

AMERICAN LEADERSHIP  
ACADEMY

JOHNSTON

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7-12 PARENT & STUDENT  
**2022-23 HANDBOOK**

# AMERICAN LEADERSHIP ACADEMY

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This 2022-2023 ALA Johnston 7-12 Parent & Student Handbook (the “Handbook”) was approved by the ALA Johnston (“ALA Johnston”) Board of Directors at a meeting held on March 14, 2022 and published on March 15, 2022.

ALA Johnston reserves the right to update this Handbook at any time in accordance with its policies and procedures. The most recent version of the Handbook is available on ALA Johnston’s website ([www.alaschools.org/johnston](http://www.alaschools.org/johnston)).

The following policies and procedures are not intended to be all-inclusive. ALA Johnston reserves the right to interpret, apply, or terminate the following policies and procedures, in whole or in part, at its sole discretion.

ALA Johnston has made every reasonable effort to ensure the policies in this Handbook comply with all applicable state and federal laws and regulations. If this Handbook contains a policy that does not comply with applicable law, that law takes precedence over the Handbook policy. If any part of the Handbook is, for any reason, held to be unenforceable, such provision is severable and the rest of the Handbook remains fully enforceable.

By enrolling in ALA Johnston, Parent/Legal Guardian and Student agree that they have read and understand the information contained in this Handbook, and that both Parent/Legal Guardian and Student will abide by all ALA Johnston policies and procedures contained in this Handbook, or elsewhere, while Student is enrolled at ALA Johnston.

This handbook is a living document. Its policies or procedures are continually reviewed and updated by the ALA Johnston Board of Directors. Any amendments to this document will be provided to students, staff, and parents.

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## **PHILOSOPHY**

ALA Johnston was founded to provide parents a choice in their child's education. We are committed to partnering with families to help every student reach their highest individual potential academically, socially, and emotionally. When it comes to education, we believe environment matters. That's why we have created an environment that reinforces traditional values (RAISE) that are taught in the home, combined with a rigorous curriculum. The moral and wholesome environment found at ALA Johnston creates a safe culture where distractions are minimized and learning is accelerated.

## **MISSION**

ALA Johnston's mission is to provide the best educational experience to as many students as possible in a moral and wholesome environment.

## **VISION**

The vision of ALA Johnston is: **Learn. Lead. Change the World!**

## **VALUES**

ALA Johnston espouses five universal values which permeate daily life and culture on and off campus: **Respect, Accountability, Integrity, Service, Excellence (RAISE)**.

## **STUDENT LEADERSHIP PLEDGE**

As a student of ALA Johnston, I **RESPECT** others and myself. I am **ACCOUNTABLE** for my choices, and I demonstrate **INTEGRITY** by honoring my word. I **SERVE** others and seek **EXCELLENCE** in all I do. By living and demonstrating the **RAISE** values, we will fulfill our vision to **Learn. Lead. Change the World!**



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## SCHOOL CALENDAR



### 2022-2023 ACADEMIC CALENDAR

Qtr 1: 8/22-10/21 (43 Days)    Qtr 3: 1/14-3/24 (46 Days)  
Qtr 2: 10/22-1/13 (43 Days)    Qtr 4: 3/25-6/9 (48 Days)

#### Calendar Key

- Parent Teacher Conference
  - Staff Workday | No School for Students
  - Holiday | No School for Students
  - First/Last Day of School
  - End of Quarter
  - Half Days Dismissal 1:30pm
- Inclement Weather Make Up Days:** Instructional hours in excess of 1025 will be used first. If additional days are needed, Teacher Work days will be used in this order: February 17, June 12, and June 13.

#### AUGUST 2022

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

- Teacher Workdays - No School
- First Day of School

#### SEPTEMBER 2022

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

- Labor Day - No School
- Teachers Workday - No School

#### OCTOBER 2022

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

- End of Q1
- Half Day for Students: Parent Teacher Conference

#### NOVEMBER 2022

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

- Veterans Day - No School
- Thanksgiving Break - No School

#### DECEMBER 2022

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

- Winter Break - No School

#### JANUARY 2023

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

- New Year Observed Holiday
- Back to School
- 9-12: Finals for Grades 7-12
- Half Day for Students: End of Q2
- Civil Rights Day - No School
- Teachers Workday - No School

#### FEBRUARY 2023

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

- Teacher Workdays - No School
- President's Day - No School

#### MARCH 2023

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

- Half Day for Students Conferences: Grades 7-12 Student-Led: Grades K-6
- End of Q3

#### APRIL 2023

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

- Spring Break - No School
- Teacher Workdays - No School

#### MAY 2023

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

- Memorial Day - No School

#### JUNE 2023

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

- 1-2 & 5-6: Finals for Grades 7-12
- Last Day of School
- Teacher Workdays - No School

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## ENROLLMENT & ADMISSIONS

In accordance with North Carolina General Statutes (G.S.) § 115C-218.45, ALA Johnston accepts all students who submit a timely application unless the number of applications exceeds the capacity of a program, class, grade level, or building. Enrollment priority is given to the following students:

- Students returning in the second or subsequent year of enrollment, including siblings of students already enrolled at ALA Johnston
- Students who are children, grandchildren, or legal wards of the Board of Directors of ALA Johnston, or of employees of ALA Johnston.
- Students who are transferring from another established North Carolina charter school.

ALA Johnston does not limit admission based on race, ethnicity, national origin, religion, gender, gender identity, income level, disability, English proficiency or athletic ability.

ALA Johnston may refuse to admit any student expelled or awaiting expulsion from their previous school (*see* G.S. § 115C-218.45(i)).

ALA Johnston's Enrollment and Lottery Policy is available upon written request and supersedes any other previously established enrollment policy. Please refer to ALA Johnston's Enrollment and Lottery Policy for additional information.

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### APPLICATION PROCESS

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Applications may be submitted during the open enrollment period, prior to the start of each school year. Open enrollment dates for the upcoming school year will be posted on the school's website and in the front office of the campus.

Application forms can be accessed at the school's website or at the front office of the campus. All applications must be complete to be considered received. Applications will be time-stamped upon receipt.

Following notification of acceptance, parents/legal guardians have seven calendar days to confirm acceptance and complete all necessary documentation provided to the parents/legal guardians by ALA Johnston. Failure to complete the necessary documentation within this timeframe may result in loss of priority. Complete documentation is necessary to ensure proper course placement.

The enrollment process will be considered complete when parents/legal guardians have submitted an electronic enrollment form, proof of residency form, student immunization records, student birth certificate, or other required documents pursuant to G.S. § 115C-218.45(d1). ALA Johnston may require parents/legal guardians to submit additional documentation including, but not limited to, custody agreements, affidavit of homeschool instruction, ESEA form, Special Education IEP, 504 Plan, MET, etc.

Any false statement or omission of information on enrollment documents (interest forms or enrollment forms), including falsely indicating priority eligibility, may result in revocation of enrollment offers.



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## **STUDENT RECORDS**

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In accordance with ALA Johnston's Enrollment and Lottery Policy, all documentation generated by the school via the school's Student Information System (SIS) will contain the full legal name and gender of the student as listed on the student's official birth certificate. Such documentation may include, but is not limited to, official transcripts, report cards, school correspondence, attendance reports, etc. Notwithstanding the above, school staff will, upon request, refer to the student by a nickname sanctioned by the student and his/her parents/legal guardians.

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## **CUSTODY ISSUES INVOLVING ENROLLMENT & STUDENT RECORDS**

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ALA Johnston will not involve itself in custody disputes or negotiations.

If a student's parents have shared or joint legal custody of the student and they disagree about the student's withdrawal from ALA Johnston, the school will not withdraw the student until both parents come to a written agreement regarding school attendance and present the written agreement to the school.

Unless otherwise provided by a court order or law, on reasonable request, both parents are entitled to equal access to information concerning their child's education including school records. *See* G.S. § 115C-402.15. It shall be the responsibility of the parents to provide school officials with a current copy of any custody orders and/or parenting plans. The school will follow the most current valid documents on file.

In cases in which a person other than the parent has been granted guardianship, the legal guardian shall be responsible for notifying school officials of the conditions of the guardianship and for providing school officials with all pertinent written documentation. If an individual other than the parent or legal guardian has the parent/legal guardian's permission to discuss the student's academic performance, behavior, or other necessary information, written authorization will be required by the parent/legal guardian.

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## **REQUESTS FOR TEACHERS AND/OR CLASS**

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Parents/legal guardians of students attending grades 7-12 may have the option of selecting certain courses for their students. However, ALA Johnston reserves the right to make final decisions regarding student placement based on availability, class size, capacity, and other relevant factors. Requests for a teacher or core course change may be considered during the first two weeks of the school year, if the following conditions are met:

- Parent/legal guardian and teacher communication has occurred.
- Demonstrated evidence through student data that the student is struggling academically in the course.
- School Administrator approval has been obtained.

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## **SCHEDULE CHANGES**

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Schedules may be changed during the first two weeks of the school year in the following instances:

- Missing a period in schedule
- Incorrect placement
- Lacking a prerequisite
- Missing a course needed for graduation
- Missing a lunch period

Notwithstanding the above, School Administration may need to change a student's schedule due to extenuating circumstances (e.g. addition of teaching staff).

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## ATTENDANCE

All students are required to attend school each day school is in session. For grades 7-12, attendance is taken each period throughout the day. When a student is absent, it is the responsibility of the parent/legal guardian to notify the school by calling the appropriate school contact point. Parents/legal guardians must notify the school within 24 hours of the absence in order for the absence to be considered “excused”. Sending an email directly to a student’s teacher will not be considered proper notice. Failure to provide timely notice to the school will result in the absence being coded as “unexcused.”

The school will make a reasonable effort to telephone and notify the parent/legal guardian of students who are showing as unexcused.

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### ABSENCES

We follow the NC Compulsory Attendance Law (G.S. § 115C-378) to keep parents informed of all unexcused absences. Attendance will be assessed at regular intervals throughout the school year and we will notify parents regarding students that reach 3, 6, and 10 unexcused absences as well as actions that will be taken once a student reaches 14 or more absences for the year. Below is an outline of these benchmarks with corresponding actions.

#### *Number of Days Absent Actions Taken by School Corresponding Law/Policy*

3 Unexcused Absences-Verbal or Written Communication to Parent. (via School Attendance Record).

6 Unexcused Absences-Written Notice to Parent along with Copy of Article 26, 115C-378 (Compulsory Attendance Law).

10 Unexcused Absences-Written Notice to Parent along with Copy of Article 26, 115C-378 (Compulsory Attendance Law)

14 Absences (Excused and Unexcused) -Written Notice to Parent along with Copy of Article 26, 115C-378 (Compulsory Attendance Law); Parent required to submit doctor’s note to excuse any further absences incurred.

20 or more Absences-Written Notice to Parent along with Copy of Article 26, 115C-378 (Compulsory Attendance Law); School will consider filing complaint with the District Court for violation of Compulsory Attendance Law.

