

2023-24
Old Main STREAM Academy
Student and Family Handbook

Innovative. Persistent. Self-Determined.

Growing Effective Leaders

Student and Family Handbook



EST 2021

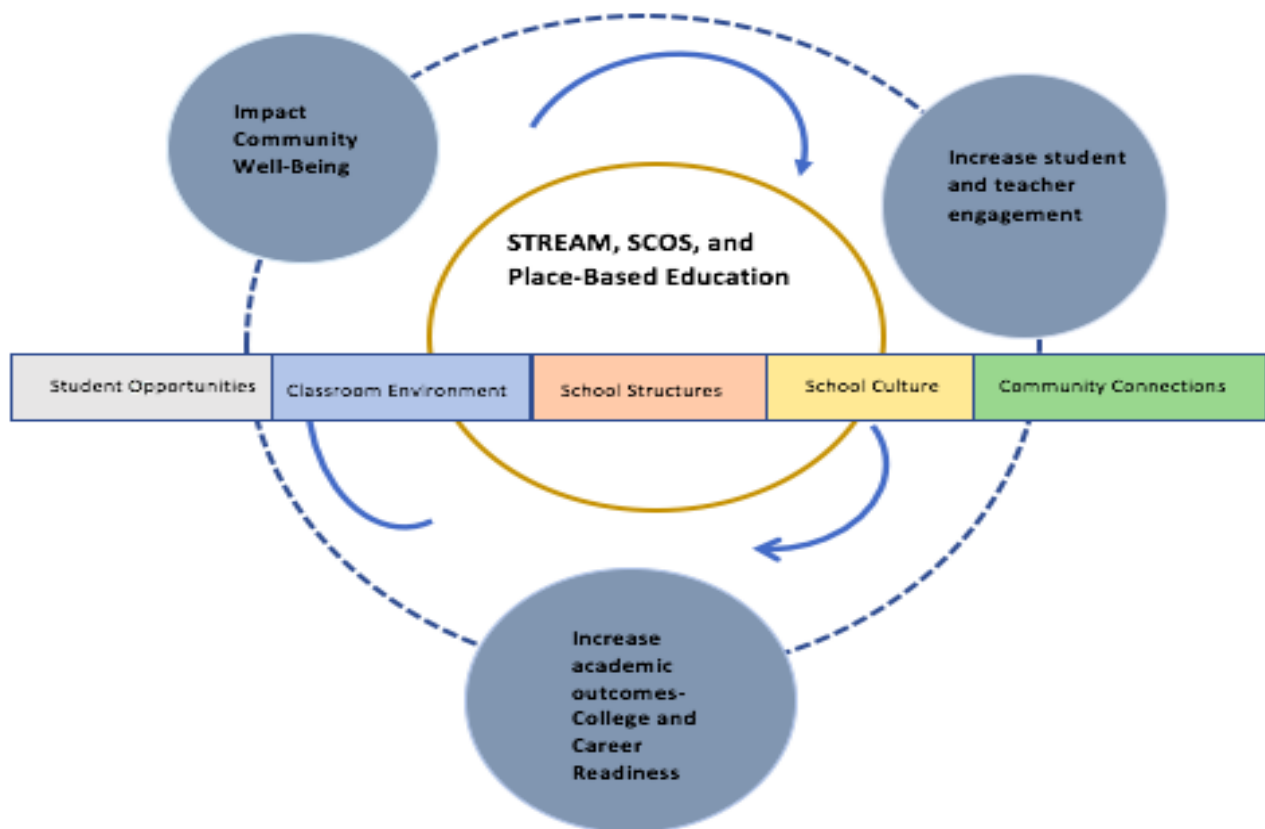
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Old Main STREAM Academy Educational Model

Diagram 2: Old Main STREAM Educational Model



Welcome to Old Main STREAM Academy

Board of Trustees or Board of Directors

Dr. Rose Marie Lowry-Townsend (Chair), Dr. Brenda Dial-Deese (Vice-Chair),

Dr. Tiffany M. Locklear, Dr. Denise Hunt, Mr. John Lowery

Responsibility for the overall well-being of Old Main STREAM Academy and attainment of the goals outlined in our Charter resides with the Board of Trustees. These responsibilities include: ensuring that our focus remains on the children, that our educational goals are clear, and that there are appropriate means for measuring our progress; ensuring the financial stability of the school and its adherence to legal mandates; and ensuring the safety and appropriateness of our learning facility.

The Board hires the School Administrator (OMSA Principal) who, in turn, has responsibility for carrying out Board policies. The School Administrator oversees the daily operations of the school, including hiring and supervising staff, and is charged with meeting goals relating to student learning and development. In addition, the School Administrator is primarily responsible for communication between the school, our parents and the larger community.

The OMSA Student/Family Handbook was prepared by the Old Main STREAM Academy Board of Directors and Advisory Council member, Mr. Sandy Jacobs.

Advisory Council to the Board

Kiel Locklear, Meredith Godwin, Sandy Jacobs, Lydia Locklear

OMSA Advisory Council is a volunteer group formed to give advice and support to the OMSA Board of Trustees. This distinguished group of individuals will purposefully and effectively supplement the board's skills and abilities to help guide Old Main STREAM Academy toward its stated mission.

Legal Counsel

The Law Office of Edward Brooks, PLLC

This handbook is intended to be used as a reference manual or guide for Students/Families regarding Old Main STREAM Academy policies and procedures. Old Main STREAM Academy Board of Directors reserves the right to unilaterally change, terminate and/or make exceptions to the extent permitted by law. Nothing in this handbook grants rights beyond that which is granted by law.

Old Main STREAM Academy school does not discriminate against any person on the basis of sex, race, color, religion, national origin, age or handicap in any of its education or employment programs or activities.

Old Main STREAM Academy's Mission

Our mission is to engage students in STREAM disciplines that will prepare future leaders who are innovative, persistent, and self-determined.

Old Main STREAM Academy's Vision

The vision of Old Main STREAM Academy evolved out of the belief that every child has the right to an excellent education. This vision inspired OMSA Board of directors to partner with teachers, parents, and community members to design a school where every child is held to high expectations, is small enough so that every child is known well, where families are an integral part of the school, and where teachers are constant learners.

Old Main STREAM Academy (OMSA) will provide authentic and novel learning experiences for students that do not have accessibility to attend high-achieving and/or successful schools. OMSA students will engage in school experiences from diverse educational perspectives; students will observe, learn, and do from multiple worldviews and curriculums, contextualizing diverse pedagogies, and global studies integrated in meaningful ways.

Old Main STREAM Academy is a charter school and a public school established according to G. S. G.S. 115C-218.45(c) and operated by a non-profit board of directors.

It is important to note that as our school grows and changes, so will policies, procedures and benefits. The Old Main STREAM Academy Board of Directors reserve the right to make changes to these policies when deemed necessary.

This document is part of your student/family contract of enrollment and expresses the expectations for continued attendance. Students/Families are therefore responsible for knowing its contents. It does not by itself serve as a contract of continuing enrollment between a student/family and Old Main STREAM Academy. The relationship between Old Main STREAM Academy and its students/family is a required and necessary relationship for partnering to achieve the most effective outcomes. Please take a minute and review this excerpt from *Parents as Partners in Their Child's Learning- Benefits* :

What are the benefits of parents getting involved?

The benefits for the children are:

- It is easier for children to learn when they get encouragement at home
- They will do better and achieve more when their parents are involved
- Children get access to more activities in and out of school when there are more adults to help

- Their concerns can be sorted out quicker when their parents have a positive relationship with school staff
- They are happy when their parents are enjoying events in the school.

The benefits for parents are:

- Their children do better when they are involved
- They are better able to help and encourage their children
- They have more information about their children's education
- Parents can build their own confidence and skills
- Where there is a positive relationship between parents and their child's school there are benefits all round
- Parents get reassurance that their children are receiving a good education

The benefits for the school are:

- Parents bring skills which complement teachers' skills and expertise
- Parents contribute their time, so together parents and teachers are able to do more activities with pupils than teachers can do on their own
- Pupils' attainment and behavior improve
- Parents have ideas about how the school can best support the children
- Teachers have people with whom they can talk over ideas and get help when developing plans for the school
- Parents can give advice and help around reaching other parents

Equal Education Opportunities

The School provides equal education opportunities for all students and does not discriminate on the basis of race, gender, disability, nationality, or religious affiliation. The School adheres to the legal obligations and requirements under section 504 of the Rehabilitation Act of 1973 and the Individuals with Disabilities Act Amendments of 1997, including identification, evaluation, and provision of an appropriate education.

