

# Asheville PEAK Academy Charter School Parent and Student Handbook



ASHEVILLE  
**PEAK**  
ACADEMY  
PREPARING EMPOWERING ACHIEVING through KNOWLEDGE

2022-2023

## **OUR MISSION**

*Through dynamic, culturally relevant instruction and limitless expectations, students at Asheville PEAK Academy will achieve academic excellence and build the character traits that empower them to become life-long scholars, leaders, and community stewards.*

Dear Families:

On behalf of the staff at Asheville PEAK Academy, I am enthusiastic to welcome you to the 2022-2023 school year! I hope that you had the opportunity to spend time with family and friends during the summer.

First and foremost, thank you for allowing your child to become a part of the PEAK Academy family as we embark on this new journey. We are privileged to have the opportunity to share your child's educational experience with you and establish a solid foundation of lifelong skills. The importance of a production partnership between schools and families is vital in our constantly changing world. We are delighted to share responsibility for our children's success and strive to impact their lives educationally, emotionally, and socially. We ask for your guidance in your child's education by supporting these goals:

1. Attendance - being present and on time every day
2. Literacy - reads daily outside of school
3. Family time - Regularly shares school experiences with you
4. Expectation - knows your expectations for school

Please take a moment to review the Asheville PEAK Academy Parent and Student Handbook. In addition, you will find information about the school's policies and practices regarding appropriate behavior and school safety. This handbook is just one communication resource. We will communicate with you regularly throughout the school year through a weekly newsletter, phone calls, and emails. We will also be using a schoolwide system of communication ***BrightArrow***.

***BrightArrow*** is a free application that helps keep families updated on what is going on in the classroom and our school community. You are always encouraged to contact your child's teacher or me if you have questions.

Again, welcome to the Asheville PEAK Academy family. I hope that we at PEAK Academy will exceed all your expectations.

Sincerely,

***Dr. Sherry Poole***

Dr. Sherry Whitesides Poole

School Director  
Asheville PEAK Academy Charter School  
27 Balm Grove Ave., Asheville, NC 28806

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## **LEADERSHIP STRUCTURE**

Asheville PEAK Academy's highly experienced and skilled leadership team is eager to serve you and your child with the education they deserve. We believe in your child. We know that they are capable of great things! It is our mission to help them rise to their full potential. All staff at Asheville PEAK Academy are leaders. We will work as a team to lead your child to excellence. Our leadership team is here to serve you the very best education for your child. If you ever have any questions, suggestions, or concerns, please reach out to someone on our leadership team. Our leadership team is composed of the following:

School Director: Dr. Sherry Poole  
Phone: 828-333-5430  
Email: [sherry.poole@ashevillepeakacademy.org](mailto:sherry.poole@ashevillepeakacademy.org)

Operations Manager: Brenda Tipton  
Phone: 828-333-5430  
Email: [brenda.tipton@ashevillepeakacademy.org](mailto:brenda.tipton@ashevillepeakacademy.org)

School Counselor: Andrea Wright  
Phone: 828-333-5430  
Email: [andrea.wright@ashevillepeakacademy.org](mailto:andrea.wright@ashevillepeakacademy.org)

Director of Curriculum and Instruction: Camesha Minto  
Phone: 828-333-5430  
Email: [camesha.minto@ashevillepeakacademy.org](mailto:camesha.minto@ashevillepeakacademy.org)

EC (Exceptional Children) Coordinator: Malik Anderson  
Phone: 828-333-5430  
Email: [malik.anderson@ashevillepeakacademy.org](mailto:malik.anderson@ashevillepeakacademy.org)

EC/ESL Specialist: TraceyAnn Williams  
Phone: 828-333-5430  
Email: [traceyann.williams@ashevillepeakacademy.org](mailto:traceyann.williams@ashevillepeakacademy.org)

### **Board of Directors:**

Board Chair – Gene Bell  
Vice Chair – Open  
Secretary – Susan Shanor  
Treasurer – Robby Russell  
Director - Kerry Friedman  
Director – David Robinson  
Director – Dr. Dwight Mullen  
Director – Dr. Gordon Grant  
Director - Kathey Avery  
Director - Andy Barnett

# GENERAL INFORMATION



## 2022 - 2023 ACADEMIC CALENDAR

JULY						
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						

AUGUST						
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SEPTEMBER						
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OCTOBER						
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30	31					

