65 unweighted GPA and complete a minimum of 10 community service hours per semester. Selection for membership is by a faculty review committee

and is based on outstanding scholarship, character, leadership and service. Once selected, members have a responsibility to continue to demonstrate these qualities.

National Science Honor Society

A member must be enrolled in at least a single second year honors science or advanced placement class during or prior to the twelfth grade year. A member must maintain a B+ average (3.6/4.0 or equivalent) across all science courses. All members must attend one local chapter officer's lecture annually.

Beta Club

Membership in the National Beta Club is offered to rising 10th, 11th, and 12th graders who attain and maintain a minimum unweighted 3.5 GPA. This club promotes the ideals of academic achievement, character, service and leadership among high school students. Student members are required to attend meetings, participate in service projects and other organization activities.

Technology

Acceptable Use Policy (AUP)

Sugar Creek Charter School is excited to be able to provide your student with a laptop computer while he or she is enrolled at SCCS. ***These laptops are to be used by the student for learning purposes only and are the property of Sugar Creek Charter School.***

Sugar Creek Charter School (SCCS) will seek to accomplish the following goals:

- Create and support equitable opportunities for student learning through the use of technology – as an extension of the classroom
 - Extending learning beyond the classroom and the school day.
- Increase student achievement, engagement, and ability in order to meet the demands of the world they enter upon graduation
 - Engaging all students in authentic real-world activities and projects.
Instructors will adapt and improve learning environments to realize the benefits of one-to-one computing and technology
- We hope that you (parents/guardians) will share in your son or daughter's excitement about this opportunity and learn along with them as they use this instructional tool to enhance their learning.

Sugar Creek Charter School is preparing our students to live and work as responsible citizens and life-long learners. SCCS provides students and teachers with technology tools and skills necessary for student-directed learning as a **privilege, not a right**. Sugar Creek Charter Schools electronic network supports our instructional program, including –

North Carolina Common Core State Standards, learning opportunities, information retrieval, searching strategies, research skills, critical thinking skills, and life-long learning. Through the Internet, students, teachers and staff are able to access current information, news, resources from businesses, libraries, educational institutions, government agencies, research institutions and associations, and a variety of other sources.

Program Conditions

While the student is in possession of the computer, they will be responsible for their assigned device.

Email and other Digital Communications Accounts

Students are provided an email account by the school. Email correspondence will be used for educational purposes only. Electronic communication coming from or going to the school-issued email account can and will be monitored to make sure the terms of the RUA are being followed. **Digital communications etiquette** is expected by all students using all school-provided communications accounts, sites, or applications including but not limited to wikis, blogs, forums, interactive video conferencing, podcasts, vodcasts, online training, online courses, and online collaboration sites.

Internet Use

- As required by the **Children’s Internet Protection Act (CIPA)**, an internet filter is maintained by the district for school use on the Laptop. Filtering not only restricts access to unacceptable sites, but also restricts access to inappropriate materials of all kinds. Sugar Creek Charter School cannot guarantee that access to all inappropriate sites will be blocked.
- ***No filter is as reliable as adult supervision!*** Log files are maintained on each Laptop with a detailed history of all sites accessed. It is the responsibility of the user to appropriately use the Laptop, network, and the Internet. Sugar Creek Charter School will not be responsible for any harm suffered while on the network or the Internet.
- Students are required to notify a teacher or administrator if they access information or messages that are inappropriate, dangerous, threatening, or that make them feel uncomfortable.

Damaged, Lost or Stolen Devices

Parents or students are required to file a police report in case of theft, vandalism, and other acts that occur away from the school campus. If a laptop is lost or stolen due to proven negligence as determined by state insurance officials, parents may be responsible for full replacement costs (approximately \$500.) Laptops that are not returned when a student leaves, transfers, or withdraws from school will be considered stolen. The procedures outlined in the SCCS Parent and Student Handbook will be followed and theft charges will be filed.