Compliance with Other Laws

The School shall comply with all applicable federal laws and regulations, including but not limited to such laws and regulations governing employment, environment, disabilities, civil rights, children with special needs, transportation, and student records. The School shall comply with all applicable health and safety laws and regulations, whether federal, state or local. Neither the State Board of Education nor the local board of education assumes the duty to oversee the operations of the School except as may otherwise be required to monitor the charter School for compliance with applicable laws and regulations. The School is required to notify parents, students and staff of the provisions of this paragraph.

Board Meetings

Board Meetings are open meetings. You may attend any meeting. The Board of Directors meeting will take place at Old Main STREAM Academy Charter School at 6:00 pm. The Board of Directors meeting dates and minutes can be located on the School Google site and are available by request. If you wish to speak at the Board Meeting, notify the Board or school secretary that you wish to speak as part of public comment beforehand. Please arrive by 6:00 pm and have a written statement.

Calendar

The academic calendar will consist of at least 185 instructional days or 1025 hours of instruction covering at least nine calendar months per year G.S. 115C-84.2 (a) (1).

Pledge of Allegiance

The Pledge of Allegiance shall be said every morning along with the School Pledge prior to the start of the academic School day. Individual students may choose to refrain from reciting the Pledge but will be expected to maintain proper decorum while others participate (G.S. 115C-47 (29a)).

Partnership Agreement

Old Main STREAM Academy believes that education takes place both at home and at school and that parents should be active partners in the education of their children. The Partnership Agreement will be signed at the time of admission into Old Main STREAM Academy and will be in effect the entire time the student is enrolled. Our mission is to involve the whole family and the whole community in the education of the whole child. In the context of this partnership, parents and school staff commit to be mutually supportive, working together to enhance each child's development and to ensure the success of Old Main STREAM Academy. Based upon this agreement, students, parents, guardians and staff accept certain responsibilities as partners in this educational endeavor.

The **Partnership Agreement** includes both an expectation to be involved in the education of one's children and an expectation that all families support the overall operation of the school through service. Numerous opportunities for parental involvement are available to accommodate different family situations. Your commitment of time and effort to one or more of these volunteer areas of need is critical to our success as a school and is a part of the expectations of and for all parents/families.

Volunteering with OMSA

The Old Main STREAM Academy Partnership Agreement states that Old Main STREAM Academy **expects** a service contribution to the school of a minimum of 10 *hours per year*. Demonstrating respect for this contract is a clear requirement of Old Main STREAM Academy original charter. We expect that all families volunteer at Old Main STREAM Academy.

Admissions and Enrollment

(G.S. 115C-238.29B(b)(4); G.S. 115C-238.29F(d)(1))

Old Main STREAM Academy will be open to any child who is qualified under the laws of North Carolina for admission to a public School. To qualify to attend a North Carolina public School, a student must be a resident of North Carolina. County boundaries or School attendance areas do not affect charter School enrollment. OMSA does not limit admission to students on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, disability, race, creed, gender, national origin, religion, or ancestry or any other characteristic protected by law.

Publicize Admission Policy

Old Main STREAM Academy will publicize admission procedures. The School will have an admission process with a pre-announced enrollment period and deadlines. All student enrollment processes and details, including deadlines for applications, lottery date, registration requirements, and waiting list enrollment information, will be publicly available and announced at the School Google site and office. Old Main STREAM Academy will publicize enrollment throughout Robeson County with flyers, websites, mailings and open house.

All Old Main STREAM Academy admissions are determined by a lottery that is held each year in the spring. Please see the website for additional lottery information at <https://sites.google.com/view/omsacademy/admissions?authuser=0>

Enrollment and Application Policy

During each period of enrollment, Old Main STREAM Academy will accept applications for new students. Once students are enrolled, parent/caregivers must complete *an intent to return form* yearly for the student. OMSA will notify parents/caregivers when the intent to return form should be completed. Open space/seats are determined by the number of current students planning to return. The School may give enrollment priority to siblings of currently enrolled students who were admitted to the School in a previous year and to the children of Old Main STREAM Academy staff or board members of the charter School. This is assumed that the total number of students allowed under this exemption will represent only a small percentage of the school's total enrollment.

The enrollment application period shall be no less than 30 consecutive calendar days. On the 31st consecutive day, the lottery will close at 5:00 p.m. The School shall enroll an eligible student who submits an application, unless the number of applications exceeds the capacity of a program, class, grade level, or building. If the number of applications exceeds the number of available spaces, a lottery will be held to fill vacant seats for the next school year. After seats are filled, the drawing will continue to determine the order of a waiting list. Any application received after the enrollment period is NOT entered in the lottery, but is added to the end of

the grade level waiting list on a first-come, first-served basis. Lottery procedures will comply with NC Open Meeting Law provided in G.S. 143- 218.10(a) by publicizing the date and location of the meeting and allowing anyone to attend.

Lottery Policy

Lotterease is an independent automated lottery system that the school uses to manage their lottery and wait list. Since Lotterease is an independent system, the school staff do not have the ability to manipulate or adjust the lottery outcome. They must work within the requirements of the system.

In addition, all activity that takes place with your application is tracked in a history log that you can view at any time by logging into the parent portal.

Parents will go to lotterease.com online to register their child/children for the lottery. They will have the option of currently enrolled sibling preference, multiple birth siblings, and school employee students that are currently in place. The application period will last from February and March. The lottery will be held in April. On that day, the staff and a local official, not affiliated with the school will be on campus to initiate the program online.

This will be able to be viewed by all who want to attend the lottery. The program will instantly notify the parent and/or guardian via phone or email, based on what they requested when they filled out the application online.

After completing the acceptance by lottery, Old Main STREAM Academy shall have a specified and reasonable timeframe for accepted applicants to reply to the school clarifying their decision to accept or decline continuation of the enrollment process. The school's enrollment policy, including all time frames will be declared on the original application completed by the applicant.

If multiple birth siblings apply for admission to a charter School and a lottery is needed under G.S. 11 5C- 238G(g)(6), the charter school shall enter one surname into the lottery to represent all of the multiple birth siblings. If that surname of the multiple birth siblings is selected, then all of the multiple birth siblings shall be admitted.

(See Google Site for full policy)

Withdrawing Students from Old Main STREAM Academy

Old Main STREAM Academy should receive written notice when a student is being withdrawn. A withdrawal form is to be signed by the parent or legal guardian. Students are required to return all textbooks, classroom supplies, library materials, all technology. All outstanding fees must be paid prior to withdrawal and release of records. Records will be sent directly to the receiving school once the withdrawal process is complete and a request for records has been received.

Protecting Student Privacy

Family Education Rights and Privacy Act (FERPA), Personally Identifiable Information (PII), Protection of Pupil Rights Amendment (PPRA), and Health Insurance Portability and Accountability Act of 1996 (HIPAA)

FERPA (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of students' "education records." FERPA affords parents certain rights with respect to their children's education records maintained by educational agencies and institutions and their agents to which FERPA applies. These include the right to access their children's education records, the right to seek to have these records amended, and the right to provide consent for the disclosure of personally identifiable information (PII) from these records, unless an exception to consent applies. See 34 CFR Part 99, Subparts B, C, and D. These rights transfer to the student when the student reaches the age of 18 years or attends a postsecondary institution at any age, thereby becoming an "eligible student" under FERPA. 20 U.S.C. §1232g(d); 34 CFR §§ 99.3 (definition of "eligible student") and 99.5(a)(1). FERPA's implementing regulations and other helpful information about FERPA can be found at:

<https://studentprivacy.ed.gov/resources/family-educational-rights-and-privacy-act-regulations-ferpa>

PII- Private information is often referred to as Personally Identifiable Information in the education community. According to the U.S. Office of Management and Budget (OMB), "The term 'personally identifiable information' refers to information that can be used to distinguish or trace an individual's identity, such as their name, Social Security Number, biometric records, etc. alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc."