15 absences per semester and/or 30 or more absences in one school year -School will consider student retention for failure to meet Compulsory Attendance Law.

\*All actions taken by the school are done so in accordance with policies outlined in G.S. § 115C-378

An absence will be considered excused when due to an illness, doctor/dental appointments (a note will be required), religious observances, family emergencies (death, court appearance, etc.), and/or out-of-school suspensions. Excused absences due to out-of-school suspension must not exceed 10% of the instructional days scheduled for the school year. Documentation is required prior to absences for religious observances, see the front office for details. Family vacations and extended holidays outside of scheduled school breaks will be considered unexcused, unless receiving prior authorization by the Administration for an educational trip or opportunity with plans to complete all classwork within the excused timeframe.

In order for absences relating to illness (including chronic illness), doctor appointment, bereavement, family emergencies, or Administrator approved educational opportunity to be counted as excused absences, the school must be notified in advance or at the time of any absence by the parent or other person who has custody of the student per G.S. § 115C-378(b). The school will document the date, reason, and person reporting the absence.

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Pursuant to G.S. § 115C-378(a) in order for any of the above absences to be excused, a child who is under 16 years of age must be accompanied by a parent, guardian, or a person authorized by a parent.

According to the [North Carolina School Attendance and School Accounting Manual](#) (NCSAS), Page 25, students absent for ten consecutive school days, except for excused absences identified above, shall be withdrawn from the school effective the last day of attendance or reported excused absence.

Pursuant to NCSAS, page 26 “Student Chronic Absenteeism”, absences, unexcused or excused, may be considered excessive when the number of absent days exceeds 10% of the instructional days.

\*Exceptions: Absences or tardiness resulting from a chronic illness and explicitly addressed on a current Chronic Illness Form and physician’s note will be marked as excused absences. (This does not apply to absences or tardiness for reasons other than the chronic illness.) The school must be notified in advance or at the time of any absence by the parent or other person who has custody of the student. When notifying the school of absences, parents/legal guardians must state whether the illness is related to the student’s chronic illness as documented on the chronic illness form. Chronic illness documentation needs to be provided as soon as possible to the Health Office. Parents/legal guardians must submit an updated chronic illness form for their child each academic year. Please contact the school Front Office for more information.

Students who are absent from school more than 50% of the day of an activity may not attend activities planned on that day, such as, but not limited to; after school events/parties or extracurricular activities.

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## **TARDINESS**

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Students should be in their classroom and in their seats when class begins. Students who fail to arrive to school or class on time are considered tardy. 7-12 students arriving after their class has started may be sent to the Prepared and Ready Area (“PAR”) until the start of the next class. The Dean of Students is responsible for enforcing disciplinary action against a student any time he/she is tardy. In some cases, tardy students may be marked absent. Excessive tardies, excused or unexcused, may result in detentions, Saturday school, in-school suspensions, meeting with Administrators/Attendance Contract, loss of eligibility for extracurricular activities, loss of credit for grades 7-12, or further administrative action.

A tardy may be considered excused when due to an illness, doctor/dental appointments, religious observances, or family emergencies (death, court appearance, etc.), or circumstances beyond a student’s control. A note from parent/legal guardian may be required. Parents/legal guardians may be notified via email of each unexcused tardy, and, if necessary, by telephone as required by law.

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## **CHECKING STUDENTS IN/OUT OF SCHOOL**

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Any student arriving late to school must be checked in by a parent/guardian or authorized representative. This also applies when checking a student out of school. School Administration exercises caution in releasing students during the school day. If a student must be checked out of school prior to the end of the school day, a parent/legal guardian is required to personally sign their student out before leaving the campus. Students who are 17 years of age or older may sign themselves out for appointments if their parent/legal guardian has emailed or called the school in advance to confirm the appointment and approve the student’s early release. Parent/legal guardians must present a valid

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government-issued ID at the front office to verify their identity. Only authorized persons listed in PowerSchool may check students in or out of school.

Please be aware that students who are checked out before a certain time may be marked absent for half or all of the school day in accordance with state instructional minutes guidelines. As a matter of policy, students are prohibited from leaving campus within 15 minutes of the end of the school day (unless there is an emergency).

In the event of illness, parents or emergency contacts will be responsible to pick up their student(s) immediately upon being contacted by the school health office. Please keep the school office updated with current phone numbers and emergency contact information.

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## **STUDENTS ON CAMPUS**

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Under no circumstances may students remain on campus unsupervised. Per ALA Johnston policy, students are permitted on campus no earlier than 7:40 AM. If students arrive before 7:40 AM, they will not be allowed inside the building or within the gates of the campus. Students are to vacate campus after the final bell unless involved in an authorized activity such as tutoring or other after school program. Parents/legal guardians should pick up their student(s) within 20 minutes after the end of the school day. Students unaccompanied by a parent/legal guardian will be escorted to a designated waiting area. This includes siblings of students who are involved in an authorized activity, but who themselves are not part of that group or activity.

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## **CLOSED CAMPUS POLICY**

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Student safety is one of ALA Johnston's top priorities and therefore ALA Johnston maintains a closed campus. Students are prohibited from leaving campus for any reason during school hours or during after-school activities, unless excused or accompanied by the adult supervisor of that activity.

Persons who come onto campus without official business are considered to be trespassing. All visitors to the school must come directly to the campus front office where they must sign in and obtain an official school visitor's pass to wear visibly on their outer clothing. Please review ALA Johnston's Visitor Policy for more information.

## **DROP-OFF/PICK-UP**

Parents/legal guardians are responsible for safely transporting students to and from school. Carpools are strongly encouraged. ALA Johnston is not responsible for carpools and assumes no liability for matters related to the organization, management, or execution of carpools.

Parents/Guardians are responsible for notifying the school of individuals authorized to pick up the student for carpool transportation.

Substitute Rides Home: ALA Johnston accepts no responsibility for students getting substitute rides home in their carpool. Parents/legal guardians should ensure their child(ren) knows whom they are riding with before the school day begins. Parents must provide written notification to the school to allow for substitute carpool rides.

## **STUDENT DISCIPLINE**

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### **STUDENT CODE OF CONDUCT**

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Students are expected to abide by all ALA Johnston policies and procedures. The discipline plan at ALA Johnston reflects the RAISE Leadership Values. Students are expected to be self-governed and to respect the rights and property of others. ALA Johnston students should conduct themselves with courtesy, refinement, and professionalism

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throughout the school day and any time they represent ALA Johnston in extra-curricular activities, field trips, or any other school sanctioned event. Students who break this trust will be restricted from extra-curricular activities and may receive additional discipline as necessary.

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## **GENERAL SCHOOL RULES**

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Students will:

- Work together with teachers to create a classroom that is safe, conducive to learning, clean, and free from distractions.
- Use good manners and polite speech.
- Treat others with respect.
- Be honest and demonstrate integrity at all times.
- Accept corrections respectfully.
- Display a positive attitude.
- Treat school property with respect.
- Refrain from bringing toys, pets, inappropriate literature or media, electronic devices or other items that are unsafe or that could disrupt the learning environment.
- No gum allowed on campus.
- Abide by all ALA Johnston policies and procedures

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## **CLASSROOM RULES**

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- Be Responsible; follow all directions when given.
- Be Respectful; be on time, raise your hand if you need teacher's attention, and stay in your seat until you have permission.
- Be Ready; bring all needed materials to class.
- Be Considerate: keep all objects, hands, and feet to yourself.
- Be Kind; if you don't have anything nice to say, then don't say anything at all.
- No food or drink in the classroom (with the exception of water), unless authorized by Administration (examples may include approved classroom party or where circumstances require lunch to be eaten in the classroom).

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## **CAFETERIA RULES**

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- All students should cooperate with cafeteria staff by displaying good manners and keeping the dining area clean.
- Lunches may not be consumed outside of the designated area.
- No food or drinks are allowed within the halls and classrooms, unless prior arrangements have been made with School Administration.
- At the discretion of School Administration, backpacks and playground equipment are to be left in designated areas before buying food.

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## **PROGRESSIVE DISCIPLINE POLICY, CONDUCT & CONSEQUENCES MATRIX (CCM)**

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School rules are designed to protect all students and foster an environment of order and discipline. It is important that parents/legal guardians and students understand the consequences of misbehavior. School Administration enforces adherence to school rules, policies, and procedures using a progressive discipline system. School Administration has



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discretion with respect to its enforcement authority. When considering disciplinary action, School Administration will seek to balance the severity of the conduct and the resulting discipline using the CCM which can be found at [www.alaschools.org/johnston](http://www.alaschools.org/johnston).

The CCM includes a list of common and/or serious student conduct violations along with a range of recommended consequences, which are meant as guidelines. Unless the law or circumstances warrant imposing an alternative consequence, the discipline imposed is the sole discretion of School Administration.

Serious violations such as possession of a firearm or dangerous weapon, sexual abuse or any other abuse, possession of alcohol/illegal drugs will automatically be reported to law enforcement and/or the North Carolina Department of Education.

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## **POLICY PROHIBITING STUDENT HARASSMENT, INTIMIDATION, BULLYING, AND HAZING**

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Pursuant to G.S. § 115C-407.15, students are prohibited from harassing, intimidating, bullying, or hazing other students on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums or mailing lists.

All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

### **DEFINITIONS**

**HARASSMENT:** Intentional disruptive or threatening behavior by a student to another student; includes, but is not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact, unwelcome verbal or written comments, photographs and graphics; harassment, direct or indirect, may be related, but not limited to, race, religious orientation, sexual preference, cultural background, economic status, disability, size, or personal appearance.

**INTIMIDATION:** Intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

**BULLYING:** Unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying behavior is meant to hurt another person and is carried out by someone who is seeking power or control over another person. There are multiple forms of bullying – physical, emotional and social. These can be carried out in person or through cyberbullying. Any bullying, on or off campus, which disrupts the learning environment will receive an immediate consequence – up to and including long-term suspension.

**CYBERBULLYING:** Any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

**HAZING:** Any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, in which both of the following apply: (1) The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution, and (2) The act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation.

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*A person is considered a “student” who has enrolled, who has been accepted for enrollment, or intends to enroll within the next 12 calendar months. This policy applies to all students until graduation, transfer, promotion, or withdrawal from the school.*

*"Organization" means an athletic team, association, order, society, corps, cooperative, club or other similar group that is affiliated with ALA Johnston and whose membership consists primarily of students enrolled at ALA Johnston.*

## **PROCEDURES**

Pupils and parents/legal guardians may make confidential reports to the Dean of Students, or any other professional staff member, of any incidents of harassment, intimidation, bullying, or hazing. ALA Johnston Staff are required to submit written reports of harassment, intimidation, bullying, or hazing to the Dean of Students. Staff members shall preserve the confidentiality of those involved and may only disclose the incident to the Dean of Students, or other supervisor, or as otherwise required by law. Any instance of reported or observed hazing which includes possible child abuse or violations of state law known to the staff member shall be treated according to relevant state law and reported to a law enforcement agency. Staff members will be subject to disciplinary action for failure to report allegations or observations of harassment, intimidation, bullying, or hazing to the Dean of Students in a timely manner. Written complaint forms are available at each campus.