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

Unacceptable Use of Technology Resources

Inappropriate technology use includes but is not limited to the following:

- Interfering with the normal functioning of devices, computer systems, or computer networks; Damaging or theft of devices, computer systems, or computer networks; Accessing, modifying, or deleting files/data that do not belong to you; Sending or publishing offensive or harassing messages and content; Accessing dangerous information that, if acted upon, could cause damage or danger to others; Giving your username or password to any other individual (be it student or faculty member), or using the username or password of someone else to access any part of the system; Sharing and/or distribution of passwords or using another individual's password (be it student or faculty member); Intentional viewing, downloading or distribution of inappropriate and/or offensive materials; Gaining unauthorized access to computer and/or telecommunications networks and resources
- Viewing, transmitting or downloading pornographic, obscene, vulgar and/or indecent materials; using obscene language, harassing, insulting or bullying others, posting of private or personal information about another person, spamming of the school email system, violating any federal or state law, local regulations or school committee policy
- Violating copyright laws and/or the district policy on plagiarism; Copying software or applications from Sugar Creek Charter School devices through any electronic means unless the particular licensing agreement in place for the software allows user distribution
- Intentionally wasting limited network or bandwidth resources be it a school issued or personal device; Destructions/vandalism of system software, applications, files or other network resources; employing the network for commercial or political purposes. Using the network / Internet to buy or sell products
- "Hacking" and other illegal activities in an attempt to gain unauthorized access to restricted files, other devices or computer systems; Uploading any harmful form of programming, bypassing filters; installing any type of server, aliasing / spoofing, peer-to-peer networking or remote-control software
- Possession of and/or distribution of any of software tools designed to facilitate any of the above actions will also be considered an offense. Saving inappropriate files to any part of the system, including but not limited to:
 - Music files
 - Movies
 - Video games of all types, including ROMs and emulators
 - Offensive images or files
 - Programs which can be used for malicious purposes
 - Any files for which you do not have a legal license
 - Any file which is not needed for school purposes or a class assignment

Consequences for Violations of Technology Policies

Use of the computer network and Internet is an integral part of research and class work, but abuse of this technology can result in loss of privileges. Students who use technology devices, digital resources, and network infrastructure, along with information technology inappropriately may lose their access privileges and may face additional disciplinary or legal action.

The length of time for loss of privileges will be determined by building administrators and/or other administrative staff members. If the user is guilty of multiple violations, privileges can be removed for one year or more.

BEHAVIOR

Sugar Creek's encourages positive behavior the school's core values: **STARS**

- Show respect for yourself
- Transition in an orderly manner
- Accept responsibility for actions
- Ready to learn at all times
- Support your school.

At the high school level these same values are communicated and enhanced through motivation **REDI**

- Respectful
- Engaged
- Dedicated
- Integrity)

J. Frank Martin HS Campus will operate on a merit system of behavior. This management approach is designed to reward students for positive behaviors and correct negative behaviors.

Positive Behavior Incentive System (PBIS)

Ascend Goals

Ascend Goals is a platform that Sugar Creek Charter School, J. Frank Martin HS Campus will use to encourage students to participate in school activities, participate in positive behavior, and to set life and academic goals. Ascend Goals vision and mission is to create a generation of students that are empowered to pursue their goals with curiosity, courage, and commitment. Students will participate in gamified goals that align with their plans for the future, in collaboration with their parents, mentors and educators.

Incentives

Ascend points will be used to earn incentives at the direction of the HS Dean of Students.

CODE OF CONDUCT

A Blueprint for Living and Learning

Sugar Creek Charter School

J. Frank Martin High School

INTRODUCTION

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

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

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

SCHOOL-WIDE STANDARDS FOR SUCCESS

Staff, Students, and parents at the Sugar Creek Charter School will work together to help each student reach his or her full potential in academic achievement and moral maturity.

Toward this end, staff will make every effort to keep students focused on the following ten character virtues, our Standards for Success in school, the workplace, and society at large.

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

Safe Schools Policy

I. Purpose

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

II. Prohibited Conduct & Related Discipline

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

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

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

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

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

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

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

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

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

D. The type and length of discipline is based on factors such as previous violations, severity of conduct and other relevant educational concerns.

E. When appropriate, students will be placed on remedial discipline plans

- F. School personnel will use reasonable physical restraint if necessary to protect a person or property from physical injury or to remove a violent or disruptive student.
- G. If you damage or lose school property, then your official report cards and transcripts may be withheld until payment for the damage is received or the lost property is recovered.