PII Information includes, but is not limited to:

- The student's name
- The name of the student's parent or other family members
- The address of the student or student's family A personal identifier, such as the student's social security number or biometric State student number combined with other identifying information
- Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name
- Other information that is, alone or in combination, linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty
- Information requested by a person who the education agency or institution reasonably believes knows the identity of the student to whom the education record relates

Protection of Pupil Rights Amendment (PPRA)

Electronic Code of Federal Regulations: PPRA (20 U.S.C. § 1232h, 34 CFR Part 98) affords parents of students certain rights regarding, among other things, participation in surveys, the collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

Consent before students are required to submit to a survey that concerns one or more of the following eight protected areas (protected information survey) if the survey is funded as part of a program administered by the U.S. Department of Education (Department) (applicable program)

- Political affiliations or beliefs of the student or student's parent;
- Mental or psychological problems of the student or student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or student's parent; or
- Income, other than as required by law to determine program eligibility

Health Insurance Portability and Accountability Act of 1996 (HIPAA)

The HIPAA Privacy Rule requires covered entities to protect individuals' health records and other personal health information the entities maintain or transmit, known as protected health information (PHI), by requiring appropriate safeguards to protect privacy, and setting limits and conditions on the uses and disclosures that may be made of such information without patient authorization. The rule also gives patients certain rights with respect to their health information, including rights to examine and obtain a copy of their health records, and to request corrections (amendments). Disclosures to Prevent a Serious and Imminent Threat: Health care providers may share PHI with anyone as necessary to prevent or lessen a serious and imminent threat to the health or safety of the individual, another person, or the public – consistent with applicable law (such as State statutes, regulations, or case law) and the provider's standards of ethical conduct. The HIPAA Privacy Rule expressly presumes the good faith of health care providers in their determination of the nature and severity of the threat to health or safety and the need to disclose information. See 45 CFR § 164.512(j). Where FERPA and HIPAA May Intersect:

https://studentprivacy.ed.gov/sites/default/files/resource_document/file/2019%20HIPAA%20FERPA%20Joint%20Guidance%20508.pdf

Health and Medical Policy Procedure

Garrett's Law

NCGS 115C-375.4 mandates that at the beginning of every School year, local boards of education shall ensure that School provides parents and guardians with information about meningococcal meningitis, influenza, Human Papillomavirus (HPV) and their vaccines. This important information is available online for parents/guardians at <https://sites.google.com/view/omsacademy/home?authuser=0>

Emergency Medical Contacts/Authorization for Student Pick-Up

A new Emergency Medical Contact/Authorization for Student Pick-Up Form is required for each student each new school year. This form contains important emergency information to be used by the school in the event a parent cannot be contacted.

School Health Services

The goal of School Health Services is to strengthen and facilitate the educational process through identification, intervention and correction of health related barriers of learning in students. The health room is staffed by a school nurse to assist with student health needs. However, the extent of services are restricted by law and students should not expect to receive treatment or diagnosis. Old Main STREAM Academy will notify parents if a child becomes significantly ill or has a significant injury at school.

Lice and Nit Policy

Old Main STREAM Academy will take measures to avoid repetitive outbreaks of lice in our school. The rationale for this policy is as follow:

- When students come to school with lice it causes disruption in the classroom, and can cause unnecessary absences for the student with lice.
- Old Main STREAM Academy faculty will take measures to prevent one student from causing other students to become infested with lice and nits.
- The way to eliminate the recurring problem of lice and nits is to require the student with lice to be removed from the classroom to receive proper treatment. This student will return to school once active lice have been effectively removed.

If a student is found to have head lice the following procedure will be implemented:

- The student will be removed from the classroom, and the parents will be notified immediately.
- This student must be sent home from school for appropriate treatment to remove head lice.
- The student may return to school once live or active lice have been removed from the hair and scalp.
- The school nurse, trained volunteer or faculty will check the student upon return to school and before they enter their classroom to assure the student is without lice.

- The principal will work with the school nurse to make appropriate referrals for families with repeated infestations.

If a student is found to have nits (lice eggs), the following procedure will be implemented:

- The student will be removed from the classroom and the parents will be notified immediately.
- If the student has not received prior treatment for head lice they will be sent home for initial treatment.

Mandatory Medical Information Form and Administration

A medical information form is to be completed at the beginning of each school year for each student. Forms must be filled out in their entirety, signed and returned prior to the first full day of classes. This form is mandatory for each student and is vital to our health room staff to ensure each child is given the appropriate care during a health related event. If a student has any changes in his or her medical conditions during the school year, the student must submit a new form. This form is available online under the important forms page or on the Old Main STREAM Academy website.

If a student has a **prescription or uses over-the-counter medication (OTC)** that needs to be taken during school hours, the following must be done:

Consent Form

- Use a separate Old Main STREAM Academy consent form for each medication and for each child.
- Each consent form must be signed by the **parent/guardian and a physician**.
- Each consent form must be filled out in its entirety. Consents with missing information will not be honored.
- Verbal or over-the-phone consents will not be accepted; however, a faxed consent will be allowed.

Supplying Medication

- A parent/guardian must supply any medication s/he would like his or her child to receive (prescription or OTC). **There will not be any “School Stocked” medication.**
- Prescription and OTC medications must be supplied in their original container. The dispensing directions must be on the outside of the container.
- Please be mindful of expiration dates on medications before bringing them in. The school cannot dispense any medication that is out-of-date. If a medication expires while at school, the school will notify the parent/guardian to replace it.
- **A parent/guardian must deliver the appropriate medication to be dispensed to the school health room.** Students **may not** carry or self-administer prescription or OTC medications without a self-carry consent form on file. (See Self-Carry Guidelines.)

Self-Carry Medication Guidelines

- Inhalers, Insulin, Glucagon and EpiPens are the only medications that may be self-carried.
- A self-carry consent form must be filled out prior to a student being allowed to carry the medication.
- The student must meet with the school nurse prior to carrying medications at school to review medication policy and administration guidelines.
- The Medication Consent form must be completed in addition to the Self-Carry Form.

Immunizations

As required by North Carolina Statute (G.S. 130-A-152 (a)), all Old Main STREAM Academy students must have a complete record of immunizations on file signed by a physician or bearing a physician's stamp.

Immunizations and North Carolina Health Assessment Transmittal Forms

As required by North Carolina Statute (G.S. 130-A-152 (a)), all Old Main STREAM Academy students must have a complete record of immunizations on file signed by a physician or bearing a physician's stamp. All children entering Kindergarten in public schools are required to present the completed North Carolina Health Assessment Transmittal form on or before the first day of attendance. Health Assessments must be completed within one year prior to student's enrollment.

Parents will be notified in writing when their child does not meet immunization requirements. The law allows parents or guardians 30 calendar days from the first day of the child's attendance to present the required up-to-date immunization records. Upon termination of the 30-calendar-day period, the child shall not be permitted to attend school until he or she provides a Certificate of Immunization as required by law.

State law requires the following minimum immunization doses:

- 5 DTaP/DT shots (a fifth dose is not required IF the fourth dose was given after the child's 4th birthday)
- 4 Polio shots – IPV (a fourth dose is not required IF the third dose was given after the child's 4th birthday)
- 2 MMR shots (the first dose should be given on or after the child's 1st birthday, with the second dose given before entering school)
- 3 Hepatitis B shots (the third dose must be given after the child is at least 24 weeks old)
- Hib shots (at least one given between a child's 1st birthday and his or her 5th birthday. It is not required after age 5)
- 2 Varicella shots (a second dose is highly recommended before school entrance if the

child has not had Chicken Pox). Documentation of disease must be from a physician, nurse practitioner, or physician's assistant verifying history of Varicella disease. Documentation must include the name of the individual with history of disease, approximate date or age of infection, and a healthcare provider signature.

Note: Tdap and meningococcal vaccines are required for all rising seventh-grade students.

It is recommended that all children 19 years of age and younger be immunized against Hepatitis B. For more information on immunization laws, visit www.immunizenc.com or contact your school nurses.

A Note From Your School Nurse

Too sick for school?

When to keep your sick child from school

Keeping children home when they are too sick for school protects other students and staff from potential illness. If your child has any of the following symptoms, please keep him/her home, or make appropriate child care arrangements.

It will be necessary to pick your child up from OMSA as soon as possible if he/she shows any of the following symptoms. **(Please have current phone numbers and a current emergency contact on file with the office).**

- Fever: temperature of 100 degrees Fahrenheit or higher. Child must not have a fever from 24 hours without fever reducing medication before returning to school.
- Vomiting: Child should not return to school for 24 hours following the last episode of vomiting.
- Lice, Scabies: Children may not return to school until they have been treated and are free from live lice. (A check-in is needed). Children with scabies can be admitted after treatment.
- Diarrhea: Children with watery stools may not return to school until 24 hours after their last episode of diarrhea.
- Chronic cough and/or running nose: Continual coughing and greenish nose discharge may be contagious and may require treatment from your healthcare provider.
- Sore Throat: With fever or swollen glands in the neck.
- Rash: With fever/itching or behavior changes.

- Ear Infection: Without fever can attend school, but the child may need medical treatment and follow-up. Untreated ear infections can cause permanent hearing loss.
- Eye Infection: Pink Eye (conjunctivitis) or thick mucus or pus draining from eye, should not return to school for 24 hours after starting treatment.
- Cough: Children sent to the office with a persistent cough with an inability to stay in class will be sent home and may return when able to resume with class.

Antibiotics: Children who are placed on antibiotics for impetigo, strep throat, and several other bacterial infections, should be on them for a FULL 24 hours before returning to school to prevent the spread of those infections. If you are uncertain, ask for your school nurse.