The Dean of Students, in consultation with the Campus Director or Assistant Director, will determine whether an alleged act constitutes a violation of this policy. The Dean of Students shall conduct a prompt and thorough investigation of the alleged incident, including but not limited to meeting with the person who reported the incident. The Dean of Students may conclude that the alleged violation occurred or did not occur, or that the evidence is inconclusive. Once the investigation has been closed, the Dean of Students will meet with the person who reported the alleged incident to discuss the investigation and conclusions. Confidentiality of records and student information related to disciplinary actions, if any taken, shall be observed in the process of meeting with the person who reported the incident. The Dean of Students shall prepare a written report of the findings and a copy of the report shall be provided to the Campus Director. If the Dean of Students concludes that the alleged violation did not occur or that the evidence is inconclusive, no written report of the matter will be maintained in a student’s file.

Persons that disagree with the Dean of Students’ determination may appeal his/her decision by submitting a written appeal to the Campus Director. The Campus Director shall review the written appeal and issue a final determination in a timely manner.

## **CONSEQUENCES**

**Hazing is prohibited and will not be tolerated.**

**Any solicitation to engage in hazing is prohibited and will not be tolerated.**

**Aiding and abetting another person who is engaged in hazing is prohibited and will not be tolerated.**

It is not a defense to a violation of this policy that the hazing victim consented to or acquiesced in the hazing activity.

Students who commit acts of harassment, intimidation, bullying, or hazing will face consequences up to suspension or long-term suspension. When considering disciplinary action, the Director or Assistant Director will seek to balance the severity of the conduct and the resulting discipline using the *Conduct & Consequences Matrix* (“CCM”) which can be found at [www.alaschools.org/johnston](http://www.alaschools.org/johnston). All suspected violations of law will be reported to local law enforcement.

Disciplinary action may result for acts of intimidation, harassment, bullying, or hazing which occurs outside of the school and the school day when such acts result in substantial physical, mental, or emotional negative effect on the victim while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of ALA Johnston to maintain order.

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ALA Johnston prohibits retaliation against any person who reports an act of harassment, intimidation, bullying, or hazing. Students that engage in retaliation for reported violations of this policy will be subject to appropriate disciplinary action per the CCM.

An organization that knowingly permitted, authorized or condoned harassment, intimidation, bullying, or hazing activities will face revocation or suspension of the Organization's permission to conduct operations at ALA Johnston.

Any teacher or staff member who knowingly permitted, authorized or condoned the harassment, intimidation, bullying, or hazing activity is subject to disciplinary action up to termination.

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## **SEARCH & SEIZURE**

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School Administrators have the authority to conduct searches when they have a reason to suspect that the search will uncover evidence that a violation of school policy has occurred or that a law has been violated. Administrators may search student desks, cell phones, computers/laptops, tablets, smart watches, other electronic items, lockers, backpacks, vehicles, purses, or other personal belongings when reasonable suspicion exists and in order to determine if a school violation has occurred or a law has been broken. Items provided by ALA Johnston for storage (e.g., lockers, desks) of personal items are provided as a courtesy to the student but remain the property of the school and are subject to its control and supervision. Therefore, students have no reasonable expectation of privacy in relation to those items.

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## UNIFORM DRESS CODE POLICY

ALA Johnston's school governing board requires students to wear uniforms to school to support the school's mission. Compliance with the uniform dress code is mandatory. To attend class, all students must be in compliance with all aspects of the Uniform Dress Code Policy. Furthermore, the Uniform Dress Code Policy applies when students are riding the school bus and when attending extra-curricular events.

In general, students must present a clean, modest and neat appearance. Clothing must be worn right side out, be of appropriate size and worn correctly. Clothing shall not have holes or be intentionally torn. Clothing items must be one solid color.

Throughout the school day and at extra-curricular events, ALA Johnston Staff will conduct a dress code check to ensure the students are in compliance. ALA Johnston Staff have authority to determine whether clothing is inappropriate or a distraction. When students are deemed to be out of compliance, the following discipline policy will apply, at the discretion of ALA Johnston Staff:

- The school may notify parents/legal guardians and require parents/legal guardians to bring compliant clothing to school for their child; and/or
- Students may receive a yellow card; and/or
- Repeat violations will result in further school discipline; and/or
- Consequences described in the Conduct & Consequences Matrix ("CCM").

Exceptions to the Uniform Dress Code Policy may be granted for medical necessity, religious or cultural beliefs, provided that justification is submitted to and approved by campus administration.

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## UNIFORM DRESS CODE POLICY

<b>SHIRTS</b>	<ul style="list-style-type: none"><li>• Shirts must be a solid color white, navy blue, red, or gray polo shirt or collared button up. Maroon and similar shades of red are not permitted. Black shirts are not permitted.</li><li>• Turtlenecks are permitted.</li><li>• Shirts must have an embroidered/approved screen-print ALA Johnston logo.</li><li>• Non-ALA Johnston logos such as a Nike swoosh or Polo emblem are permissible provided such logos are no greater than approximately three inches and are only allowed on the sleeve or at the hem of the garment.</li><li>• Undershirts must be solid red, black, gray, white or navy blue and free of any print, design or competing logos.</li><li>• Girls' polos may be worn untucked; however, any undershirts must be tucked in.</li><li>• Shirts must hang below the natural waistline when arms are raised above the head-no skin showing.</li><li>• Boys' shirts must be tucked in.</li><li>• Chest must be covered.</li><li>• Any see-through sheer material is not acceptable unless a solid, no-see-through, capped or sleeved shirt is worn underneath.</li></ul>
<b>PANTS</b>	<ul style="list-style-type: none"><li>• Uniform style pants must be khaki, tan, black, gray, white, cream, or navy blue in color.</li><li>• All boys' pants must have belt loops, and boys must wear belts (see exception for joggers below).</li><li>• Pants must be worn at the natural waist.</li><li>• Tight pants such as leggings, yoga pants, or sweatpants are not allowed. Leggings are permissible for girls if worn underneath a compliant dress, jumper, short, skirt, or skort, and are of an appropriate school approved color.</li><li>• Joggers are allowed as long as they are twill (khaki/Docker style material) and not sweat pant style. Joggers can be worn with a drawstring in lieu of a belt.</li><li>• No blue jeans allowed except on Friday. See Friday Dress Code below.</li><li>• Pants must not be faded, have holes or frays.</li></ul>



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UNIFORM DRESS CODE POLICY	
<p><b>DRESSES &amp; JUMPERS</b> <i>(Girls)</i></p>	<ul style="list-style-type: none"> <li>Uniform style dresses/jumpers are permitted for girls as long as they are solid colored; black, red, navy, tan, or khaki.</li> <li>Denim dresses/jumpers are not permitted</li> <li>Dresses/jumpers must be knee length</li> <li>Dresses/jumpers must have a collar or be worn with a dress code appropriate shirt underneath</li> </ul>
<p><b>SKIRTS/ SKORTS SHORTS</b> <i>(Girls and Boys)</i></p>	<ul style="list-style-type: none"> <li>Uniform style skirts/skort/shorts must be solid colored; black, red, navy, tan, or khaki.</li> <li>Skirts/skort/shorts must be knee length</li> <li>Denim, fleece, and/or athletic shorts are prohibited</li> <li>Denim, fleece, and/or athletic skirts/skort are prohibited</li> </ul>
<p><b>SOCKS/SHOES</b></p>	<ul style="list-style-type: none"> <li>Students may wear non-distracting athletic, casual or dress shoes (no lights or charms).</li> <li>Shoes with wheels are strictly prohibited.</li> <li>Shoes must have closed toes and heels.</li> <li>No Keens, Crocs, or Moccasins are allowed.</li> <li>Girls are allowed to wear open toed sandals as long as they have a heel strap. Heels or soles may be no higher than 2 inches.</li> <li>Open toed sandals are NOT allowed for PE use.</li> <li>Slippers, house slippers (i.e. Dearfoams) and dance footwear are prohibited (unless otherwise specified by the school for an appropriate activity).</li> <li>Athletic shoes are required for P.E.</li> </ul>
<p><b>OUTERWEAR</b></p>	<ul style="list-style-type: none"> <li>Outerwear refers to all coats, jackets, sweatshirts, cardigans, hoodies, sweaters, etc. worn inside school buildings.</li> <li>Outerwear must be solid colored black, red, white, gray, or navy blue.</li> <li>Students wearing hoodies must keep hoods down and hoodies must be turned right side out when on campus.</li> <li>Non-ALA Johnston logos such as a Nike swoosh or Polo emblem are permissible provided such logos are no greater than approximately three inches.</li> <li>Students must wear ALA Johnston logoed collared button-up or polo shirts underneath outerwear (Except on Fridays).</li> <li>Denim outerwear is prohibited.</li> </ul>
<p><b>JEWELRY</b></p>	<ul style="list-style-type: none"> <li>Jewelry must be conservative, modest, and not a distraction.</li> <li>Girls may wear one pair of earrings, in the earlobe, no larger than a quarter.</li> <li>No gauge earrings, nose rings, lip piercing, etc. are allowed.</li> <li>Earrings may need to be removed during PE for safety.</li> <li>Boys may not wear earrings.</li> <li>Visible body piercing jewelry (plugs, etc.) are not permitted.</li> <li>Wallet chains or similar items are prohibited.</li> <li>Chokers or chains around the neck are prohibited.</li> <li>Sunglasses may not be worn inside school buildings.</li> </ul>
UNIFORM DRESS CODE POLICY	

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<b>COSMETICS</b>	<ul style="list-style-type: none"> <li>• Makeup should be natural looking and not disruptive to the educational environment.</li> <li>• Visible tattoos (permanent or temporary) must be covered</li> <li>• Students are prohibited from writing or drawing on their skin.</li> <li>• Boys are prohibited from wearing makeup, painted fingernails, or long fingernails.</li> </ul>
<b>HAIR</b>	<ul style="list-style-type: none"> <li>• Hair must be kept neat, clean, and have a combed appearance.</li> <li>• Extreme hair designs and hair colors that interfere with or become a distraction to the learning environment are not permitted.</li> <li>• Boys’ hair cannot be longer than the top of the collar and must be off the ears. Hair length in front should not fall below the eyebrows or otherwise interfere with or obstruct student vision.</li> <li>• Boys cannot wear manbuns, he-hive, ponytails, or pinned up to so their hair is “off the collar and off the ear”.</li> <li>• Boys must be clean shaven. Sideburns can be no longer than the middle of the ear.</li> <li>• ALA Johnston does not discriminate on the basis of gender, race, color or national origin in its administration of this hair grooming policy.</li> <li>• Exceptions to this hair grooming policy may be granted for medical necessity, religious or cultural beliefs, provided that justification is submitted to and approved by campus administration.</li> </ul>
<b>HEAD COVERINGS &amp; HATS</b>	<ul style="list-style-type: none"> <li>• No hats or bandanas may be worn inside the school buildings.</li> <li>• Sweatshirt hoods or hoods from other garments may not be worn inside the school buildings.</li> <li>• Head coverings of a religious or cultural nature (e.g. yarmulke/kippah, hijab, etc.) or for medical necessity are permitted provided that justification is submitted to and approved by the campus administration.</li> </ul>
<b>BELTS</b>	<ul style="list-style-type: none"> <li>• Must be conservative, solid color; black, brown, red, white, navy blue or neutral.</li> <li>• No metal trim or studs are allowed.</li> <li>• Belts must be worn by boys.</li> <li>• Belts are optional for girls.</li> </ul>
<b>FRIDAY DRESS CODE</b>	<ul style="list-style-type: none"> <li>• On Fridays, students may wear Friday T-shirts that are sold by ALA Johnston’s approved vendor.</li> <li>• University-branded polos and T-shirts are approved for wear on Fridays. Shirts must meet all other ALA Johnston dress standards (no holes, solid color, etc.).</li> <li>• Friday shirts may only be worn on Fridays and may not worn other days of the week, even if worn over appropriate dress code items.</li> <li>• Students may wear clean and neat, black, tan, grey, or blue jeans with an official ALA Johnston approved T-shirt or any ALA Johnston approved uniform top.</li> <li>• Jeans with holes, skinny/skin tight jeans, and bling jeans are prohibited.</li> <li>• Denim shorts are approved, but they must be knee-length.</li> <li>• Denim shorts may not be faded or have holes.</li> </ul>