III. Searches

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

IV. Expulsion and Suspension Defined

- A. Expulsion is the eradication of all educational rights for the remainder of the school year with no option to return to Sugar Creek Charter School.
- B. Exclusion is the removal of a student from Sugar Creek Charter School for the remainder of that school year with no option to return to Sugar Creek Charter School.
- C. Suspension is any other disciplinary removal from school of 10 days or less.

V. Readmission and Admission

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

VI. Due Process for Safe Schools Policy

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

VI. Process for Expungement

- A. Each student's official record shall include notice of any suspension for more than 10 days or any expulsion provided for by N.C. Gen. State. 115C-391, and description of the conduct for which that student was suspended or expelled.

B. The School Director shall expunge that notice from the record upon the request of any student at least 16 years old or emancipated, or the student's parent, legal guardian or custodian, if (a) the student either graduates from high school or is not expelled or suspended again during the 2-year period commencing on the day the student returns to school after the expulsion or suspension, (b) the director determines that the record is no longer needed to maintain a safe and orderly school, or (c) the director determines that the record is no longer needed to adequately serve the child.

C. The School Director may also expunge the record without such request, provided the other conditions set forth in B are met.

VII. Grievance Process Procedure

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

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

VIII. Anti-Bullying Policy

Prohibition of Harassment, Intimidation, and Bullying

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

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

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

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

Bullying can take many forms including:

1. Physical bullying

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

2. Verbal bullying

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

3. Covert bullying

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

Covert bullying includes:

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

4. Cyber-bullying

— Cyber-bullying is bullying behaviors using digital technologies.

Examples include:

- — harassment via a mobile phone (calls or texts), online classes
- — setting up a personal website with the intention to degrade someone or deliberately insulting someone on a social networking site (facebook, twitter, snapchat, instagram, etc.)

— **Cyber-bullying** can happen at any time. It can be in public or in private, and sometimes only known to the target and the person bullying.

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

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

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

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

Video Surveillance Policy

I. Purpose

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

II. Definitions

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

III. Guidelines for video monitoring on school Property

A. Camera Location, Operation and Control:

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

B. Notification

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

C. Use of Video Recordings

- i.** A video recording of actions by students may be used by the Board or administrators as evidence in any disciplinary action brought against students arising out of the student's conduct in or about school property.
- ii.** Video recordings of students, staff, or others may be reviewed or audited for the purpose of determining adherence to Board policy and school rules.
- iii.** The school may use video surveillance to detect or deter criminal offenses that occur in view of the camera.
- iv.** The school or its administrators may use video surveillance and the resulting recordings for inquiries and proceedings related to law enforcement, deterrence, and student discipline
- v.** The school shall not use video monitoring for other purposes unless expressly authorized by or under an Act or enactment.

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

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

E. Disposal or Destruction of Recordings

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

F. Video Monitors and Viewing

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

G. Disclosure

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

H. Access to Personal Information

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

I. Media, Videotaping, and Photography Policy

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

J. Guidelines for video monitoring on School Buses

Camera Location, Operation and Control:

- i. The school administrators may approve the equipping of school buses with video monitoring devices for monitoring student behavior.
- ii. Video monitoring equipment shall be in operation on a random basis as determined necessary by the school administration to monitor student behavior or the action of bus drivers.
- iii. The school administration shall be responsible to audit the use and security of surveillance cameras, including monitors and tapes.

- iv. Students shall be informed by the School Director at the beginning of each school year that the school may be recording student behavior on school buses and the purposes of such practices.
- v. Video records may be released to third parties or applicants in conformance with applicable legislation and any rules or regulations thereunder.
- vi. An individual who is the subject of video monitoring has the right to request access to the recording in accordance with applicable legislation and any rules or regulations thereunder. Access in full or part may be refused on one of the grounds set out within the legislation.

Internet Acceptable Use Policy

Sugar Creek Charter School recognizes that electronic resources of all types are becoming a vital part of an up-to-date education for our students whom we are preparing to become technologically literate citizens. Because of this, the school Board in general supports providing access to these resources for our staff and students. The Board expects that the Internet and e-mail within the school system will be used for educational purposes only and that staff will use the guidelines established by Board policy both for their own professional use and to instruct students in the use of these resources.