NOVEMBER						
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DECEMBER						
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JANUARY						
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29	30	31				

FEBRUARY						
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MARCH						
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APRIL						
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23	24	25	26	27	28	29
30						

MAY						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE						
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

July 11- 22 - Last Two Weeks of 3rd Grade Camp  
 Aug 8 -19 - Staff Development  
 Aug 25 - Meet the Teacher  
 Aug 29 - First Day of School (Half Day)  
 Aug 29 - Sept 2 - Half Days  
 Sept 5 - Labor Day  
 Oct 12 - Early Release/Professional Dev  
 Oct 28 - Teacher Workday - End of 1st 9 Wks

Nov. 4 Parent/Teacher Conferences (No school)  
 Nov. 11 - Veterans Day  
 Nov 23 - 25 - Thanksgiving Break  
 Dec 19 - Jan 2 - Winter Break  
 Jan 3 - Teacher Workday  
 Jan 16 - MLK Jr. Day  
 Jan 20 - Teacher Workday - End of 2nd 9 Wks  
 Jan 27- Parent Teacher Conferences (No School)

Feb 20 - Presidents Day  
 Mar 24 - Teacher Workday - End of 3rd 9 Wks  
 Mar 31 - Parent Teacher Conferences(No School)  
 Apr 3 - 7 - Spring Break  
 May 10 - Early Release/Professional Dev  
 May 26 - June 9 - NC EOG Testing  
 May 29 - Memorial Day  
 June 9 - Last Day of School - End of 4th 9Wks

June 12 - 15 - Required Staff Workdays

School Hours: 8 AM - 3 PM  
 After School Hours: 3:30 PM - 5:30 PM  
 Staff Hours: 7:30 AM - 4:30 PM

**Instructional Time**  
 174 Days / 1,1218 Hours

- First/Last Day of School
- Half Days/Early Release
- Meet the Teacher
- Parent-Teacher Conference
- Teacher Workday
- Holiday
- NC EOG Testing
- Required Staff Workdays
- Spring Break

**Report Cards:**  
 11/3; 1/26; 4/30; 6/9  
**3rd Grade BOG Testing:**  
 Sept 6-9  
**3rd Grade EOG Testing:**  
 May 26 - June 9  
**STEP Assessment Windows:**  
 Sept 12- 23  
 Feb 8 - 17  
 May 26 - June (K-2 only)

**After School Program Monday - Friday**  
 Sept 12th - Dec. 15th & Jan 10 - May 21

Calendar Board approved on 2/17/2022. Subject to change due to inclement weather, COVID-19 or other necessary conditions

## **Daily Schedules, Arrival, and Departure**

Our goal is to maximize the time your child spends actively acquiring the skills and knowledge they need to meet their full potential. Time is a valuable commodity, which is why we choose to have longer school days and more time on task than your traditional school. We know that each child learns differently and comes to us with varying readiness, so within each block, your child will receive small group and one-on-one instruction in addition to whole group instruction.

### ***Arrival***

Each student needs to arrive at school between 7:30 and 8:00 a.m. During this time, they will eat a nutritious breakfast and prepare for the day. Instruction begins promptly at 8:00 a.m. Your child will be tardy at 8:01 a.m. If you arrive after 8:00 a.m., you must walk your child into school and sign them in. They will be given a tardy slip to be admitted to class. All students, both bus riders and car riders **MUST** enter the building through the playground entrance. Students will not be allowed to enter the main entrance under the canopy prior to 8:01. If a parent or family member needs to speak with the front office prior to 8:01, the parent should park; allow the student to still enter through the playground entrance; then proceed to the main office unaccompanied by the child. Only students who are tardy can enter through the main entrance after 8:00 a.m.

### ***Instructional Time***

At 8:00 a.m., students will listen to morning announcements, go over their schedule for the day, discuss the school values and rules, and prepare their minds and hearts for a productive day.

Our day begins by focusing on literacy with an uninterrupted block of instruction for all classrooms beginning with morning meeting time with the teacher. Please do not plan to remove your child from class or interrupt instruction for any reason. Classroom volunteers will not be allowed during this time unless permitted by the School Director in advance.

All Kindergarten classes will have a morning snack. Your child's classroom teacher will send forms home to sign up to assist with providing snacks for your class.

Lunch will be served between 10:45 a.m. and 11:50 a.m depending on your child's grade level.