If at any time you are unsure whether or not your child's illness is contagious, you may want to call your child's primary care provider. If you have further questions, please contact your school nurse at 775.9191.

Thank you in advance for your cooperation. Our goal is to keep all our students and staff healthy.

Title IX and Non-Discrimination Obligations

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Educational programs and activities that receive ED funds must operate in a nondiscriminatory manner. Some key issue areas in which recipients have Title IX obligations are: recruitment, admissions, and counseling; financial assistance; athletics; sex-based harassment; treatment of pregnant and parenting students; discipline; single-sex education; and employment. Also, a recipient may not retaliate against any person for opposing an unlawful educational practice or policy, or made charges, testified or participated in any complaint action under Title IX. For a recipient to retaliate in any way is considered a violation of Title IX. The [ED Title IX regulations](#) (Volume 34, Code of Federal Regulations, Part 106) provide additional information about the forms of discrimination prohibited by Title IX.

<https://www2.ed.gov/about/offices/list/ocr/publications.html#TitleIX>

Any employee who witnessed or who has reliable information or reason to believe that a student may have been discriminated against, harassed, or bullied must report the offense immediately to their immediate supervisor.

<https://www2.ed.gov/policy/rights/reg/ocr/edlite-34cfr106.htm>

OMSA Academy Daily Operational Policy and Procedures

Student Dress Code

PLEASE NOTE: Administration, faculty, and staff reserve the right to question and discourage any attire considered to be in poor taste or disruptive to the educational process and social environment of the school. We also reserve the right to modify this policy at any time. To help keep our students focused on learning without distractions, we expect each one to dress appropriately. Our Dress Code prohibits disruptive, provocative, revealing, profane, vulgar, offensive, obscene or unsafe clothing or bodily appearances. Here are some examples.

Don't wear:

- exposed undergarments
- see-through or excessively short, tight or revealing clothes
- bare midriff shirts
- clothing with lewd, indecent or vulgar messages or illustrations
- clothing that advertises products or services illegal to minors
- head coverings
 - Head coverings are allowed if they are an expression of a sincerely held religious belief (e.g., hijabs or yarmulkes) or cultural expression (e.g., geles) or to reasonably accommodate medical or disability-related issues (e.g., protective helmets).
- chains, spikes or other accessories that could be perceived as or used as a weapon
- clothing that violates the school system's policies against gang and gang-related activities

Do Wear:

- School-appropriate shoes that will not endanger students during recess, PE, etc.
- Clothing that fits well and enables students to move and work comfortably during the school day.

Electronic Device/Cell Phone Policy

The Old Main STREAM Board of Directors believe that electronic devices can be beneficial tools to enhance educational growth when used in the appropriate setting. However, statistics show that cell phones demonstrate to be a distraction when accessed in the educational setting during instructional time periods and after school activities sponsored by OMSA.

Students are expected to be attentive and present during instructional time periods during school, school-sponsored programs and activities. To limit the amount of distraction due to the use of cell phones and other electronic items, Old Main STREAM Academy administration, faculty, and staff, and OMSA

partnerships will implement the following expectations, limitations and privileges listed within the cell phone policy throughout our educational facility.

This policy applies to all students attending Old Main STREAM Academy.

A. Limitation(s)

Students are not allowed to use cell phone or other electronic devices during instructional time, during the school day, Expanded Learning or any school sponsored activity time unless permitted by their teacher or other faculty, staff, and school affiliated adults. Cell phones and all other electronic devices must be turned off during instructional time and during other activities as determined by administration. Cell phones/devices must not be visible. Cell phones/devices must be kept in the student's book bag during instructional time, during the school day, school sponsored activities, after school programs and Expanded Learning.

B. Privilege(s)

Cell phones and other electronic devices are permitted during the times of morning drop-off, afternoon pick-up and with permission of OMSA administration, faculty, staff, and affiliated Partners.

C. Infraction(s)

First Infraction - Confiscation of cell phone or electronic device by teacher or OMSA personnel. The electronic device will be returned to the student at the end of day or after school program. The student will be reminded of this policy and consequences of infractions.

Second Infraction - Confiscation of cell phone or electronic device by teacher or personnel. Device(s) will be sent to the administrative office, a parent will be notified of confiscation and required to retrieve the device at a given time. The student and parent will be reminded of this policy and consequences of infractions.

Third Infraction - Confiscation of cell phone or electronic device by teacher or personnel. Device(s) will be sent to the administrative office, a parent will be notified of confiscation and required to retrieve the device at the end of the school day. The students privileges of cell phone and electronic devices will be revoked at the discretion of administration. Devices will not be allowed back on campus until the administration deems it appropriate.

Bus Transportation Policy

Transportation will be offered to any student who lives outside the one and one-half miles of the school. OMSA established strategic designated location points. 1) Northeast (Old Cancer Center), 2) Southwest (Harpers Ferry), and 3) Northwest (Hwy 710, Island Gove). Three drivers will be paid hourly wages to provide round trip transportation every morning and afternoon. **Any Kindergarten student who rides**

the school bus to/from school must be escorted to the bus and met at the bus by a responsible adult. Students must be picked up at the designated bus stop at the designated time. Students having no adult to pick them up from the designated stop at the designated time, will be brought back to the school and their parent/caregiver contacted to pick them up from the school. **Any student brought back to the school three (3) times will be dismissed from riding the bus.** Safety will be stressed at the school and with parents/caregivers. Riding the bus will be presented as a privilege. Student passengers are expected to conduct themselves according to bus discipline policies to maintain their riding privileges. Any student who fails to meet behavior expectations or demonstrates behavior which puts the safety of others in jeopardy will face disciplinary action up to and including loss of bus riding privileges.

Student Pickup and Dropoff

Morning Drop-Off:

Drop off starts at 7:30 a.m. unless your child participates in Early Morning Care which starts at 7:00. If you arrive at or after 8:00 a.m., you **MUST** check your child in at the office. Please follow staff directions politely and promptly in order to make the carpool process run quickly and safely.

Afternoon Pick-Up:

Please follow staff directions politely and promptly in order to make the carpool process run quickly and safely.

OMSA does not release children after 2:15 p.m., unless the parent states there is a necessary previous engagement or appointment. OMSA's goal is to protect the instructional time for all children without disruptions.

Waiting Area:

OMSA established the foyer as a waiting area to ensure the safety of all students/families.

Loading/Unloading Area:

Please follow the process of the loading/unloading area to ensure the safety of all students/families.

Late-Pickup Policy

All students must be picked up by 3:30 pm unless they are part of the Expanded Learning Program. Students in the Expanded Learning Program must be picked up by 5:30 pm each day.

Lunch

Old Main STREAM Academy believes in:

- Promoting nutritional snacks
- Promoting healthy lunch options/guidelines
- Promoting nutritional values throughout school functions and parties
- Recommending healthy snack and lunch – ideas and recipes
- Outlining the benefits of healthy eating and brain activity
- Notifying staff, parents, guardians, and community of nutritional goals

OMSA will adhere to federal (Smart Snacks) and state rules that govern competitive foods served on our campus:

- Acceptable food items must have no more than 35% of weight from total sugar;
- Zero grams of trans fat as served (no more than 0.5 g per portion);
- Acceptable food items must have no more than 10% calories for saturated fat as served;
- Acceptable food items must have no more than 35% calories from total fat;

The only exception to these rules are the days on which the Public Schools of Robeson County will not be serving our students lunch.

Note: Treats such as pizza, cookies, cupcakes, etc. for birthday celebrations for our students in their respective classrooms are allowable. Please coordinate with your child's teacher to plan for these treats.

Visitors and Parents on Campus Policy

All school visitors during the school day must report immediately to the administrative office at the school and are required to sign in with identification card. The principal or designee shall assure that signs are posted in the school to notify visitors of this requirement. Visitors, including parents/guardians are required to wear a nametag identifying them. At their departure, visitors and parents are required to return their nametag to the office and sign out. Trespassers will be prosecuted by law enforcement.

Communications for Parents

Old Main STREAM Academy's **website address** is

<https://www.oldmainstreamacademy.com/>

Social Media: [Facebook- Old Main STREAM Academy](#)

Field Trips

- The purpose of field trips is to enhance learning and to meet specific grade-level objectives. Students must return a signed permission slip and fees by the stated deadline date. Deadlines will be enforced. Dress code will be enforced unless otherwise announced.

- A limited number of parents may attend field trips with their children. At these times, we ask parents to remember that they must serve as chaperones for all children, under the direction of the attending Old Main STREAM Academy staff. In addition, and for liability reasons, all children are the responsibility of the Old Main STREAM Academy employees, regardless of whether a parent is present.
- A student's attendance on a field trip will be in jeopardy if they receive school disciplinary action. Administrators will have the final decision. Payment will not be refunded to any student who loses field trip privileges.