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## DRESS DOWN DAY(S) / SPIRIT DAYS

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From time to time, students may be allowed to have a dress down day or a spirit dress day (e.g., themed dress day). In general, students must present a clean, modest and neat appearance. Clothing must be worn right side out, be of appropriate size and worn correctly. On themed dress days, students must either dress in the designated theme or be in standard ALA Johnston uniform dress code. In all cases, Administration reserves the right to determine whether a student is complying with ALA Johnston dress code. Guidelines for dress down days will be distributed by campus administration.

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## SPECIAL EVENTS/DANCES

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Throughout the year, events may occur that warrant special dress up days. Departures from standard school dress code may be approved by administration in these instances. Below, find examples of appropriate dress for these occasions (Please note that these items constitute guidelines and not a comprehensive code. Further instructions and/or restrictions may be given by administration relevant to the particular event.)

- Dress-up attire for girls consists of a conservative and modest blouse/skirt/pants or dress. All skirts and dresses must be knee length or longer and may not be tight or revealing in any way. Midriffs must be covered, and blouses may not be low-cut.
- Dress-up attire for boys consists of long-sleeve, button-up, collared dress-shirt with a conservative tie, and dress slacks with a belt.

Note: Dress-up days are not required. As such, if a student does not have proper attire to “dress-up” no undue burden is placed on them to purchase dress-up compliant attire. Standard ALA Johnston dress-code is acceptable. Likewise, dress-up days are a privilege, not a right. If student(s) are not appropriately dressed they will be denied admittance to the event.

## ACADEMICS

The curriculum at ALA Johnston is fully aligned to the North Carolina K-12 State Standards. To view the North Carolina academic standards, please visit the North Carolina Department of Education website at <https://www.dpi.nc.gov/districts-schools/classroom-resources/k-12-standards-curriculum-and-instruction>. The curriculum for ALA Johnston is updated frequently based on changes to state standards as well as input from teachers and student assessment outcomes. If you have any questions regarding your child’s curriculum, please contact your child’s teacher or your campus administrator.

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## MATHEMATICS INTERVENTION PROGRAM- GRADES 7-9

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Students who score below proficient in grades 6-8 in mathematics on the statewide assessment will be provided with an intervention the following school year to improve overall competency in mathematics. This crucial mathematics intervention is offered through the Success Lab course in grades 7-9 where students receive personalized learning through ALEKS, a research-based, adaptive mathematics software. Parents will be informed of their student’s placement into the Success Lab course once statewide assessment results are released. Placement into this course may require schedule changes. Questions related to the mathematics intervention program should be directed to campus administration.

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## **ASSESSMENTS**

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### **GENERAL ASSESSMENTS**

Student progress towards grade level objectives is assessed throughout the school year. The following assessment schedule is followed to ensure that relevant and timely information can be shared with families regarding their student's academic performance:

<b>GRADE</b>	<b>ASSESSMENT</b>	<b>FREQUENCY</b>	<b>RESULTS</b>
<b>7th – 12<sup>th</sup> Grade</b>	Science (Illuminate) End of Semester Assessments	Two times each year (December and May)	20% of student grade in each course in PowerSchool Portal
<b>7th – 12<sup>th</sup> Grade</b>	English Language Arts & Mathematics (Illuminate)	2-3 Times Per Year (Beginning, Middle, and End of Year)	Used to inform classroom instruction
<b>7<sup>th</sup>, 8<sup>th</sup>, 10<sup>th</sup> Grade</b>	EOG Statewide Testing	2-3 Days	
<b>10<sup>th</sup> Grade</b>	PSAT	1 Day (Fall)	Report Available through Student Services
<b>11<sup>th</sup> Grade</b>	ACT	1 Day (Spring)	Online Score Report
<b>11<sup>th</sup> Grade</b>	ASVAB	1 Day (Fall)	Report Available through Student Services

### **STATE MANDATED ASSESSMENTS**

#### *1. North Carolina Ready End-of-Grade (EOG) Tests*

The North Carolina Ready EOG tests are administered at the end of the school year to test mastery of grade-level knowledge and skills. Students are tested annually in reading, mathematics. Students in grades 5 and 8 will also be tested in science.

#### *2. WIDA Screener*

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Provides initial identification and placement of students identified as limited English proficient. Eligibility for assessment is based on results of Home Language Survey.

## **OTHER ASSESSMENTS**

**Gifted Assessments:** 1<sup>st</sup> -12<sup>th</sup> grade students that are referred for Gifted services are administered the CogAT gifted assessment. The CogAT is administered once in the Fall and once in the Spring. To register your student for an upcoming CogAT administration, please contact campus administration. Gifted services begin in 2<sup>nd</sup> grade.

**ACT:** In preparation for college, ALA Johnston offers the ACT test once per year (during the spring) to the current 11<sup>th</sup> grade students. Students will prepare for the ACT throughout the year by utilizing ACTAcademy.org as well as other preparatory tests in Illuminate.

**Final Exams/Midterms:** Students may not take final exams prior to the time they are scheduled. Students who are absent during semester final exams will receive an F for the final exam. In order for the grade to be changed, students must take the final exam within the first two weeks of the next semester as arranged through administration.

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## **INSTRUCTIONAL TIME**

ALA Johnston teachers maximize the effective use of every minute of instructional time. Please help minimize distractions during instructional time by leaving messages, money, materials, etc. with the front office. The front office will deliver all messages and materials to the student. Only in instances of extreme emergency will front office staff interrupt core instructional time to deliver a message or materials. Birthday celebrations are not permitted as they interfere with instructional time. Please schedule your child's personal appointments outside of the instructional day.

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## **GRADING WEIGHTS & SCALE**

ALA Johnston will use a 10-point grading scale.

### **JUNIOR HIGH/ HIGH SCHOOL GRADING WEIGHTS FOR CORE CLASSES**

- 50% Assessments/Quizzes
- 20% Final
- 20% Classwork
- 10% Homework

### **JUNIOR HIGH/ HIGH SCHOOL GRADING WEIGHTS FOR PE AND FINE ARTS CLASSES**

- 50% Combined Homework/Classwork
- 30% Assessments/Quizzes
- 20% Final

#### **Extra Credit:**

In order to ensure ALA Johnston's lessons, assignments, and assessments truly reflect student mastery, ALA Johnston's academic program does not include extra credit offerings.



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## GRADE REPORTS

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Parents/legal guardians are able to view student progress in their courses through the PowerSchool Parent Portal. Parents/legal guardians have the ability to print all grade reports through their Parent Portal. If you require assistance with obtaining a paper copy of a grade report, please contact your front office manager.

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## HOMEWORK

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ALA Johnston believes that meaningful homework is integral to the learning process and should be provided at all grade levels for the following purposes:

- To provide additional practice on previously learned skills  
(For example: completing math drills & problem sets, reading, researching and/ or writing).
- To enrich the learning experience  
(For example: sharing ideas with parents/legal guardians or using creative thought to complete a project or assignment).
- To provide students the opportunity to complete unfinished class assignments or make-up work due to absences.

Your child's teacher will provide clear expectations on all homework assignments. Concerns related to homework should be directed to your child's teacher and campus administration.

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## MAKE-UP WORK

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In the case of an absence, ALA Johnston policy provides that students will have two full days to submit make-up work. Homework that is due the day that a student is absent is due upon return. Assignments missed due to an absence will be given an equal number of school days to complete assignments. Students are also able to access their assignments electronically. Missed assignments may also be picked up at the end of the school day from the front office of your campus. However, students or parents/legal guardians must request make-up work 24 hours in advance of pick-up. Homework will also be available through the campus Learning Management System, Canvas.

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## TEST RETAKES

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All students will be given multiple opportunities to demonstrate proficiency with all state priority standards in each course, recognizing that students learn at different rates and times. Retakes are only authorized for formal assessments (unit exams, chapter tests; not quizzes). Students may earn full credit for exam/assessment retakes. Grades will be based on the latest assessment taken by the student.

For a student to retake a specific assessment, either in whole or in part, the student needs to:

- Demonstrate readiness to retake, through a study plan, additional practice, and/or tutoring sessions. Study plans should be consistent within departments, and should identify the essential standard(s) being reassessed, and what practice or additional study the student needs to do before retaking the assessment. A study plan should consist of the following elements: a) tutoring session(s); b) rework specific assignments or completing additional assignments; and c) consultation with the teacher to determine readiness to retake the exam.
- Work with the teacher to schedule a time to retake the assessment at a time that will best meet the needs of both the teacher and student (Such as during class, before or after school, or during lunch).

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- Retake must be completed before the next formal assessment (unit exam, chapter test) on new content. Typically, formal assessments are administered every 10-15 school days. ELA major essays are included in ‘formal assessments’. The timeline for grading and redo of major essays may be extended as necessary.

Please note the following:

- Retakes of midterm and final exams are not allowed.
- Retakes of specific assessments must allow students to demonstrate mastery of the standard, not memorization of a previous assessment (In other words, students will not just be given the same test again).
- Retake of assessments will not be permitted outside the grading period it was first given (exceptions may be made for extended absences or other exceptional circumstances).

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## **TUTORING**

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Teachers are available before and after school to assist with assignments. Please contact your child’s teacher for a specific time to meet, as needed.