The Board policies regarding the Selection and Reconsideration of Instructional Materials and Copyright should be followed when utilizing Internet access and e-mail throughout the school. Students who wish to have access to the Internet must sign the Internet Use Agreement and must submit a permission form that has been signed both by the students and a parent/legal guardian in which they agree that the students will adhere to all guidelines and be responsible for their own actions. Staff members will also sign a network use agreement. Staff members will instruct students in the correct use of these resources, and students will read and understand the guidelines established by the school. The ultimate responsibility for a student's actions in using the Internet and e-mail rests with the student and his/her parent(s)/legal guardian(s). Students who do not adhere to the guidelines set forth by the school will have their e-mail and Internet privileges revoked and may be subject to other disciplinary measures.

Sugar Creek Charter School J. Frank Martin High School Campus

Parent-Student Contract

The school is committed to a partnership between parents, students, teachers, and staff to provide the best possible education for our students. In order to achieve our goals, we must work together. Please go to <https://bit.ly/SCCHSRLContract> and sign by designated due date.

Pledge by the School:

1. **Timelines-** We will arrive every day by 7:30 A.M. and remain at school until 4:00 P.M.
2. **High Quality Education-** We will always teach in the best way we know how and will do whatever it takes for all our students to learn.
3. **Support and Respect-** We promise to appreciate, support, and respect every student and parent.
4. **Communication** – We promise to communicate regularly with parents about their child’s progress and make ourselves available in person and by phone. We will return parent phone calls in a reasonable time frame.
5. **Homework** – We will assign productive, meaningful homework to reinforce and support skills and concepts learned in class.
6. **Fairness-** We will enforce Sugar Creek’s Code of Conduct consistently and fairly. When students are detained or suspended or when students deserve recognition for their accomplishments, we will inform their parents promptly.
7. **Safety-** We will always protect the safety, interest, and the rights of all individuals.

Principal’s Signature: *Tawana Wiggins*

Date: 8/17/2020

Pledge by Parents (or Guardian):

1. **Timeline** – I will make sure my child logs in and is present online daily at the designated class start times. I will communicate with the school if my child is having connection or login issues.
2. **Support-** I will always help my child in the best way I know how and I will do whatever it takes for my child to learn by providing what is needed for their daily learning.
3. **Communication** – I will make myself available to my child, the school, and any concerns they might have. I will return phone calls from the school within 24 hours. If I am asked to attend a meeting regarding my child’s education or behavior, I will make every effort to be present in person or by phone..
4. **Dress code** – I will make sure my child adheres the Sugar Creek remote learning dress code. My child will not be allowed to start the day unless he or she is in proper remote learning attire.
5. **School Rules-** I understand Sugar Creek Charter School’s Code of Conduct, and I will make sure that my child learns to live up to them. I understand that my child may lose privileges or have other disciplinary consequences if my child violates the STAR and REDI values, and I will support the school in its efforts to enforce high standards for behavior and citizenship.
6. **Technology-** I understand and agree with the Acceptable Use Policy. I will make sure my understands the rules for using SCCS technology and accept responsibility if my child violates the rules.

SIGNATURES REQUIRED AT <https://bit.ly/SCCHSRLContract>

Pledge by the Student:

1. **My Best Effort** – I understand that my education is important, and I will always work, think, and behave in the best way I know how and do whatever it takes for me and my classmates to learn.
2. **Attendance and Timeliness** – I promptly log in to all of my classes on time daily.
3. **Dresscode** – I will be properly dressed for all of my remote learning classes.
4. **Homework** – I will complete, with every attempt, all assigned homework and seek help from my teacher when needed.
5. **Communication** – I will "raise my hand" to ask for help if I do not understand something. I will make myself available to my teachers and parents about any concerns they might have.
6. **Responsibility** – If I make a mistake, I will tell the truth and accept responsibility for my actions. I will take FULL responsibility for my education and learning.
7. **Code of Conduct-** I understand the Code of Conduct, and I will live up to it every day.
8. **School Rules-** I will follow all school rules in order to protect the safety, interests, and the rights of all individuals. I understand that I may lose privileges and have other disciplinary consequences if I break rules or do not live up to the code of Conduct.

SIGNATURES REQUIRED AT <https://bit.ly/SCCHSRLContract>