Chaperones

The purpose of chaperoning is to ensure the safety of all Old Main STREAM Academy students.

- Parents are responsible for transportation for students sent home for misbehavior.
- **No siblings, other children, other adults or pets (except for service animals) will be allowed.**
- Chaperones **must not** leave the group at any time while supervising students.
- Parents who wish to take a child directly home from a field trip may do so, but must sign a form acknowledging this alternative transportation.
- Students who have been suspended from school or have any disciplinary warrants may not be allowed to participate in field trips.

Activities, Programs and Events

There are plenty of activities at Old Main STREAM Academy for our youngest students. From community service to place-based opportunities, our mission is to promote knowledge, appreciation of nature, arts, and civic-mindedness, as well as to create an atmosphere of camaraderie among students. We wish to add to the achievement and well-roundedness of every student.

Inclement Weather and Closings

The School has a crisis plan, which is located in every classroom. The crisis plan addresses emergency situations, including but not limited to alarm, emergency exit routes, emergency backpacks, severe thunderstorm watch or warning, tornado watch, fire and tornado drills, windows and doors, and lockdown procedure. If you have any questions about the crisis plan contact the Principal.

Old Main STREAM Academy will announce the intent to close school by calling and emailing all parents, posting on our FaceBook school page and <https://www.oldmainstreamacademy.com/> no later than 6:30 a.m. the day of the closing. We will make every attempt to announce the evening before, although this is not always possible.

The absence of any announcement to the contrary will mean that school is in session.

Emergency School Closing

An emergency School closing is defined as a cancellation of part or all of a normally scheduled school day due to any reason that may endanger the safety of our students and staff including but not limited to: inclement weather, electrical failures, and water system failure. The School Principal will make all decisions regarding School delays or closures due to inclement weather. The School will not necessarily follow other School or School district closing/delay decisions.

Fire Drills

Fire drills, at regular intervals, are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The signal will be the fire alarm going off. The alternate signal will be a runner to each classroom. No one should return to the building until the all-clear signal is given.

Smoke-Free School

Old Main STREAM Academy is a SMOKE-FREE FACILITY. Smoking or use of any tobacco products/vape is strictly prohibited on School property or at school related event:

- In the building
- On the grounds
- On School vehicles
- In the presence of students
- At school event

Old Main STREAM Academy Academic Policy and Procedure

Curriculum

Standards: Statement of what students should know and be able to demonstrate. Teachers use standards to guide their decisions about content areas such as the order in which to teach the content and materials to use. You can find the standards for each grade level here: <http://www.dpi.state.nc.us/curriculum/>

Academic Grades

Kindergarten through 2nd Grade: Scale: E, S, N, U*

E = Excellent (90---100)

S = Satisfactory (75---90)

N = Needs Improvement (65---74)

U = Unacceptable (0---64)

Grades 3 – 8 Scale: A, B, C, D, F

A = 90---100

B = 80---89

C = 70---79
D = 60---69
F = 0---59

Textbook Policy

Students who lose their textbooks during the year will not be issued any replacements until they return or pay for the books. Students will be responsible for completing assignments during the time between the loss of the book and receipt of a new book. "Loaners" may be provided for classroom use if extra copies are available. At the end of the year, students will be charged for lost or damaged textbooks.

Report Card Distribution

Report cards will be sent home with the student for Quarters 1, 2, 3, and 4 (see the school calendar for report card issue dates).

Testing

As a public school in North Carolina, we offer all State mandated End-of-Grade (EOG) tests for students in Grades 3-5 on designated days in the school calendar. NC Check Ins will be administered throughout the year as benchmarks for learning targets.

Promotion

The Old Main STREAM Academy Board of Directors believe that students should progress to the next level of study only after they are proficient in their knowledge and application of the current curriculum level. A multi-tiered system of support provides the structure within which all efforts of OMSA are aligned to ensure that the academic, behavioral, and social/emotional needs of all students are a high priority in order to be promoted to the next level of study as described in the Student Promotion Policy.

North Carolina Compulsory Attendance Law

In accordance with G.S. 115C-378, every parent, guardian, or custodian in North Carolina having charge or control of a student between the ages of 7 and 16 years shall cause the student to attend school continuously for a period equal to the time which the public school to which the student is assigned is in session. Every parent, guardian, or custodian in North Carolina having charge or control of a child under age seven who is enrolled in a public school in grades Kindergarten through two shall also cause the child to attend school continuously for a period equal to the time which the public school to which the child is assigned shall be in session unless the child has withdrawn from school. No person shall encourage, entice, or counsel any child of compulsory age to be unlawfully absent from school. The parent, guardian, or custodian of a child shall notify the school of the reason for each known absence of the child, in accordance with local school board policy.

In compliance with the North Carolina Compulsory Attendance Law, it is the

responsibility of Old Main STREAM Academy to keep and report daily attendance and notify parents of their child's attendance.

The principal or his/her designee must notify the parent, guardian, or custodian of his/her child's excessive absences after the child has accumulated three unlawful absences in a school year. After not more than six unlawful absences, the principal or designee must notify the parent, guardian, or custodian by mail that he/she may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies of the state and local boards of education.

After ten accumulated unlawful absences in a school year, the principal must review any report or investigation prepared under G.S. 115C-381 and must confer with the student and his/her parent, guardian, or custodian, if possible, to determine whether the parent, guardian, or custodian has received notification and made a good faith effort to comply with the law.

If the principal determines that a parent, guardian, or custodian has not made a good faith effort to comply with the law, the attendance counselor shall file documents with the truancy court and the magistrate, contact the district attorney and the director of social services of the county where the child resides.

Each child must bring a written excuse within five school days signed by the medical provider, parent, or guardian stating the reason for absence upon his or her return to school. The note should include the following information:

First and last name of child and homeroom teacher's name.

Date(s) of absence(s).

Reason for absence.

Upon receipt of the note, the attendance coordinator will be able to determine what type of absence to record. Absences will not be excused unless written notice is received from the parent or guardian. If the note is not submitted in the time frame, the absence(s) or coded as unexcused.

Below are the valid/lawful excuses for temporary nonattendance of a student at school:

Lawful (Excused) Absences

Illness or Injury: When the absence results from illness or injury which prevents the student from being physically able to attend school.

Quarantine: When isolation of the student is ordered by the local health officer or by the State Board of Health.

Death in the Immediate Family: When the absence results from the death of

a member of the immediate family of the student. For the purpose of this regulation, the immediate family of a student includes, but is not necessarily limited to, grandparents, parents, brothers and sisters.

Medical or Dental: When the absence results from a medical or dental appointment of a student.

Court of Administrative Proceedings: When the absence results from the attendance of a student at the proceedings of a court of an administrative tribunal if the student is a party to the action or under subpoena as a witness. The Local Board of Education can be considered an administrative tribunal.

Religious Observance: When the student is absent due to a religious observance in accordance with the local school board policy.

Educational Opportunity: When it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity, such as travel. Approval for such an absence must be granted prior to the absence. This would include, but is not limited to, a student serving as a legislative page or a governor's page.

Local School Board Policy: OMSA may excuse temporary or occasional absences for other reasons in accordance with local school board policies, provided that the student has been in attendance for at least one-half of a school day during the current school year.

Absence Related to Deployment Activities: A student whose parent or legal guardian is an active duty member of the uniformed services and has been called to duty, or on leave from, or immediately returned from deployment to a combat zone or combat support posting for the purpose of visiting said parent or legal guardian. (G.S. 115c-407.5 Article V (E))

Unlawful (Unexcused) Absences

- A student's willful absence from school with or without the knowledge of the parent; or
- A student's absence from school for any reason other than those listed under "Lawful Absences."

At Old Main STREAM Academy, in order to participate in an extracurricular activity, the student must be present in school for at least one-half (½) of the instructional day.

Attendance Recovery

Attendance Recovery is not offered at Old Main STREAM Academy. Students must attend school in order to earn credits and/or promotion.

OMSA Attendance Policy

Chronic absenteeism, tardies, and early dismissals can negatively impact student success, school funding, school charter status, and the state school report card grade. A school month is only 20 days, so students with excessive absences miss crucial instruction that is required in order for them to be promoted to the next grade. As part of the OMSA enrollment process, all parents/guardians signed an agreement acknowledging their commitment and responsibilities that supported their child's success, which included good attendance.

- A maximum of 5 total days will be approved for Educational Leave.
- A maximum of 5 parent notes will be accepted for absences, all absences after that will require a doctor's note or the absence will be marked unexcused. **A maximum of 10 excused absences will be approved.**
- **Any student missing 10 days or more will not be promoted.**

Authorization for Student Pick-Up

Old Main STREAM Academy will release students only to the authorized parent or to a person who is listed as an Emergency Contact.