Our enrichment consists of Physical Education, Art, Music, and Social Emotional Learning. All scholars will receive two enrichment blocks a day for forty minutes each.

### ***Dismissal***

Dismissal is as the following:

- Bus riders load at 3:00 p.m.
- Car line begins at 3:00 p.m.
- After school care begins at 3:15 p.m.

If you need to make a transportation change (i.e. if your child who normally rides the bus is going to be a car rider), you need to either:

- Send a written notification to your child’s teacher in their folder or call the front office at 828-33-5430. These changes must be communicated no later than 1:00 p.m.
- If your child has a doctor’s appointment or other need to leave before dismissal, please notify the front office as soon as possible.

**After School Care**

After School will begin on September 12th at 3:15pm and ends at 5:30pm. Afterschool is free for all families. However, any child picked up at 5:31 p.m. or later, will be charged \$20 for the first 15 minutes, and \$30 between 16 - 30 minutes late. Failure to pay the late pick-up fee will result in your child being unable to attend the after school program.

**Attendance, Tardy, and Early Pick-Up Policies**

It is imperative that students be present each day. Attendance will be monitored daily, and reports will go home frequently. Please send a doctor’s note to excuse your child from school when applicable. If your child is going to be absent, you must notify the school by 8:00 a.m. to provide the reason for absence. Upon return from school, students must bring proper documentation explaining the reason for the absence. A written note from a parent/guardian or doctor’s note must be turned in when the child returns. When your child is absent, the following action will be taken:

- If we don’t hear from you, you will receive a phone call from the front office by 8:30 a.m. to identify the cause of absence.
- After 5 unexcused absences, a note will be sent home.
- After 10 unexcused absences, a meeting will be arranged with parents/guardians and the school’s administration.
- After 15 unexcused absences, your child will be considered at risk of retention for the subsequent school year.
- When a student exceeds ten (10) unexcused absences in a school year, Asheville PEAK Academy shall notify the prosecuting authority and the parent/guardian shall be subject to a civil penalty as prescribed by law.

<b>EXCUSED ABSENCES</b>	<b>UNEXCUSED ABSENCES</b>
<ul style="list-style-type: none"> <li>● An illness or instance when attendance could jeopardize the health of other students. A doctor’s notice will be required.</li> <li>● Death or serious illness in the family.</li> <li>● Observance of recognized holidays observed by faith</li> <li>● Attendance at an appointment with a government agency</li> <li>● Attendance at a medical appointment</li> <li>● Exceptional circumstances with prior approval of the School Director</li> </ul>	<ul style="list-style-type: none"> <li>● Any absences not defined as “excused” and not accompanied by a note from the parent or legal guardian.</li> </ul>



A student must be present for at least half of the school day (4 hours) to be considered “present.” For this reason, as you are scheduling your child’s regular appointments (dentist, physical), please do so after 12:00 p.m. You must enter the school and sign your child out for their appointment and provide a doctor’s note the following day.

If a student should become ill or injured during the school day and is not well enough to stay in class, the parent/guardian will be called to pick up the child. The student will wait for you to arrive in the front office. It is necessary to have updated emergency contact numbers on file in the school office in case no one can be contacted. Please be sure to update the school for any change in contact information. You must enter the school and sign your child out.

### ***Tardies***

It is imperative that your child arrive at school on time every day so that they do not fall behind in instruction. If your child arrives at school after 8:00, he or she is considered tardy. Any student arriving after 8:00 a.m. must be walked into the building by a parent/guardian and signed in. A similar process will be in place for unexcused tardies:

- 5<sup>th</sup> unexcused tardy – parents/guardians will receive a letter sent home regarding our tardy policy.
- 10<sup>th</sup> unexcused tardy- a meeting will be arranged with parents/guardian and School Director.

### ***Authorized Pick-up Policy***

Asheville PEAK Academy reserves the right to prohibit a child from being released to anyone who is not on that student’s registered pickup authorization form for safety reasons.

Parents may, at any time, request a change to their pick-up authorization form by visiting the front office, or by sending a revised form to school with their child.

In addition, parents may have other individuals pick up their child if a written note is sent in, signed by the parent / guardian, by 8 a.m. on the day of the requested pick-up. This note should clearly document the relationship between the authorized individual and the child, and should also state how they are being picked up (such as whether by car or bus stop).