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## **PROMOTION**

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Promotion is the standard advancement to the next grade after successfully completing an academic year of study. Students at the Junior High and High School level will be promoted if they demonstrate that they are able to succeed at the next grade level by earning passing grades in all classes taken in a given academic year. School Administration and the classroom teacher(s) will work closely together when formulating recommendations for students. Recommendations will be formulated using the following information:

- Age
- Social and emotional maturity
- Attendance
- Mastery of grade level standards
- Course grades

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## **RETENTION**

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If a student fails to demonstrate competencies necessary for success in the next grade, students in grades K-8 may be considered for retention, or repeating a grade. If a teacher notices a significant decline in academic progress, they will first contact the student to review any issues with them. If the student continues to show a decline in progress, the teacher will contact the family and put together an academic plan to get the student back on track. Teachers may require additional tutoring sessions be established.

If it is in the best interest of the student to be retained, the parent/legal guardian, teacher and School Administration will work in close cooperation to set up the student for success in the next school year. Ultimately, Administration will have final say on whether the student will be retained.

Such decisions, when applied to students enrolled in special education, shall be on a case-by-case basis, consistent with the student’s individualized education plan and relevant federal and state law.

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## **ACCELERATION**

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Students who demonstrate advanced aptitude in grades K-7 may be considered for grade acceleration or skipping a grade level. Advanced grade placement or subject acceleration will be decided on a case-by-case basis after careful consideration of facts relating to the student's growth and development. Grade acceleration must be approved by the Campus Director and shall be based on:

- The best interest of the student,
- Sufficient data collected over time and related to the student's academic achievement level, physical development, social development, and mental abilities; and
- Close cooperation between the parents and relevant school staff.

The Campus Director shall have final say on decisions regarding the acceleration of students. Parental consent to grade acceleration should be in writing and maintained in the student's educational file. If a parent disagrees with the Campus Director's decision regarding grade acceleration, they may appeal the decision to the Director of Academics.

## **CREDIT RECOVERY COURSE PLACEMENT**

Prior to enrollment in a credit recovery course, students must have demonstrated a minimum of 90 hours of seat time in the traditional course. Students who were absent for more than 10% of the traditional course will not be placed into a credit recovery course but will be expected to retake the traditional course. The grade of the last course taken will be the grade of record.

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## **POST-SECONDARY CREDIT**

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ALA Johnston will accept credits from accredited colleges and universities. Each college course will count as 0.5-1.0 credit toward High School graduation requirements and will be granted honors credit if (1) the course is a 100-level course or above, and (2) the course is a minimum of 3 credit hours. The number of credits awarded will be determined by the Director of Student Services in conjunction with the District Academic Department. ALA Johnston, at its discretion, may require a student to demonstrate content area proficiency in courses prior to accepting/granting credit. Students are responsible for providing a certified transcript when applying for High School credit.

Post-secondary credits may be used toward core, CTE, Fine Arts, and elective graduation requirements. School administration shall use course competencies and descriptions to determine course credit category. Students are responsible to review all courses with school administration to ensure courses meet all graduation requirements. CLEP exams are also eligible for High School credit, and will be treated as post-secondary course credit.

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## **HOMEBOUND INSTRUCTION**

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ALA Johnston provides access to a certified teacher as well as core content for students who are eligible for homebound instruction. To be eligible, a homebound application must be completed to include certification from a physician (MD or DO) that a student will be absent for three months or more due to a medical condition. If you believe that your student is eligible for homebound instruction, please contact your campus administrator.

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## **PARENT-TEACHER CONFERENCES**

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Parent-teacher conferences are held once in each semester. During this time, parents/legal guardians are provided with the opportunity for a one-on-one meeting with their student's teacher to discuss progress, celebrations, and concerns. Parents/legal guardians that are concerned about their student's progress may schedule a meeting with their student's teacher and campus administration at any time.

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## **GUIDELINES PERTAINING TO THE FLAG AND PLEDGE OF ALLEGIANCE**

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The United States flag and the Pledge of Allegiance are important symbols of the democratic heritage of the United States. The pledge is said at the beginning of the day in school. Students who, because of religious or other deep personal conviction, do not participate in the Pledge of Allegiance to the flag will stand or sit in silence.

## **GIFTED STUDENTS**

The gifted services provided at ALA Johnston strive to maximize gifted students' potential, develop individual talents, and challenge these students throughout the school day. Students who are identified as gifted at the 7th -12th grade levels have the opportunity to enroll in Honors, Advanced Placement, or Dual Enrollment classes according to their cognitive strengths. These courses allow for accelerated learning within each specific content area. In addition to accelerated courses, gifted students have benefitted from grade promotion when appropriate.

## **ENGLISH LANGUAGE LEARNER ("ELL") PROGRAM**

ALA Johnston's ELL program serves students who are second language learners and need assistance learning English. Additional supports are provided to ELL students in the areas of listening, reading, writing, and speaking. Eligibility for ELL services is determined by the WIDA planner and once placed in the program from the English Language Learner state assessment ("ACCESS").

## **STUDENTS WITH DISABILITIES**

Special Education is available to students who are identified with a disability as indicated under the Individuals with Disabilities Education Act ("IDEA") and require specially designed instruction. The Individualized Education Program ("IEP") is a written program that outlines the special education services the student will receive. A continuum of services is available based on the needs of the student.

## **CHILD FIND**

Child Find is a component of the Individuals with Disabilities Education Act (IDEA). Child Find is the ongoing obligation of ALA Johnston to locate, identify, and evaluate all children with disabilities who are in need of special education and related services within the enrolled population of the school.

Special education services are available for school-age children in kindergarten through the age of 21, including specialized instruction and services to assist children in the education environment. Contact ALA Johnston if you have a school age student that you suspect may have a disability.

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## **STUDENTS WITH DISABILITIES PROTECTED BY SECTION 504**

Section 504 of the Rehabilitation Act is a civil rights statute designed to help prevent discrimination against individuals with disabilities and to assure that students with disabilities have educational opportunities and benefits equal to those provided to non-disabled students.

In any program offered by ALA Johnston:

- A student is protected by Section 504 if he/she has or has had a physical or mental impairment that substantially limits a major life activity, has a record of such impairment or is regarded as disabled by others.
- ALA Johnston will identify, evaluate, and provide a free appropriate public education to all qualifying students with disabilities under Section 504.
- ALA Johnston will ensure that no otherwise qualified individual with disabilities, shall solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any ALA Johnston program or activity.

If you believe that your child has a disability that would qualify him or her for Section 504 protections, contact the Section 504 coordinator on your child's campus. For more information, please contact the EC Department at the school office.

## **STUDY ABROAD PROGRAMS**

ALA Johnston recognizes that Study Abroad programs provide enriching opportunities for ALA Johnston students to broaden their understanding of other cultures and countries. Although ALA Johnston does not sponsor study abroad programs, such programs/trips may be arranged through other organizations, and may be organized, and/or led by an ALA Johnston staff member.

All fees related to the Study Abroad program must be paid directly to the organization sponsoring the trip. Staff may not collect or hold payments relating to any study abroad program. ALA Johnston staff are prohibited from promoting, discussing, or managing a study abroad program during school hours. Notwithstanding, ALA Johnston staff may announce one Informational Meeting and informational material may be posted on campus. Fundraising through the school and use of tax credits for study abroad programs is prohibited; and providing class credit for the study abroad program is prohibited.

ALA Johnston does not sponsor or endorse these trips, accepts no responsibility for its conduct or operation, and employees participating in the organization or conduct of these trips are not acting on behalf of ALA Johnston. ALA Johnston accepts no responsibility for the trip or the acts or omissions of any participant, and ALA Johnston will not be liable for any claims based upon Study Abroad programs.

## **HEARING AND VISION SCREENINGS**

The purpose of various screening programs conducted in schools is to identify students who may have a potential problem which could negatively affect their learning or overall health and to then refer these students for necessary follow-up care.



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Hearing and vision loss may interfere with a child's ability to learn and function in society. State and federal laws, including G.S. § 130A-440, require that schools establish hearing evaluation and vision screening programs to identify students in need of further hearing evaluation, vision screening, and appropriate intervention.

The state mandates that:

Every parent, guardian, or person standing in loco parentis shall submit proof of a health assessment for each child in this State who is presented for admission into kindergarten or a higher grade in the public schools for the first time. The health assessment shall be made no more than 12 months prior to the date the child would have first been eligible for initial entry into the public schools. Within 30 calendar days of a child's first day of attendance in the public schools, a health assessment transmittal form, developed pursuant to G.S. 130A-441, indicating that the child has received the health assessment required by this section, shall be presented to the school principal. *See G.S. § 130A-440.*

ALA Johnston will have trained personnel or will contract with a certified company to perform all hearing screens and re-screens. Parents/legal guardians will be notified of the results and will receive a Hearing Follow-up Letter for Referral (Appendix H-2) which encourages them to see their health care provider for further evaluation.

Vision screenings will be done by a school nurse, volunteer, or other school employee who has undergone training. As with hearing screening, the vision screening process involves screening, re-screening as necessary, referral as necessary, follow-up, and implementation of any necessary student accommodations. Parents/Legal Guardians will be notified of the results and will receive a Vision Follow-up Letter for Referral (Appendix H-3) which encourages them to see their health care provider for further evaluation. Vision screening is not equivalent to a comprehensive vision examination, which only an eye care professional can provide.

A Hearing & Vision Opt-Out Form is available by contacting the school's front office. Parents/legal guardians have a right to refuse the hearing and vision screens.

## ILLNESS ADVISORY

ALA Johnston appreciates your cooperation in maintaining a healthy school environment. The health and safety of our students is of utmost importance therefore we request the following of all our ALA Johnston families. To minimize the spread of contagious disease we ask that each morning prior to bringing your student to school you do the following: Take your child's temperature, look for signs of being ill such as being more tired than usual, sluggish, fever, headache, complaints of sore throat, new onset of cough, shortness of breath, chest pain, aching joints and muscles, loss or change in smell and taste, and any new unidentified rashes. Please do not send your student to school if they have any of these symptoms.

We also ask that if you are contacted to pick your student up from school for any of the listed ailments, you or a designated emergency contact pick your student up as soon as possible but no more than 1 hour after being notified.

Please keep your child home from school if they have any of the following symptoms:

**Fever/Temperature:** Students that have a temperature of 100 degrees or higher should be kept home from school. Students may return to school **AFTER** being fever-free for at least 24 hours **without** the use of fever reducing medication such as Tylenol or Motrin.

**Vomiting and/or Diarrhea:** Please keep your child home until they are symptom free for at least 24 hours. Your child must be able to consume his/her regular diet without any problems.

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**Pink eye:** Your child may return to school **AFTER** a full 24 hours of antibiotic or a doctor's note.

**Strep-throat:** Your child may return to school **AFTER** a full 24 hours of antibiotic treatment and fever-free.

**Chickenpox:** Please keep your child home until all blisters have formed scabs. Typically, children miss 5-6 days of school for the disease to run its course. Please notify the front office if your child has been diagnosed with Chickenpox.

**Lice:** Students with lice should **NOT** attend school until they have been treated. Before returning to class, the student along with the parent/legal guardian must do a lice check with the Health Aide.