If a child is only to be picked up by a custodial parent or legal guardian, a copy of the court order must be on file in the school office. It is the parents' responsibility to keep this up to date.

Early Dismissals

All early pickups must occur before 2:15 p.m. to avoid interruption of carpool procedures.

- After 2:15 p.m. parents are asked not to enter the building, and students must be picked up according to regular carpool procedures. OMSA's goal is to protect the instructional time for all children without disruptions.
- Students are only permitted to leave campus during school hours for a lawful reason. Students absences will be unexcused until proof of the lawful reason is provided.

Students who leave the school prior to 11:30 a.m. shall be recorded as absent for the day or students who arrive at school after 11:45 a.m. will be recorded as absent for the day. North Carolina requires that a student be present one-half of the instructional school day to be counted as present. **In order to participate in an extracurricular activity, the student must be in attendance at least half a day on the day of the event.**

A student is to attend school each day of the school year. In addition, a student is to report to school and all classes on time. A student of compulsory school age who

does not attend school is in violation of the law and the student and his/her parent(s)/guardians are subject to its penalties. Efforts will be made to communicate with parents of absent or truant students.

A. Tardiness:

Students are required to be in class by 8 a.m. Students who arrive at or after 8 a.m. are considered tardy. **Parents will need to park and sign their child into the main office.**

B. Excessive Absences (Truancy):

This is defined as unexcused absences which are felt to adversely affect the student's education.

Old Main STREAM Academy policy is for each student to attend school every day and not miss instructional time. **Any student missing 10 days or more will not be promoted.**

Tardy Policy

Any student who arrives in the classroom after 8 a.m. is considered to be tardy. Students arriving after 8 a.m. should be signed in at the front office by a parent and receive a tardy slip to take to class.

Exceptional Children's Programs

Old Main STREAM Academy's Programs for Exceptional Children (EC) serve children in accordance with the Individuals with Disabilities Act (IDEA). Old Main STREAM Academy has adopted and complies with North Carolina's *Policies Governing Services for Children with Disabilities*. The OMSA policy is in compliance with IDEA and FERPA, in which Old Main STREAM Academy (OMSA) will keep and maintain all Exceptional Children records confidential and secure. Consider NC 1505-2.14 The Exceptional Children's department is responsible for conducting Child Find for those students suspected of having a disability and providing appropriate educational opportunity to all children with disabilities. The purpose is to ensure that all eligible children with disabilities have available to them a free, appropriate, public education.

Exceptional Children - Procedural Safeguards

A hardcopy of the book is located with the EC records in the Record Room. The EC Department will also have a hardcopy to use and refer to in meetings. A link to procedural safeguards can also be found here:
<https://ec.ncpublicschools.gov/parent-resources/ecparenthandbook.pdf/view>

All Exceptional Children records held at Old Main STREAM Academy (OMSA) shall be kept in the main office separate from Student Cumulative Records. The storage unit in which the EC files are maintained shall be clearly labeled indicating that the storage unit contains Exceptional Children's documentation.

At Old Main STREAM Academy, children with disabilities will be educated in the regular educational environment with children who are non-disabled to the maximum extent appropriate, according to Individual Education Plan (IEP) specifications. Children with disabilities will receive services from certified special education teachers and support staff/therapists in the regular education setting to the fullest extent possible by providing accommodations, modifications, inclusion services, and pull-out support/remedial services as deemed necessary and appropriate by the IEP team to meet individual needs.

Discipline Procedures for Children With Disabilities

The conduct of all students, including students with disabilities, will be governed by the school's Code of Conduct. Additionally, school personnel will comply with the applicable provisions of the North Carolina Policies Governing Services for Children with Disabilities (NC 1504-2.7). School personnel may consider any unique circumstances on a case-by-case basis when determining whether a change in placement, consistent with the other requirements of NC Policies, is appropriate for a child with a disability who violates a provision of the Code of Conduct. Circumstances considered should include area of disability, functioning level of the child, intent of the behavior, and other relevant factors.

Dispute Resolutions

Any person who has a concern about the education of a student with a disability can raise the issue in one of several ways. First, it is always appropriate to discuss the matter with the student's teacher, lead EC teacher at appropriate campus or principal. Next, the Exceptional Children Division's consultants for dispute resolution and consultants for instructional support and related services are also able to offer consultation to assist parents, advocates, or our charter school who request help with problem-solving.

Student Code of Conduct

Character Code

All Old Main STREAM Academy students are expected to follow the Code of Conduct. All students must read the following information thoroughly and follow the guidelines. Should you have questions concerning any of the rules listed on the

following pages, you should immediately contact an administrator for a complete explanation. Teachers will review these guidelines with students at the beginning of the year.

Legal Disclaimer: Nothing in Old Main STREAM Academy's policy is intended to contradict local, state, or federal laws or binding directives from the North Carolina State Board of Education. In the event that any item in Old Main STREAM Academy's policy does conflict with a local, state, or federal law, or binding directive of the N.C. State Board of Education, the respective law or directive supersedes the policy item.

Administrators shall use their discretion in dealing with all specific behavior that violates the principles set forth in this policy.

In order for teachers to teach and students to learn, an atmosphere conducive to learning must be consistently maintained. Accordingly, the teacher, as the recognized authority in the classroom, serves as the role model to set the expectations for student behavior. Discipline is defined as well-ordered, directed behavior. The parents, guardians, students, teachers, Head of School, administrative and support personnel, and the Board of Directors of Old Main STREAM Academy share responsibilities in the positive development and maintenance of disciplined behavior. Every student has a right to an environment that encourages learning and is free of disruption.

In order for schools to be safe and orderly places for learning, rules must be followed. These rules are written to give direction. However, in daily activity, one basic rule is that good sound judgment must be exercised in consideration of the conditions of the moment. Furthermore, it is recognized that students need to be active participants in maintaining a safe and orderly school environment.

To promote the active involvement and self-discipline of students, school staff members must remember that students need to feel respected and valued. Opportunities to learn from mistakes create a context for students to learn to make good choices in the future.

Ultimately, the goal is for students to "do the right thing, even when no one is looking."

Student Discipline

Our school-wide discipline plan is based on the Responsive Classroom approach. Respect, empathy, and non-violent conflict resolution are taught and modeled every day, throughout our school community. Disruptive, disrespectful, or bullying behaviors will not be tolerated.

OMSA uses the following behavior acronym to help students understand school wide behavior expectations. **(S.O.A.R.)**

Safe

On-task

Accountable

Respectful

The Behavior Matrix clearly describes the expectations for student behaviors in specific areas of the school (ex. Cafeteria, bus, classroom, etc.). The matrix is posted in all classrooms.

DISCIPLINE PLAN CHART

Behaviors	Consequences
Level 1	Level 1
Tardy to Class Non-compliance Failure to complete class work Disrespect Inappropriate Language Inappropriate Illustration Falsification Cheating / Plagiarism Non-compliance	<ul style="list-style-type: none"> • Take a break (have students use calm down strategies & reflection forms when appropriate) • Student Conference or Parent Contact warning • Take a break in buddy classroom & Parent Contact • Silent/Working Lunch & Parent Contact • Behavior contract, referral to Counselor, MTSS & Parent Contact • Other loss of privilege & Parent Contact
Level 2	Level 2
Repeated violations of Level 1 Defiant Behavior Disruptive Behavior Hitting / Pushing (putting hands on others) Flagrant Disrespect Insubordination Flagrant Inappropriate Language Misuse of Technology	<ul style="list-style-type: none"> • Pink Slip/Referral to Administration & Parent Contact <p><i>* Decisions will be based on mitigating circumstances and age appropriate</i></p>
Level 3	Level 3
Repeated Violations of Levels 1-2 Inappropriate Language at Teacher	<ul style="list-style-type: none"> • Pink Slip/Referral to Administration & Parent Contact

Physical Aggression/Fighting Instigating a Fight Assault Threat Gang Activity Skipping Class Leaving Campus Theft Sexual Behavior Sexual Harassment Property Damage Fire Setting Material Tobacco Products Drug/Alcohol Violation Weapons Violation Trespassing Intimidation Harassment/Bullying	<ul style="list-style-type: none"> • Further consequences to be determined by School Administrator <p><i>* Decisions will be based on mitigating circumstances and age appropriate</i></p>
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Due Process for Suspensions and Expulsions

The School complies with all state law governing student discipline including Article 27 of the North Carolina General Statutes. It is the School's intent for all provisions in this section to be interpreted consistent with and in compliance with those statutory provisions. All policies or procedures set forth herein shall be consistent with federal law, including the Gun Free Schools Act, the Individuals with Disabilities Education Act and the Rehabilitation Act of 1973.