### ***Early Pick-up***

You will need to notify your child’s teacher and Front Office if you plan to pick up your child from school early for an appointment or another reason. An email to both parties is preferred. You will need to walk into the school to sign your child out and provide a doctor’s note the following day.

## **ADMISSIONS AND ENROLLMENT**

### ***Admissions***

Asheville PEAK Academy is a tuition-free public school. Any child who is qualified under the laws of North Carolina for admission to a public school is qualified for admission into Asheville PEAK Academy. To qualify to attend a North Carolina public school, a student must be a resident of North Carolina. Asheville PEAK Academy 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.

Asheville PEAK Academy may give enrollment priority under the following circumstances as stated in G.S. 115C-238.29F(g). The priorities shall be executed in the following order:

1. Children of Asheville PEAK Academy board members and full-time employees are admitted before the public lottery, regardless of impact on the enrollment cap for those grade levels in which they are admitted. Students given this priority must not exceed 15% of APA's total school enrollment.
2. Siblings of currently enrolled students who were admitted to the charter school in a previous year. For the purposes of this section, the term "siblings" includes any of the following who reside in the same household: half siblings, step siblings, and children residing in a family foster home.
3. If siblings apply for admission to APA and a lottery is needed, APA will allow the family to enter one surname into the lottery to represent all of the siblings applying at the same time. If that surname of the siblings is selected, then all of the siblings shall be admitted to the extent that space is available and does not exceed the grade level capacity.

### ***Application and Lottery***

Asheville PEAK Academy's open enrollment period for new applicants will be from October 15<sup>th</sup> to early April every school year. Students will not have to re-enroll each year, but they will have to complete an "Intent to Return" form before February 15<sup>th</sup> each year. Applications for new students will be made available on the school website.

Applications admitted after the April deadline will be added to the end of the waitlist in the order in which they are received. Asheville PEAK Academy will not discriminate against any student based on race, ethnicity, gender, religion, national origin, creed, intellectual or physical ability, measures of achievement, or athletic performance in the lottery. Unless new legislation dictates otherwise, Asheville PEAK Academy can refuse admission to any student who has been expelled or suspended from the public school until the period of suspension and expulsion has expired (G.S. 115C390.5 through G.S. 115C390.11).

After the open enrollment period, Asheville PEAK Academy shall enroll an eligible student who submits an application, unless the number of applications exceeds the capacity of the program, class, grade level, or building. If the number of applications exceeds the number of available spaces, a lottery will be held on March 15<sup>th</sup> of each year to fill vacant seats for the next school year. Asheville PEAK Academy will utilize LotterEase to collect applications and to administer a public lottery to ensure transparency in the lottery process. After seats are filled, the drawing will continue to determine the order of a waiting list. Current

year waiting lists dissolve when the next enrollment period begins. Any applicant who knowingly provides incorrect information on the enrollment application will be disqualified from consideration for acceptance to APA upon discovery. If a student's retention decision at another school is made after the child's name was drawn for enrollment in a specific grade level, the School Director reserves the right to withdraw or uphold acceptance.

### ***Weighted Lottery***

**Economic Diversity:** Because it is our mission to close the opportunity gap that exists in the Asheville City Schools, Asheville PEAK Academy will utilize a weighted lottery based on socioeconomic status. Asheville PEAK Academy will reserve 50% of lottery enrollment each year to students who qualify for free and reduced-price lunch. This will ensure that those students who are negatively affected by Asheville City's deplorable achievement gap are reserved the opportunity to receive an equitable education. Parents have the option of being considered for this lottery by self-identifying that they receive benefits through SNAP, TANF, WIC, FDPIR, are homeless, enrolled in HeadStart, a migrant, or in foster care. APA will verify a family's/student's eligibility at the time of full student enrollment/registration. If a family purposefully or knowingly provides inaccurate information, the seat offering will be rescinded, and the student will be put at the end of the waitlist at the time in which the false information is discovered.

### **Acceptance**

Applicants drawn during the application process must reply to accept or decline admission to Asheville PEAK Academy within 10 business days. Should a parent decline the enrollment offer or not respond before the deadline, the school may offer admission to the next name on that specific grade's waiting list.

Applicants who are accepted off the waitlist have 48 hours from notification to accept or decline admission.