**COVID 19:** Students being treated for COVID-19 should remain home until at least 5 days have passed since they either developed symptoms or first tested positive for COVID-19 AND all symptoms are improving and no fever for at least 24 hours without the use of medication. Students with new on-set of symptoms such as shortness of breath, fever, or cough should seek medical attention and remain at home for 24 hours after resolution of symptoms without medications or are medically cleared by a licensed medical provider.

## **Garrett's Law (Senate Bill 444)**

Garrett's Law (Senate Bill 444) is a North Carolina statute enacted in 2004 that mandates that schools provide parents and guardians with information about meningococcal meningitis, influenza, and the vaccines that protect against these diseases. This law was expanded in 2007 to mandate that information also be provided about the human papillomavirus (HPV) and the vaccines available to protect against HPV.

## **Influenza (The Flu)**

The flu (influenza) is a viral infection that can cause illness with symptoms ranging from mild to severe. Symptoms of the flu include fever, cough, sore throat, runny nose, body aches, chills, fatigue, and headache. Sometimes, vomiting and/or diarrhea can occur, although they are not usually the primary symptoms. The flu is spread through respiratory droplets from a cough or a sneeze, or from droplets on unwashed hands.

It is important to protect yourself and others against the flu and other illnesses by doing the following:

Wash hands frequently and thoroughly with soap and water. If soap and water are not readily available, use alcohol-based hand sanitizers.

Cover your coughs and sneezes with tissues.

Avoid touching eyes, nose, and mouth.

Stay away from people who are sick.

Stay home from work or school until 72 hours fever-free (without the use of fever-reducing medications). The flu can be especially dangerous in people with chronic health conditions and people with lowered immunity.

Get vaccinated against the flu. Contact your physician or local health department.

For more information and for educational materials about the flu, please go to

<http://www.immunizenc.com/FluSeason.htm>

## **Meningococcal Meningitis**

Meningitis is an infection of the fluid surrounding the brain and spinal cord. It can be caused by a virus or bacteria. Viral meningitis is more common, and people usually recover fully. Bacterial meningitis is rare, but much more serious. Meningococcal disease is a serious bacterial illness. It is the leading cause of bacterial meningitis in children in the United States. Meningococcal disease can also cause blood infections.

Symptoms of bacterial meningitis include severe headache, high fever, nausea/vomiting, stiff neck, rash, fatigue, and confusion. Not all of these symptoms may be present. Meningitis is spread by close exchange of saliva and respiratory secretions. It can be spread through coughing, sneezing, kissing, and sharing items such as eating utensils, lip balms, drinks, and cigarettes. You can protect yourself against this disease and other illnesses by not sharing food items or

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utensils, by having good hand washing etiquette, and by covering coughs and sneezes, as stated above. Getting vaccinated is the best way to prevent this disease. A vaccine against meningococcal meningitis, which is recommended for school-aged children, is available through the local health department or private physicians.

For more information and for educational materials about meningococcal meningitis, please go to <http://www.imunizenc.com/Meningitis.htm>

## **Human Papillomavirus (HPV)**

HPV is a common virus that is spread from one person to another by close intimate contact. It is the most common sexually transmitted virus in the United States. There are many different types of HPV that can infect both men and women, and can raise the risk of cervical cancer in women.

The virus lives in the body and usually causes no symptoms, but some types of HPV can cause visible growths or bumps on the genital area. Other types of HPV can lead to cervical cancer in women. Many people with HPV do not know they are infected, which is why it can be easily passed to others without realizing it. A vaccine is available which can protect females (ages 9-26) against 4 of the major types of HPV.

For more information and for educational materials about the human papillomavirus (HPV), please go to <http://www.immunizenc.com/HPV.htm>

## IMMUNIZATIONS

Per G.S. § 130A-155, G.S. § 115C-364(c), and NCSASA Page 10, before a child may attend ALA Johnston their parent/legal guardian must provide the child's immunization certificate to school staff. The immunization record is typically given to parents/legal guardians by their doctor or clinic, and must show the date each required vaccine dose was received as well as the signature or stamp of the health care provider.

Acceptable forms of immunization records to enter school include:

- A copy of the North Carolina Lifetime Immunization Record.
- A copy of the vaccine administration record from the health care provider.
- A computer-generated immunization record from the North Carolina State Immunization Information System (ASIS) or from an immunization registry of another state.
- A signed and dated North Carolina School Immunization Certificate G.S. § 130A-154, completed by a school the child has attended (a copy is acceptable).
- An immunization record generated by a school's immunization software system, as long as the school name, school address, school contact person, child's name, child's date of birth, and child's immunization dates are included.
- A signed and dated immunization certificate or school/child care immunization record from another state.

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## ALA Johnston IMMUNIZATION REQUIREMENTS

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Authorized school personnel must review each child's immunization record(s) prior to or at the time of enrollment. Children must obtain required immunization(s) or sign a medical or personal belief exemption form prior to attending school or they may be excluded until (s)he is compliant with the requirements. See G.S. § 130A-156 & 157, respectively. If a child requires more than one dose of a specific type of vaccine, the child may continue to attend

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school during the minimum interval between doses. In the event of an outbreak of a vaccine-preventable disease, children who are exempt may be excluded from school until the risk period of exposure ends.

**Varicella (Chickenpox):** Students attending school in North Carolina prior to 9/1/2011 with parental recall of chickenpox disease are allowed to continue attendance with parental recall of disease. Students enrolling for the first time after 9/1/2011 are required to present proof of varicella immunization or a valid exemption for medical reasons, laboratory evidence of immunity or personal beliefs. Parental recall of disease will not be accepted.

**Please provide proof of completion of these immunizations to your campus health office as soon as possible.**

## STUDENT MEDICATIONS

Use or administration of medication on school premises may be disallowed or strictly limited if it is determined by the Campus Director, in consultation with medical personnel, that a threat of abuse or misuse of the medicine may pose a risk of harm to a member of the student population.

Students shall take extraordinary precautions to keep any medication or drug secure, and under no circumstances shall make available, provide, or give the item to another person. Students shall immediately report the loss or theft of any medication brought onto school campus. Violation may subject the student to disciplinary action.

Self-Carry Medications will be allowed for epinephrine pens, inhalers, and diabetic medications. Parent/guardians of students who need self-carry medications will need to submit a Medication at School Packet to the ALA Johnston nurse. No other medications will be allowed for self-carry by students for the safety of our entire campus population.

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### MEDICATIONS AT SCHOOL

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For occasions when it is necessary for a student to receive a prescription drug during the school day, the following procedure has been established to ensure the protection of the school and the student and to assure compliance with existing rules and regulations:

- Parents have the right to come to campus and administer medications to their child. Parents may also speak to their medical providers about changing medication times to outside school hours.
- All medication forms are to be updated ANNUALLY for each school year.
- Each medication, including prescription, non-prescription/over-the-counter, and naturopathic to be given to a student at school must have a completed medication packet. The packet contains the following information: student's name, name of the medication, route of administration, dosage, and time of day to be administered.
- Each prescription and naturopathic medication must be accompanied by a medication packet, completed by the parent/guardian and prescribing health official, available from the Health Nurse. This order contains the following information: the student's name, authorization for a ALA Johnston employee to administer by a parent and provider; a release of information for purposed of clarifying the order along with route, does, and medication details.
- The parent/legal guardian must provide written permission to administer the medicine to the student. Appropriate forms are available at each campus' health office. In the case of a minor student, administration of a prescription medication shall only occur on the written request or authorization of a parent or legal guardian, except in the case of an emergency.

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- The parent/legal guardian must sign-in the medication at the campus health office in the original pharmacy container labeled with the child's name, date, medication, dosage, time and directions for administration at school. Students are prohibited from dropping off medication.
- ALL medication, including naturopathic remedies, must come to the campus health office in the prescription container as provided by the pharmacist. Written directions from the physician or pharmacist must be provided and must include the name of the patient, the name of the medicine, the dosage, and the time it is to be given.
- Alternate route medications, other than oral, will need to be approved on a case by case basis by the Health Director.
- School Administration may designate a school employee to administer the medication if that employee has completed Health Aide Training.
- Two (2) or more school employees may volunteer to serve as diabetes care assistants in an emergency as follows:
  - The parent/ legal guardian must provide the school with an unexpired glucagon kit prescribed for the student by an appropriately licensed healthcare professional or nurse practitioner.
  - Families must provide an up-to-date Diabetic Management Plan signed and dated by their medical provider which outlines the necessary treatments the employee volunteers will be trained.
  - The parent/legal guardian supplying glucometers for diabetic students will ensure they are in proper working order and be responsible to maintain the glucometer and run controls per the recommended guidelines of the manufacture.
  - The volunteer diabetes care assistant must provide ALA Johnston with a written statement, signed by an appropriately licensed health professional, that the voluntary diabetes care assistant has received proper training in the administration of glucagon, including the training specified in G.S. 115C-47.
  - A school employee shall not be subject to any penalty or disciplinary action for refusing to serve as a voluntary diabetes care assistant.
- Charter One, LLC., employees of ALA Johnston, and properly licensed volunteer health professionals and nurse practitioners are immune from civil liability for the consequences of the good faith adoption and implementation of policies and procedures pursuant to ALA Johnston policy and this regulation.
- Each administration of any medication must be documented, making a record of the student having received the medication.
- Drugs must be kept in their original containers in a locked medicine cabinet.

## **SELF-ADMINISTRATION OF PRESCRIPTION DRUGS**

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When the physician feels it is necessary for the student to carry and self-administer the medication, the physician shall provide written recommendations to be attached to the signed parent/legal guardian permission form/medication packet.

The student's diabetes medical management plan provided by the parent or legal guardian shall be signed by the appropriately licensed health professional or nurse practitioner and shall state that the student is capable of self-monitoring blood glucose and shall list the medications, monitoring equipment, and nutritional needs that are medically appropriate for the pupil to self-administer and that have been prescribed or authorized for that student. The student must be able to practice proper safety precautions for the handling and disposal of the equipment and medications that the student is authorized to use under these provisions. The pupil's diabetes medical management plan shall specify a method to dispose of equipment and medications in a manner agreed on by the parent or legal guardian and the school.

The parent or legal guardian must provide written permission for the student to self-administer and carry the medication. Appropriate forms are available in the school Health Office

## **OVER-THE-COUNTER MEDICATION**

When it is necessary for a student to receive a medicine that does not require a prescription order, but is sold, offered, promoted, and advertised to the general public, the following procedures have been established to ensure the protection of the school and the student.

### **ADMINISTRATOR OF OVER-THE-COUNTER MEDICATION BY SCHOOL PERSONNEL**

Written permission must be provided by the parent or legal guardian for the administration of specific over-the-counter drugs. These may be indicated during the enrollment process in PowerSchool. If there is no permission from the parent/legal guardian on file, the parent/legal guardian will be contacted prior to administration of medication. Permission updates may be added in PowerSchool.

Any over-the-counter drug or medicine sent by the parent/legal guardian to be administered by a student must come to the school office in the original manufacturer's packaging with all directions, dosages, compound contents, and proportions clearly marked. OTC medication will not be administered if expired.

An administrator may designate a trained school employee to administer a specific over-the-counter drug.