The following due process procedures only govern the suspension or the expulsion of a student from the School's regular educational program. If a student charged with violation of the Student Code of Conduct/Honor Code has been returned to the regular School program pending a decision, then such action of reinstatement shall not limit or prejudice the School's right to suspend or expel the student following that decision.

I. Suspension of Ten School Days or Less (Short Term Suspension)

As a general rule, prior to any suspension of the student, the principal and/or his/her designee shall provide the student with the following due process:

1. The student will be informed of the charges against him/her by the end of the workday during which the suspension is imposed when reasonably possible but in no event more than two days after the suspension is imposed. Notice shall be given by any method reasonably designed to achieve actual notice.

2. If the student denies the charges, the principal and/or designee shall provide the student with an explanation of the evidence.
3. The student shall be provided an opportunity to explain his/her version of the facts.
4. If, after providing the student with his/her due process rights, the principal and/or designee determine that the student has engaged in a prohibited act under this Student Code of Conduct, the Honor Code or any written School policy, then he/she may impose a disciplinary penalty of a suspension not to exceed ten (10) days. The principal and/ or his/her designee, shall inform (in person or by phone) the student's parent of the suspension and of the reasons and conditions of the suspension. The student shall be provided the right to take home textbooks, complete homework assignments and an opportunity to make-up exams. A decision to suspend a student for ten (10) or fewer School days is final and not subject to further review or appeal.
5. If a student's presence in School poses an immediate danger to persons or property or an ongoing threat of disruption to the educational process, the principal and/or designee may immediately suspend the student, and as soon thereafter as reasonable, provide the student with his/her due process rights as set forth in this section.

II. Suspension for Eleven (11) or More School Days (Long Term Suspension)

A. When a student is recommended by the principal for long-term suspension, the principal shall give written notice to the student's parent. The notice shall be provided to the student's parent by the end of the workday during which the suspension was recommended when reasonably possible or as soon thereafter as practicable. The written notice shall provide at least the following information:

1. A description of the incident and the student's conduct that led to the long-term suspension recommendation.
2. A reference to the provisions of the Code of Student Conduct that the student is alleged to have violated.
3. The specific process by which the parent may request a hearing to contest the decision, including the number of days within which the hearing must be requested.
4. The process by which a hearing will be held.
5. Notice that the parent is permitted to retain an attorney to represent the student in the

hearing process.

6. The extent to which the local board policy permits the parent to have an advocate, instead of an attorney, accompany the student to assist in the presentation of his or her appeal.
7. Notice that the parent has the right to review and obtain copies of the student's educational records before the hearing.
8. A reference to the Board policy on the expungement of discipline records.

B. Written notice may be provided by certified mail, fax, e-mail, or any other written method reasonably designed to achieve actual notice of the recommendation for long-term suspension. When School personnel are aware that English is not the primary language of the parent or guardian, the notice shall be written in both English and in the primary language of the parent or guardian when the appropriate foreign language resources are readily available. All notices described in this section shall be written in plain English, and shall include the following information translated into the dominant non- English language used by residents within the local School administrative unit:

1. The nature of the document, i.e., that it is a long-term suspension notice.
2. The process by which the parent may request a hearing to contest the long-term suspension.
3. The identity and phone number of a School employee that the parent may call to obtain assistance in understanding the English language information included in the document.

C. No long-term suspension shall be imposed on a student until an opportunity for a formal hearing is provided to the student. If a hearing is timely requested, it shall be held and a decision issued before a long-term suspension is imposed, except as otherwise provided in this section. The student and parent shall be given reasonable notice of the time and place of the hearing.

1. In accordance with N.C. G.S. 115C-390.7(c), if no hearing is timely requested, and the student recommended for long-term suspension declines the opportunity for a hearing, the Board shall review the circumstances of the recommended long-term suspension. Following such review, the Board (i) may impose the suspension if it is consistent with board policies and appropriate under the circumstances, (ii) may impose another appropriate penalty authorized by board policy, or (iii) may decline to impose any penalty.
2. If the student or parent requests a postponement of the hearing, or if the hearing is requested beyond the time set for such request, the hearing shall be scheduled, but the student shall not have the right to return to School pending the hearing.
3. If neither the student nor parent appears for the scheduled hearing, after

having been given reasonable notice of the time and place of the hearing, the parent and student are deemed to have waived the right to a hearing and the Board shall then review the circumstances of the recommended long-term suspension. Following such review, the Board (i) may impose the suspension if it is consistent with board policies and appropriate under the circumstances, (ii) may impose another appropriate penalty authorized by board policy, or (iii) may decline to impose any penalty.

D. The formal hearing may be conducted by the Board, or by a person or group of persons appointed by the Board to serve as a hearing officer or hearing panel. The Board shall not appoint any individual to serve as a hearing officer or on a hearing panel who is under the direct supervision of the principal recommending suspension. If the hearing is conducted by an appointed hearing officer or hearing panel, such officer or panel shall determine the relevant facts and credibility of witnesses based on the evidence presented at the hearing. Following the hearing, the Board shall make a final decision regarding the suspension. The Board shall adopt the hearing officer's or panel's factual determinations unless they are not supported by substantial evidence in the record.

E. Long-term suspension hearings shall provide students procedural due process including, but not limited to, the following:

1. The right to be represented at the hearing by counsel or, at the discretion of the local board, a non-attorney advocate.
2. The right to be present at the hearing, accompanied by his or her parents.
3. The right of the student, parent, and the student's representative to review before the hearing any audio or video recordings of the incident and, consistent with federal and State student records laws and regulations, the information supporting the suspension that may be presented as evidence at the hearing, including statements made by witnesses related to the charges consistent with subsection of this section.
4. The right of the student, parent, or the student's representative to question witnesses appearing at the hearing.
5. The right to present evidence on his or her own behalf, which may include written statements or oral testimony, relating to the incident leading to the suspension, as well as any of other factors such as student's intent, disciplinary and academic history, the potential benefits to the student of alternatives to suspension, and other mitigating or aggravating factors.
6. The right to have a record made of the hearing.
7. The right to make his or her own audio recording of the hearing.
8. The right to a written decision, based on substantial evidence presented at the hearing, either upholding, modifying, or rejecting the principal's recommendation of suspension and containing at least the following information:

- The basis for the decision, including a reference to any policy or rule that the student is determined to have violated.
- Notice of what information will be included in the student's official record pursuant to N.C.G.S. 115C-402.
- The student's right to appeal the decision and notice of the procedures for such appeal.

F. Following the issuance of the decision, the principal shall implement the decision by authorizing the student's return to School or by imposing the suspension reflected in the decision.

G. Unless the decision was made by the Board, the student may appeal the decision to the Board in accordance with Step 3 of its Grievance Policy. Notwithstanding the provisions of N.C.G.S. 115C-45(c), a student's appeal to the Board of a decision upholding a long-term suspension shall be heard and a final written decision issued in not more than 30 calendar days following the request for such appeal.

H. Nothing in this section shall compel School officials to release names or other information that could allow the student or his or her representative to identify witnesses when such identification could create a safety risk for the witness.

I. The Board's decision to uphold the long-term suspension of a student is subject to judicial review in accordance with Article 4 of Chapter 150B of the General Statutes. The action must be brought within 30 days of the Board's decision. A person seeking judicial review shall file a petition in the superior court of the county where the board made its decision. Local rules notwithstanding, petitions for judicial review of a long-term suspension shall be set for hearing in the first succeeding term of superior court in the county following the filing of the certified copy of the official record. (2011-282, s. 2.)

III. Expulsion (N.C.G.S. § 115C-390.11.)

A. Upon recommendation of the principal, the Board may expel any student 14 years of age or older whose continued presence in School constitutes a clear threat to the safety of other students or School staff. Prior to the expulsion of any student, the Board shall conduct a hearing to determine whether the student's continued presence in School constitutes a clear threat to the safety of other students or School staff. The student shall be given reasonable notice of the recommendation in accordance with Section IA and IB above as well as reasonable notice of the time and place of the scheduled hearing.

1. The procedures described in Section A apply to students facing expulsion pursuant to this section, except that the decision to expel a student by the Board shall be based on clear and convincing evidence that the student's continued presence in School constitutes a clear threat to the safety of other

students and School staff.

2. The board may expel any student subject to N.C.G.S. 14-208.18 in accordance with the procedures of this section. Prior to ordering the expulsion of a student, the local board of education shall consider whether there are alternative education services that may be offered to the student. As provided by N.C.G.S. 14-208.18(f), if the Board determines that the student shall be provided educational services on School property, the student shall be under the supervision of School personnel at all times.
3. At the time a student is expelled under this section, the student shall be provided notice of the right to petition for readmission pursuant to N.C.G.S. 115C-390.12—(Requests for Readmission).