Lottery procedures will comply with the North Carolina Open Meetings Law provided in G.S.143-218.10(a). The school will publicize the date, time, and location of the meeting and allow anyone to attend

## **Re-Enrollment**

To secure your child's spot at Asheville PEAK Academy for the next year, you must officially re-enroll them each year. Towards the end of February and after an intent to return form has been submitted, re-enrollment forms will be sent home. Students whose forms for re-enrollment are received after the deadline will be added to the waiting list and admitted on a space-available basis.

## **Transfers**

Asheville PEAK Academy asks that parents provide at least 2-week's notice if a student must transfer from Asheville PEAK Academy for any reason. Such notice will allow the school to process the necessary paperwork, including having your student's records transferred to their new school. It will also allow the school to fill the vacant seat with a child from the waiting list.

## **DRESS CODE AND PERSONAL BELONGINGS**

At Asheville PEAK Academy, we believe every minute of the day counts, and we aim to minimize any and all distractions from our vibrant learning environment. For this reason, and also because studies have proven uniforms reduce bullying and classism, PEAK students will adhere to a uniform policy. Students at A.P.A. will wear our professional uniform Mondays-Thursday. Fridays will be "dress down" days, when students may wear blue jeans and the approved PEAK Academy T-shirt. Our uniform policy Monday through Thursday is as follows:

### ***Pants/Skorts/Skirts***

- Must be khaki in color
- Pants should be professional in appearance and contain belt loops.
- No cargo pants (pants with large pockets on the legs).
- No denim (jeans), designs, embroidery, or décor allowed on pants.
- Khaki-colored shorts, skirts, skorts, and jumpers may be worn but must fall no more than 1" above the knee.

\*APA may have certain days designated as free dress or university day. Communication will be sent informing parents.

### ***Polo-style Collared Shirt***

- Red polo (collared) shirts, with the PEAK Academy logo, are required. Each student will receive four (4) polo shirts (with logo) and one (1) PEAK T-shirt at no cost. Additional polo shirts with the PEAK logo can be purchased from the school.
- The uniform polo shirts must contain only the school logos. Images or words, other than the Asheville PEAK Academy emblems are not permitted.
- One white t-shirt (short or long sleeved) may be worn under polos.
- Shirts must be neatly tucked into pants.

### *Shoes*

- Must be tennis shoes/sneakers. Socks or stockings must be worn with shoes every day.
- Absolutely no Crocs or open-toed shoes.

### *PEAK Sweatshirt*

- All students will receive one (1) free red PEAK sweatshirt to be worn at school when the temperature changes. Students will not be allowed to wear a jacket or overcoat in the classroom throughout the day. This is to ensure that all students maintain a uniform appearance at school at all times. The PEAK sweatshirt will remain at school. Should a student need to wear the PEAK sweatshirt throughout the day, they will leave the sweatshirt at school at the end of the day, and wear the jacket or overcoat back home. All sweatshirts will have the students' names permanently marked inside and will be laundered on Friday. We believe fresh air and exercise helps children process their learning and focus during instructional time, so unless the temperature falls below 32 degrees, we will spend breaks and recess outdoors. Should the sweatshirt alone not be enough to keep students warm outside, they will be permitted to wear jackets and coats from home. Again, jackets and overcoats will not be worn inside the classroom throughout the day.
- Please make sure that all jackets and coats are labeled with the student's name.

### *Accessories*

- Mittens and warm hats should be worn on cold days and removed once your child enters the building. Please label these with your child's name or initials.
- One bracelet or watch per wrist.
- Earrings cannot be larger than a quarter.
- Caps/hoods are not permitted inside the building.
- No do-rags, bonnets, shower caps, or hair coverings designed for sleeping.

### **DRESS CODE VIOLATIONS**

The dress code will be monitored and adhered to daily. Should your child arrive not in the proper uniform, the following will occur:

#### *Car Riders:*

- If your child exits the car not in uniform, you will be asked to have your child change. Absolutely no crocs, open toed shoes, or boots can be worn. Only closed-toed sneakers can be worn at school. If you are uncertain, please have an extra set of shoes (sneakers) in your car.

#### *Bus Riders:*

- If your child gets off the school bus not in uniform (this includes improper shoes), you will receive a phone call instructing you to bring the appropriate clothing/shoes for your child to change into immediately.

We cannot permit exceptions to the dress code, especially the shoes, because if we make exceptions for one, we cannot make exceptions for all.