Each instance of administration of an over-the-counter drug must be documented in PowerSchool.

Over-the-counter drugs must be kept in their original containers in a locked medicine cabinet in the Health Office.

### **DISTRIBUTION OF OVER-THE-COUNTER MEDICATION**

Students possessing authorized over-the-counter medications may not distribute or dispense medication to others. Failure to comply will be subject to the appropriate consequences under the CCM.

## **TEXTBOOK POLICY**

Textbooks are assigned to students for the current school year only. Students are responsible for proper care of all books. Textbooks will be collected at the end of the year and are expected to be in good condition. Students will be



# AMERICAN LEADERSHIP ACADEMY

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charged for books damaged beyond normal wear. Books must be returned to ALA Johnston if a student withdraws from the school. Report cards may be withheld until all books are returned and/or fees paid.

## SCHOOL FEES

All fees (busing, extra-curricular activities, course fees, lunches, and athletic fees) will be collected prior to participation in the event or activity. Failure to pay fees will result in removal from the program. Students with unpaid fees may be designated as ineligible to participate in extracurricular activities until fees are paid. Fees may be paid by cash, check or online via PowerSchool. Administration may waive fees, as appropriate, if enforcing the fees presents an economic hardship.

## EXTRA-CURRICULAR ACTIVITIES

Students at ALA Johnston have an opportunity to participate in a variety of extracurricular activities including, after-school sports, intramurals, supplemental education programs or other activities where there are a sufficient number of interested students and coaches/faculty to supervise. A list of extracurricular activities available may be found online at [www.alaschools.org/johnston](http://www.alaschools.org/johnston).

It is expected that ALA Johnston students will maintain acceptable behavior and abide by the Code of Conduct any time they participate in extracurricular activities, including but not limited to field trips. Failure to do so may result in suspension from extra-curricular activities and possible further consequences per the CCM. Additionally, certain activities require students to maintain a specific grade point average and to adhere to the policies and procedures of the relevant governing league/ruling body.

All extracurricular activities require participants to pay the requisite fee. A list of fees and fees waivers are available at the front office of each campus. Students with unpaid fees, that have not completed a fee waiver, may be designated as ineligible to participate in extracurricular activities until fees are paid.

## FIELD TRIPS

Field trips are selected and approved when they support the learning outcomes within the classroom. Each child will be required to submit a signed parental permission slip and pay any necessary fee prior to the date of the field trip. Fee waivers are available at the front office. If a student is marked absent for that day, they will not be allowed to go on the field trip. Field trip refunds are not available. Students must ride the bus back to the campus at the end of the field trip before being allowed to sign out of school. Unless otherwise directed by teachers or administrators, students shall wear ALA Johnston uniform dress code for all field trips.

Chaperones may be charged an entrance fee to the activity if applicable. Siblings will not be allowed to attend the field trip with the chaperones. Chaperones may not be alone with students unless they are the parent of the student.

All overnight field trips must have two or more leaders present and a student should never be alone with an adult who is not his/her parent. All chaperones must possess a valid background check to participate in an overnight field trip. Leaders may not be of the opposite sex unless the total number of chaperones exceeds two or they are a husband/wife team. Students may not lodge in the same room as leaders. Leaders of the opposite sex may not lodge in the same room unless they are married.

## DANCES

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Student IDs must be presented at the door. Students who do not have their Student ID will not be admitted to the dance. Students who leave a dance will not be readmitted. Students may not loiter near the door or on the grounds during school dances. Students should dance in an appropriate manner. Students who dance inappropriately will be asked to leave and their entrance fee will not be refunded.

Guests are allowed at select high school dances only (e.g. Prom or Homecoming). Guests must have a pass signed in advance by School Administration. Guests will only be allowed at the Administration's discretion. Guest must be enrolled in grades 9 or higher, must not have graduated more than one year prior to the current academic year, and may not have reached their 21<sup>st</sup> birthday. Guests under 18 years of age must have a guest pass signed by their school administration, their parent/legal guardian, and ALA Johnston administration. Guest passes may be requested at the campus front office.

Dance guidelines will be announced prior to the date of the dance.

Junior High (JH) students should arrive within the first hour of the dance, and once having been admitted, the students may not leave early unless they are accompanied by a parent/legal guardian. Activities/dances are approximately two (2) hours in duration. Parents/legal guardians are responsible to pick up students within 15 minutes after the dance. If parents/legal guardians do not assume this responsibility, the student will not be permitted to attend the next dance. JH dances are open only to students attending ALA Johnston admission must include the presentation of the student ID card.

## **FOOD SERVICES**

ALA Johnston is committed to providing students access to healthy meals that meet the nutrition standards set forth by the North Carolina Department of Education. It is the responsibility of parents/legal guardians to provide their children with a lunch. Lunches may be purchased from the school or brought from home. Menus can be found online at the school website or at the front office. ALA Johnston has a closed campus policy which means students are prohibited from leaving campus for lunch.

## **FOOD ALLERGIES**

ALA Johnston is not an allergy-free school or a nut-free school. Food allergies must be reported to the front office. Students with severe allergies should complete an allergy action plan, which is available at the Health Office. Any questions or concerns regarding school lunches should be directed to the food service manager for that specific campus.

## **AUDIO AND VIDEO RECORDING POLICY**

Particular care is to be given to requests for authority to record audio or video at ALA Johnston, offsite at ALA Johnston organized events, and over the phone between members of the community. The purpose of this policy is to set forth expectations regarding the recording of classes, meetings, or other conversations at ALA Johnston, offsite at ALA Johnston organized events, and over the phone between members of the community. The intent of this policy is to strike a balance between the legitimate uses of audio and visual recordings, and concerns including privacy, protection of intellectual property, misuse of information, and potential frivolous claims.

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ALA Johnston's commitment to and reputation for excellence are some of its most valued assets. The goal of this policy is to protect ALA Johnston's students, employees, and ALA Johnston's reputation. In an effort to respect privacy concern, the secret recording of meetings or other conversations is strictly prohibited. Audio and video recordings may only be made with the prior written consent of school administration. Exceptions may be made for remote learning purposes to be agreed upon by the parent/guardian and the school.

It is expected that volunteers, parents/legal guardians, students, and staff will respect the privacy of other individuals. Consequently, the secret recording (audio or video) of classes, meetings, or other conversations, including telephone calls, is strictly prohibited.

Volunteers, parents/legal guardians, students, and staff are also strictly prohibited from arranging for others to record conversations, telephone calls, or other ALA Johnston activities, unless written permission is received from all participants.

Downloading recorded conversations to a computer, uploading them to the internet, or otherwise sharing, transmitting or publishing such recordings without the prior written consent of all participants is prohibited.

Recordings may be made only with the prior written consent of school administration. Surveillance cameras/equipment and software may be placed on ALA Johnston's campus by authorized school personnel to protect public safety, to prevent or deter crimes, and to facilitate investigations into criminal activities or violations of ALA Johnston policy.

## **TECHNOLOGY & WEB**

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### **CELL PHONES & ELECTRONICS**

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Students may use the office phone only for emergencies. Cell Phones and Smart Watches are allowed on campus; however, they must be turned off and out of sight from the time they come on campus until the end of the school day. Violations of this policy may result in consequences as outlined in the CCM. ALA Johnston assumes no responsibility for lost or stolen items. Earbuds/headphones are NOT allowed to be used during school hours unless pre-approved for educational purposes. They may not be worn on any part of a student's body during school hours. Failure to comply may result in disciplinary action. Exceptions to this policy may be granted by school administration.

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### **TECHNOLOGY & INTERNET SERVICES ACCEPTABLE USE POLICY**

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Computers, technology, and internet resources are provided for educational purposes only. Students are prohibited from sending or requesting offensive or illegal material. Violation of this policy may result in revocation of access privileges, school disciplinary action may be taken per the CCM, and/or appropriate legal action may be taken.

ALA Johnston may provide Internet Services to qualified students. To assure that internet is used in an appropriate manner and for the educational purposes intended, ALA Johnston will require anyone who uses the ALA Johnston internet network to follow its guidelines and procedures for appropriate use. Anyone who misuses, abuses, or chooses not to follow ALA Johnston internet network guidelines and procedures will be denied access to ALA Johnston's internet network and may be subject to disciplinary action.

Each student will be required to sign a Network User Agreement. ALA Johnston may log the use of all systems and monitor all system utilization. Accounts may be closed, and files may be deleted at any time.

Each student using the ALA Johnston Internet Network shall:

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JOHNSTON

- Use internet to support personal educational objectives consistent with the educational goals and objectives of ALA Johnston.
- Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Students are not to post pictures to social media of ALA Johnston students without signed parental release forms.
- Abide by all copyright and trademark laws and regulations.
- Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school-employed persons.
- Not use the network in any way that would disrupt the use of the network by others.
- Follow ALA Johnston's code of conduct.
- Not attempt to harm, modify, add, or destroy software or hardware nor interfere with system security.
- Understand that inappropriate use may result in cancellation of permission to use the educational information services (EIS) and appropriate disciplinary action up to and including expulsion for students.

## **ALA Johnston SOCIAL MEDIA POLICY**

ALA Johnston maintains social media sites to allow parents/legal guardians, staff, and community members to interact in a positive and friendly manner. ALA Johnston reserves the right to remove anything deemed inappropriate or offensive. Persons who post offensive or inappropriate comments or material on ALA Johnston social media sites may be blocked from future participation. The following items are an example of prohibited posts on ALA Johnston social media:

- Abusive or personal attacks;
- Material that is unlawful, defamatory, hateful, threatening, harassing, or embarrassing;
- Personally-identifiable information;
- Confidential information;
- Third-party advertising; and
- Chain letters or spam.

## **POWERSCHOOL PORTAL ACCEPTABLE USE GUIDELINES**

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PowerSchool (PS) Portal or “Parent Portal” provides a direct communication between the school and parents/legal guardians. Once you log on to the portal you will be able to access information on your child including grades, attendance, schedule, immunizations, and an access log.

ALA Johnston reserves the right to determine student and parent/legal guardian access to PowerSchool. The School reserves the right to deny or discontinue access to PowerSchool with or without warning, for any reason, including abuse of the portal, court orders, or other legal proceedings that limit the availability of private educational data. Students and parents/legal guardians will follow the rules provided by both these guidelines and the law.

Use of PowerSchool Portal Access to PowerSchool is a privilege, not a right. Users of PowerSchool are expected to adhere to the following guidelines:

- Users shall act in a responsible, legal, and ethical manner.
- Users are responsible for keeping their PowerSchool passwords confidential and should take all reasonable precautions to prevent others from being able to use their account.
- Users shall not share their password with anyone, including their own family members.
- Users shall not set their computer to automatically log into PowerSchool.
- Users who identify a security problem with PowerSchool must notify the campus front office immediately, without demonstrating the problem to anyone else.
- Users shall not attempt to gain unauthorized access to PowerSchool or to go beyond access authorized by ALA Johnston. This includes attempts to log in through another person’s account or to access another person’s files.
- Users shall not make deliberate attempts to disrupt the PowerSchool system or to destroy any data on PowerSchool.
- Users shall not deliberately cause damage to computer equipment or the school’s network or assist others in doing the same.
- Users shall not attempt to harm or destroy data of another user, the school or the school network by spreading viruses or other means.
- Users shall not use PowerSchool for any illegal activity, including violation of Data Privacy Laws. Anyone found to be in violation of these laws may be subject to Civil and/or Criminal prosecution.