B. During the expulsion, the student is not entitled to be present on any School property and is not considered a student of the local board of education. Nothing in this section shall prevent a local board of education from offering access to some type of alternative educational services that can be provided to the student in a manner that does not create safety risks to other students and School staff.

Miscellaneous Provisions

Voluntary Agreements: At any time, the principal or his/her designee may enter into a written contract with the student and/or his/her parent(s) setting forth the parties' agreement in settlement of disciplinary charges or restitution related to damage to or loss of School property. In such cases, the written agreement shall be final and binding and may not be later challenged by the principal or his/her designee or the student and/or his/her parent(s).

- **Suspended/Expelled Students on School Property or Attending School Activities:** A suspended or expelled student who enters onto School property or appears at a School activity, event or function without the permission of a building administrator shall be deemed to be trespassing and appropriate authorities will be contacted.
- **Maintaining Class Progress:** When practical in the judgment of the principal, a student may be permitted to maintain progress during the disciplinary period.
- **The parent of the child shall be responsible for making arrangements for the child's educational needs during a long term suspension and/or expulsion.**
- **Safe Harbor:** A student who inadvertently possesses or finds an object prohibited by the Code of Student Conduct shall immediately notify staff of the object. A student may approach a staff member and voluntarily surrender the object without being subjected to discipline so long as the object is one that the student could lawfully possess off School grounds. "Safe Harbor" does not apply to firearms or destructive devices.

e. **Reports to Law Enforcement:** In accordance with state law, a School must report

the following acts to law enforcement: "...assault involving serious personal injury, sexual assault, sexual offense, rape, kidnapping, indecent liberties with a minor, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a weapon in violation of the law or possession of a controlled substance in violation of the law." N.C.G.S. § 115C-288 (g).

Explanation of Terms:

An Out-Of-School Suspension refers to a principal's decision to temporarily remove a student's right to attend School or any School-related activity for a specified period of time, not to exceed ten School days. Parents will be notified by a phone call or written documentation to provide notice of the incident that led to the suspension and to develop a plan of action for the future. Additional details related to an out-of-School suspension are:

- Students suspended from School are not allowed to visit the School or attend any School-related activities during the period of suspension.
- Students are allowed to complete homework assignments while on suspension. In order to receive credit for them, students must submit the assignments to their teacher on the day of readmission to the School.
- At the discretion of the principal, out-of-School suspension reports, conduct reports, and/or corrective action plans may be removed from a student's permanent School file at the end of the School year if that student has shown noted improvement in behavior after the disciplinary action was implemented.

Long Term Out-Of-School Suspension refers to a principal's decision to temporarily remove a student's right to attend School or any School-related activity for a specified period of time that may exceed ten School days. A long-term suspension is defined as a suspension from School and all extracurricular activities of more than ten (10) School days. A meeting with the parents will be convened to discuss the incident that led to the suspension and to develop a plan of action for the future. Additional details related to an out-of-School suspension are:

- Students suspended from School are not allowed to visit the School or attend any School-related activities during the period of suspension.
- Students are allowed to complete homework assignments while on suspension. In order to receive credit for them, students must submit the assignments to their teacher on the day of readmission to the School.
- At the discretion of the principal, out-of-School suspension reports, conduct reports, and/or corrective action plans may be removed from a student's permanent School file at the end of the School year if that student has shown noted improvement in behavior after the disciplinary action was implemented.

Expulsion is a decision to permanently remove a student from School due to extreme non-compliance with School rules/state law. This decision can only be made by the Board of Directors. An expulsion results in exclusion from School and all extracurricular activities. The Board must find that the student presents a “clear and convincing” threat to the safety of others. A student may seek readmission to the School after the first July 1 more than 6 months after the decision to expel.

A 365-day suspension is a denial to a student of the right to attend School and to take part in any School function for a full 365 days. The Board must suspend a student for 365 days for weapons and bomb threat violation. The Board must suspend a student for 300 – 365 for assaults which seriously injury a teacher or other employee. The Board may suspend a student for up to 365 days if a student 1) assaults a teacher; 2) assaults a student, if witnessed; 3) assaults and seriously injures another student; 4) other threats/false reports; 5) Other actions deemed worthy of a 365 suspension as determined by the principal.

Discipline of Students with Disabilities: The School complies with all state and federal law in the discipline of students with disabilities. The discipline and due process provisions set forth above will be modified to comply with the laws regarding students with disabilities.

Search and Seizures

The School will conduct a search if the principal (or principal designee) has a reasonable suspicion that a violation of the Honor Code of Conduct or Code of Conduct has occurred. When determining the nature and scope of the search, the principal (or the principal designee) will consider the age and sex of the student as well as the nature of the act of misconduct. The search may include the student’s person, backpack, purse, pockets, shoes, and/or other personal property, including cell phones and electronics. A physical search of a student’s person will only be searched when there is a reasonable suspicion that the student has an illegal weapon, drug and/or alcohol on his/her person.

When conducting searches, the principal or his/her designee may seize any illegal or unauthorized items, items in violation of board policy and/or School policies or rules, or any other items reasonably determined by the principal or his/her designee to be a potential threat to the safety or security of others. Such items include but are not limited to the following: contraband, controlled substance analogues or other intoxicants, dangerous weapons, explosives, firearms, flammable materials, illegal controlled substances, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items or items that Schools are required to report to law enforcement agencies. Any items seized by the School principal or his/her designee shall be removed and held by School officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. This includes any electronic devices involved in activities in violation of the School

code of conduct. The parent/guardian of a student shall be notified by the principal or his/her designee of removed items.

Parent Code of Conduct Policy

At Old Main STREAM Academy Charter we are very proud and fortunate to have a very dedicated and supportive school community. At our school the staff, students, and parents all recognize that the education of our children is a partnership between our stakeholders.

A Parent Code of Conduct helps to maintain an environment of respect throughout the school. All members of the school community have a right to an environment free from harassment and to converse comfortably in a positive and cooperative manner.

Implementation

As a Parent and Guardian we ask that you:

- Support your child in all educational endeavors by giving praise and showing interest in school activities
- Support OMSA's educational model by valuing education in the home and assuring a minimum of instructional loss, that reflects as absences, tardies, and early dismissals
- Recognize that parents/caretakers are accountable for bringing students to school on time; parents are accountable and responsible for attendance, tardies, and early dismissals
- Discuss with your child that riding the bus is a privilege. Responsible and accountable behavior is expected
- Help your child to understand that giving your best effort is important
- Demonstrate that both parents and teachers work together for the benefit of the child
- Listen to your child, but remember that a different "reality" may possibly exist elsewhere
- Understand that the importance of a healthy parent/teacher/child relationship and communicate any concerns to your child's teacher in a constructive manner
- Adhere to the school's policies, as outlined on the school website and handbook
- Work in cooperation with the school to address any unacceptable behavior shown by your child
- Support the school in its efforts to maintain a positive teaching and learning environment
- Maintain a positive and cooperative attitude
- Inform the school of any issues that impact on your child's wellbeing

Parent /Guardian Rights

- To be treated with respect and courtesy by other parents
- To be treated in a polite manner
- To be respected by staff and students
- To have a timely response to concerns raised (24-48 hrs.)
- To be treated with professionalism from all staff members
- To be listened to and clearly communicated with, in regard to their child's education

Parent/Guardian Responsibilities

- Use respectful language towards all staff and other members of the school community
- Remain calm and polite when communicating with staff and other members of the school community
- Under NO circumstances approach another child while in the care of the school to discuss or chastise them because of actions towards their own child
- Be aware that events have many sides, be prepared to listen to them and seek to verify facts before stating a concern
- Be mindful of what you say in order to respect the reputation of teachers
- Respect teachers' time before, during, or after school to make an appointment at a mutually convenient time if you wish to speak to a teacher

Persons in violation of the Code of Conduct

In the event of any parent, guardian or visitor of the school breaking this code, then actions will be taken as follows:

- 1st offense- Parent notification from Dean or Director via letter, phone call, or conference
- 2nd offense- OMSA School Board may ban individual from school visits and events**

** A ban from school can be implemented without having to go through steps offered above in more serious cases. The school reserves the right to contact the appropriate authorities, if necessary, to maintain the safety of our students and staff.

Family Agreement Form

Please sign and return this form to OMSA Main Office

I have read the Old Main STREAM Academy Family Handbook and confirmed with my child/ren the agreement to adhere to the rules and procedures for an effective climate and environment at Old Main STREAM Academy.

Student/s Name/s

Student 1: _____

Student 2: _____

Student 3: _____

Student 4: _____

Student 5: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date _____