- If notified that your child is out of dress code and you fail to correct the uniform that day, you will receive a written notification for non-compliance after the first refusal to comply.
- After the second and or third written dress code violation, you will be required to meet with a member of the school admin team to review the dress code together and discuss solutions.
- After a third refusal to comply, a meeting will be called to identify the cause for the repeated infractions, and a written contract will be signed. If the solution is that you do not agree with the dress code, then our school may not be the best fit.

## **INCLEMENT WEATHER/SCHOOL CLOSINGS**

### ***School Closings***

The safety of our students is our priority. We make decisions based on school closure with the well-being of your child in mind. APA will align itself with Asheville City Schools and Buncombe County Schools to ensure we are all on similar, if not the same inclement weather schedules.

In the case that there is ice, snow, or other extreme weather conditions or if the school will need to close for any other reason, you will be notified as soon as possible via BrightArrow, email, and ClassDojo. We will attempt to make all closing decisions before 6 a.m. or the night before when conditions dictate.

You may also check our school website or follow us on Facebook for any school closings. All news and media outlets will also be notified: WLOS and the Citizen-Times are two reliable sources.

### ***2-Hour Delay***

When a 2-hour delay is used, Asheville PEAK Academy will open our facilities two hours later than normal and classes will commence 2 hours later than normal. Buses will begin routes 2 hours later than usual, so if your child normally gets on their bus at 7:05 a.m., on the 2-hour delay schedule, they will get on the bus at 9:05 a.m.

### ***Early Dismissal***

We will try to give you as much notice as possible and use all our notification channels, including text and email, if we need to close school early for any reason. Please note in your child's admission forms if there will be a regular transportation change due to early dismissal.

## **ACADEMIC POLICIES**

As a part of our mission, we believe every child can succeed and meet their full potential when provided rigorous curriculum and dynamic, culturally relevant instruction. Asheville PEAK Academy's curriculum is shaped by the following beliefs:

### ***Literacy***

- Strong literacy is a foundation for all other learning. All grade levels will focus on literacy everyday. Your child's teacher will be working to improve your child's listening, speaking, reading, and writing skills across all subjects.
- First and foremost, Asheville PEAK Academy teachers will model a LOVE for reading. We believe the first step to learning how to read is developing the habit and desire to read.
- We will use a research-proven curriculum that has a balanced-literacy approach with a focus on both fiction and nonfiction:
  - Bookworms
  - Letterland
  - Heggerty
- Every day, your child will engage in targeted reading instruction that meet your child's needs at their reading level.
- Your child will be given a formative assessment 3 times a year to give us a full picture of their reading ability. This will help us best instruct them. These results will always be communicated to you. Every 9 weeks, your teacher will update your child's reading level and fluency to inform grouping. You will always be consistently updated by your child's teacher.

### ***Math***

- Math instruction will combine developing fact fluency, problem-solving skills, automaticity, vocabulary, and conceptual understanding by using project-based and hands-on manipulation. Our math curriculum includes:
  - Zearn
- After direct, whole-group instruction, your child will engage in small-group learning to either remediate skills they need extra help with or accelerate their thinking with application and creative thinking.
- Students will have daily opportunities to discuss a variety of mathematical concepts and explain their thinking with their peers.

### ***Science & Social Studies***

- We believe in providing a science and social studies curriculum that ignites a passion for learning about the world early in life. Our science curriculum includes:
  - STEMScopes
- Our social studies curriculum is integrated with our literacy curriculum, Bookworms, and follows the North Carolina Standard Course of Study.
- Science and social studies will always involve reading and discussing high-quality nonfiction literature and responding in various ways.

- Our scientists will learn to inquire, ask questions, conduct experiments, make discoveries, and report observations.
- We want our students to learn a culturally relevant form of social studies, so they will be introduced to historical and political figures that your child can relate to.

## ***GRADING POLICIES***

We believe in your child's ability to succeed here at Asheville PEAK Academy! Your child will be building the foundational skills they will need in order to succeed. Your child will be working hard, and will be given ample opportunity to master content and skills we are working on in class.

The school year will be broken into four quarters and each quarter is approximately 9 weeks long. Your child will receive standards-based grading for the skills they have been working to master in reading, writing, science, social studies, and math. Standards-based grading is an intentional way for teachers to track students' progress and achievements while focusing on supporting students' learning as they strive to reach their highest potential. Students will receive a numerical grade (1, 2, 3, or 4) report card indicating their progress in each of the subjects.