*Limitation of Liability: Students and parents/legal guardians are responsible for their use of PowerSchool. ALA Johnston and its staff make no guarantees that PowerSchool will be error-free or without defect. ALA Johnston will not be responsible or liable for any damage a student or parent/legal guardian may suffer as a consequence of using PowerSchool or information through PowerSchool. ALA Johnston reserves the right to revise this policy at any time, with or without notice and for any reason ALA Johnston deems appropriate.*

## TRANSPORTATION

ALA Johnston offers limited transportation services to parents/legal guardians. For information regarding bus routes, bus rules, please check the transportation page on the school website. You may also contact the school office.

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JOHNSTON

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## **PICK-UP/DROP-OFF AT BUS STOPS**

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ALA Johnston bus stops are located on designated routes. The school takes no responsibility for supervision of these bus stops. All students will be released from the bus at the stop to the responsible party designated by the guardian/parent. If a responsible party is not at the bus stop, the student will remain on the bus and be returned to the school for parents/legal guardians to pick up. Buses are on a tight schedule and not allowed to wait more than 1-2 minutes.

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## **TRANSPORTATION POLICY AND PROCEDURE**

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The following rules apply to all students when riding ALA Johnston transportation:

- ALA Johnston will not tolerate any student interfering with the bus driver's ability to do her/his job.
- A parent/legal guardian **MUST** be at the bus stop to receive your student each day. If a parent/legal guardian is not there, your students will not be let off the bus. They will be returned to the school at the end of the school route.
- Keep aisle clear of obstructions
- Keep the bus clean
- Be on time for the bus, morning and afternoon
- Sit facing forward in assigned seats
- Yelling and vulgar language are prohibited
- Students shall not extend hands, arms, head, or objects through the bus windows
- Return windows to closed position if you open them
- Do not eat, drink or chew gum on the bus
- Do not have glass, tobacco, weapons, reptiles, animals, or insects of any kind on the bus
- Keep all personal possessions in your backpacks or pockets
- In no way damage the bus or personal property
- A violation of these rules may subject the student to discipline up to and including the loss of a student's right to use the bus, or other consequence as per the CCM.

## **VISITORS & VOLUNTEERS**

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### **VISITORS**

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ALA Johnston is committed to creating and maintaining a learning atmosphere where children feel safe and are free from outside distractions. While on campus, visitors should dress conservatively, avoid profanity, and conduct themselves in a professional and collaborative manner with ALA Johnston staff and students. Disruptive behavior will not be permitted. All other business interactions (email, letters, personal conversations, social media, etc.) will be conducted in a professional manner. Parents/visitors that fail to meet these standards may be asked to leave the campus. Those who consistently interfere with the learning environment may be banned from visiting the campus pursuant to GS § 14-288.4(4).

Under no circumstances is any individual who does not possess a valid background check permitted to be alone with a student unless the visitor is the parent or legal guardian of the student. All visitors are required to:

- Sign in at the front office;
- Present a photo ID and be listed as an Emergency Contact, or be accompanied by an Emergency Contact, as listed in the school's Student Information System (SIS), prior to being admitted on campus.
- Upon check-in all visitors are required to submit to a background check.

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- Sign out when leaving the campus.

Parents/legal guardians and volunteers desiring to visit the classroom must schedule visitation in advance with the teacher and campus front office. Teachers may invite, as appropriate, guests to visit the classroom to support relevant student learning objectives. Presenters should stay on topic and avoid controversial and/or unrelated topics and material. Other individuals wishing to visit a classroom must demonstrate an appropriate objective and be approved by campus administration. They must be accompanied by an employee with a valid background check at all times during their visit and they must coordinate their visit with the teacher(s) and administrators, as directed by campus administration. The director may deny visits/ classroom observations that are not approved in advance.

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## VOLUNTEERS

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In support of the ALA Johnston Philosophy of partnering with parents/legal guardians in their child's education, ALA Johnston strongly encourages parents/legal guardians to be actively involved in the many activities/events at the campus throughout the year. If you are interested in volunteering, contact your child's teacher.

Volunteers MUST:

- Check in at the front desk each time on campus;
- Provide photo ID;
- Sign the Volunteer Code of Conduct Form;
- Complete the ALA Johnston Volunteer Confidentiality Agreement; and
- Display a volunteer sticker for the duration of their time on campus.

ALA Johnston is committed to creating and maintaining a learning atmosphere where children feel safe and are free from outside distractions. While on campus or at ALA Johnston events, volunteers should dress conservatively, avoid profanity, and conduct themselves in a professional and collaborative manner with ALA Johnston staff and students. Disruptive behavior will not be permitted. All other business interactions (email, letters, personal conversations, social media, etc.) will be conducted in a professional manner. Volunteers that fail to meet these standards may be asked to leave the campus. Those who consistently interfere with the learning environment may be banned from volunteering and/or visiting the campus pursuant to G.S. § 14-288.4(4).

Volunteers of ALA Johnston bear the responsibility of modeling leadership, comportment, and civility. Volunteers that violate this trust may be released from their positions and banned from further leadership capacity in relation to ALA Johnston. Violations include, but are not limited to, improper advances towards students, vulgar or offensive language, defamation of property (either ALA Johnston or any other school), promotion of disruptive or uncivil behavior, etc.

Volunteers **are not allowed to be alone with any student** other than their own child. If it is anticipated that a volunteer will be alone with children at any point, they must obtain an Identity Verified Fingerprint Clearance Card through the North Carolina Department of Safety. Parents/legal guardians are responsible for paying the applicable fee to the Department of Safety.

## EMERGENCY PREPAREDNESS & DRILLS

To ensure the safety of all students and staff, it is imperative that both understand and practice the basic procedures of fire and lockdown drills. Each campus will conduct one fire drill per month and one lock down each semester. We are also advised to hold fire drills and lockdowns at different times throughout the day.



# **AMERICAN LEADERSHIP ACADEMY**

JOHNSTON

## **LEGAL NOTICES**

### **MCKINNEY- VENTO HOMELESS ASSISTANCE NOTICE**

All students are required to fill out a McKinney-Vento form upon enrollment. If your living arrangement is both temporary and the result of economic hardship, you may qualify for services under the McKinney-Vento Act. The purpose of this law is to provide academic stability for students of families in transition. If your family lives in any of the following situations, your school-age children may qualify for certain rights and protections under the federal McKinney-Vento Act:

- In a shelter
- In a motel or campground due to the lack of an alternative adequate accommodation
- In a car, park, abandoned building, or bus or train station
- Doubled up with other people due to loss of housing or other economic hardship

Eligible children have the right to:

- Receive a free and appropriate public education (FAPE).
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is your preference.
- If the school district believes that the school you select is not in the best interest of your children, then the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.
- Receive transportation to and from the school of origin, if you request this.
- Receive educational services comparable to those provided to other students, according to your children's needs.

If you believe that your child is eligible for McKinney-Vento services, please contact the school office.

### **NOTICE OF NON-DISCRIMINATION**

ALA Johnston does not discriminate on the basis of race, color, national origin, sex, disability, religion, or age in admission to its programs, services, or activities, in access to them, in treatment to individuals, or in any aspect of their operations. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the school office at (704) 948-4439.

### **TITLE IX OF THE ELEMENTARY AMENDMENTS OF 1972**

Title IX is a federal law that prohibits discrimination on the basis of sex in any education program or activity receiving Federal financial assistance, whether or not such program or activity is offered or sponsored by an educational institution.

# **AMERICAN LEADERSHIP ACADEMY**

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ALA Johnston has implemented a grievance procedure to ensure compliance with Title IX and to promote the resolution of complaints of sex discrimination or harassment in a prompt and equitable manner. ALA Johnston is committed to maintaining a safe environment free of sex discrimination and encourages any individual who believes he or she has been subjected to discrimination on the basis of sex to notify ALA Johnston's Title IX Coordinator, either informally or through a formal written grievance. The Title IX Coordinator will attempt to informally resolve the complaint or assess and investigate the formal grievance as appropriate, and then make a determination on the merits of the complaint, which may be appealed pursuant to the policy. A full copy of the Title IX Grievance Procedure and Grievance Report Form may be obtained by contacting the school's front office.

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## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT ("FERPA") NOTIFICATION**

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FERPA affords Parent and students over 18 years of age the following rights with respect to a student's education records:

- The right to inspect and review the student's education records.
- The right to request amendment of the student's education records.
- The right to consent to the disclosure of personally identifiable information contained in the student's education records.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by ALA Johnston to comply with requirements of FERPA. Notification of Rights under FERPA, with a summarized explanation of these rights, is posted at the district office; Parents may request a copy from the office staff.

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## **PUBLIC NOTICE REGARDING DIRECTORY INFORMATION**

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In accordance with FERPA, ALA Johnston may not release to the public, or provide access to, educational records or personally identifiable information contained therein, other than "directory" information. The directory information includes, but is not limited to, the student's name, email address, grade level, participation in officially recognized activities and sports, awards or placement in school-organized or supported competitions, and cumulative and current grade average (in the case of students who qualify for academic recognition). Directory information is only released upon request to post-secondary schools or military recruiters. In the annual enrollment/registration forms, parents/legal guardians must state whether or not they would like directory information released to post-secondary schools or military recruiters upon request. Parents/legal guardians have the option to opt-out at any time by providing written request to remove their student's information from the directory. For additional information please contact the school office.

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## **CONFIDENTIALITY OF STUDENT RECORDS**

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ALA Johnston maintains student records for all students, including students with disabilities. In order to release records or personally identifiable information, parental consent or consent of an eligible student who has reached the age of majority under state law must be obtained before any information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). Confidentiality of personally identifiable information is protected by ALA Johnston at the collection, storage, disclosure, and destruction stages. Destruction of any education records of a child with a disability is done in accordance with IDEA regulatory requirements. For more information or to file a complaint, contact the Director of Exceptional Student Services at the school office.

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## **AHERA MANAGEMENT PLAN**

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# AMERICAN LEADERSHIP ACADEMY

JOHNSTON

Each year, in compliance with the US Environmental Protection Agency (EPA) Asbestos Hazards Emergency Response Act (AHERA), we are required to notify all ALA Johnston Families and Staff that our school does not contain any asbestos-containing building materials (ACBMs).

Per AHERA regulation, we also have a signed statement from the project engineer responsible for constructing the school stating that no asbestos-containing building materials were specified for use in the construction of the school.

The EPA requires all Public, Charter and Nonprofit Private Schools to annually notify their student's families and staff that we are aware of the AHERA regulation, and that we are in compliance. The Management Plan is on file in the office and available for review upon request.

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