Teachers will very clearly communicate to you your child's academic goals at the beginning of the year and the specific learning objectives they will be working on at the beginning of each grading period and week. There will be a **Parent/Teacher Conference Day** at the end of each 9-week grading period. Your child's teacher will have you set up a conference time on that day. You are required to come to school on Conference Day to pick up your child's report card and discuss the progress your child is making. We encourage you to use this time to problem-solve with your child's teachers to determine strategies to help your child meet their full potential.

### ***Progress Reports***

Midway through the quarter (4 ½ weeks), teachers will send home progress reports that you are required to sign and return to school. The progress report is an opportunity to communicate with parents/guardians on your child's progress. You are encouraged to call and request a conference with your child's teacher based on this information if you wish.

### ***Promotion to the Next Grade***

Students must meet grade-level standards in reading, writing, and math to be promoted to the next grade level. Students will be promoted/retained on the recommendation of the classroom teacher in consultation with the grade level team, interventionist, parents, and school leader. Communication between home and school will be a continuous process. Parents will be made aware of all concerns prior to recommendation for retention. The recommendation will be based on the following:

- Assessment Data
- Social-Emotional/Developmental Considerations
- Attendance
- Classwork



## ***School Supplies***

Asheville PEAK Academy will provide the supplies that are needed for your child to fully participate and engage in class. Your child will need to have the following supplies at home to complete their homework: pencil sharpener, pencils (no pens), markers, ruler, erasers, glue, and crayons. Please let the School Director, Operations Coordinator, or classroom teacher know if you need any support obtaining these materials.

## ***Field Trips***

In order to bring learning to life for our students, your child's class will go on several field trips throughout the year. These field trips will not be longer than the duration of the school day and we will have no more than a 6:1 ratio of students to chaperones on each field trip. You will receive written notification in advance. A permission slip must be signed by a parent in order for the student to participate. Students without signed permission slips will remain at the school with another class. Participating students should bring a bag lunch unless otherwise noted. All chaperones must undergo Asheville PEAK Academy's established process to become a volunteer, including successful completion of a background check.

Your child's teacher may ask a parent to serve as a chaperone. No parent should feel obligated to serve in this capacity, but parents are encouraged to volunteer if available. The primary responsibility of parental chaperones is to ensure appropriate supervision for students. Parent chaperones are asked to take this responsibility seriously and to remain vigilant and attentive to the students' needs throughout the trip. Students with noted behavioral challenges may require an individual chaperone.

Students are required to wear their full uniform on all field trips. The teacher will note if "spirit wear" can be worn.

Asheville PEAK Academy offers a full continuum of special education programs and related services to eligible students. Eligibility is based on meeting specific criteria, through a formal evaluation, for one or more disabilities, and a determination of whether or not special education is necessary for the child to benefit from the educational program. The Individual Education Planning (IEP) team, including the parent, will establish the appropriate programs and services for the student.

Support for students with disabilities includes the availability of Exceptional Children staff to work with students one-on-one, in small group settings, in co-teaching classrooms, and as consultants or mentors. In addition to specialized instruction provided by an Exceptional Children's teacher, a wide range of related services are available to meet the individual needs of eligible students. Exceptional Children teachers work closely with students and other teachers to ensure all students with disabilities are supported.

In the event that a student requires a related service such as screenings, evaluations, or other therapeutic needs (Speech/Language, Occupational, Physical, or Hearing-Impaired therapies), we will provide these services through outsourced contracts or hiring as necessary. Functional Behavior Assessments are conducted for students at all levels whose behavior impedes their own learning or the learning of others, and Behavior Intervention Plans are developed as necessary by the IEP Team. Appropriate related services are identified through the IEP process.

Asheville PEAK Academy believes in providing services in the least restrictive environment (LRE) appropriate for each student. This means that whenever possible, the student will be educated in the general education classroom with his or her peers. Special education services are then provided in instructional areas directly impacted by the disability. Only when necessary to meet a student's unique educational needs and goals will consideration be given to providing services in other locations.

## **STUDENT HOMEWORK FOLDERS**

Communication between home and school is vital in order for our students to meet their goals. You are a valued partner in ensuring your child gets the most from their education at Asheville PEAK Academy and reaches their full, boundless potential. Homework will be given everyday except Fridays.

Your teacher will provide each student with a homework folder that will go back and forth from home to school daily. The folder will include weekly objectives and skills your child is working on; nightly homework assignments; your child's daily behavior updates; and any other comments your child's teacher needs to share with you. Your teacher will attach any graded work and assignments to your child's folder for you to review and send back to school. This folder needs to be reviewed by you each night.

Your child's academic progress depends on what s/he does at home, not just in school! The guidelines for homework are as follows:

- Thoroughly complete homework every night and return on the due date
- Read with your child for a minimum of 15 minutes daily. You may read books to your child and ask them questions about what you're reading, or s/he may read a book to you.
- Ensure your child is reading a book from their level. If you see them get frustrated, or unable to read more than 3 words on a page, you know the book is too hard!
- Practice sight words, spelling words, and review vocabulary words nightly.
- Please let us know how we as a school can support you.

## **PARENTAL INVOLVEMENT AND COMMUNICATION**

### ***Visitor Policy***

Asheville PEAK Academy believes that educating children is a process that involves partnership between parents, teachers, staff, and the entire APA community. As we welcome and encourage parents/guardians to participate fully in the life of our school, the purpose of this policy is to

provide a framework for all visitors to APA about the expectations. Parents, guardians, and visitors are expected to:

- Sign in at the front office upon arrival, indicating the purpose and location of their visit. This includes visits to the playground or cafeteria. Parents must sign in at the front office before moving to these areas.
- Wear a badge stating their name and date for the duration of the visit
- Silence phones upon arrival and before entering the classroom
- Not go anywhere unauthorized in the school building
- Demonstrate respect for other parents, students, teachers, and all staff through friendly, caring verbal and physical communication, therefore setting a good example for students in their speech and actions
- When issues arise, use effective communication that will cultivate open dialogue and seek a peaceful solution
- Conduct business, observation, and/or volunteer work in a manner that does not interfere with instruction. Personal conversations between parents, accepting or making phone calls, or attempting to have personal conversations with staff, should happen outside of instructional hours.
- Sign out at the front office upon departure from campus.

APA will not tolerate staff, parents, guardians, or any visitors exhibiting the following:

- Disruptive actions which interfere or threaten to interfere with the operation of a classroom, an employee's office, board meeting, School event, field trip, car line, office area, or any other area of the School (including social media postings or discussions with community members regarding APA or a staff member)
- Using loud/offensive language, swearing, cursing, or displaying a temper on or in the sight of campus
- Damaging or destroying school property
- Defamatory, offensive, or derogatory comments regarding APA or any of the students, parents, staff, or board on social media or other social sites. Any concerns parents may have must be made through appropriate channels (teacher, counselor, administrator)
- Carrying weapons, smoking, and consuming alcohol or other drugs while on the APA property is strictly prohibited

### ***Important Family Events***

At Asheville P.E.A.K .Academy, we have parent events that we encourage all parents/guardians to attend. If you cannot attend, please send a representative in your place. Parent events include:

- Enrollment meeting
- Orientation – Back to School
- Fall Open House
- Spring Open House

### ***Volunteering***

Parents and family members are encouraged to participate in other school-related activities, including those pertaining to curriculum and instruction, such as tutoring and storytelling.

Volunteers may be involved in monitoring the playground and assisting with school events. In addition, parents are encouraged to contribute their time and talent to organizing extracurricular activities and community outreach projects.

All volunteers must complete a Volunteer application form, Character Questionnaire, and undergo a background check. Volunteers will receive structured training and must follow all policies and procedures defined by the School Director. If activity occurs that is not in keeping with the School policies, the School Director reserves the right to relieve the volunteer of his or her responsibilities.

### ***Parent Conferences***

Formal parent/teacher conferences are scheduled three times a year to facilitate open communication between parents and teachers regarding students' progress. Refer to the School calendar for specific dates. Informal conferences or conversations may also be scheduled with teachers or the School Director at any time throughout the year.

### ***Birthday Celebrations***

We encourage you to celebrate your child's birthday with their class. These celebrations should take place during your child's Lunch and Movement Break (please refer to your child's schedule sent home by their teacher). You are also invited to bring a book to share that your child loves to plan a fun activity to bring like bubbles or chalk. Bringing healthy snacks is fine, but each snack must be pre-packaged and have a nutrient label. If you plan to bring food, please contact the office and have it approved ahead of time. Balloons are only allowed to be brought by you to school and will be left in the office until the end of the day at 3 p.m. as to not cause a distraction during instruction (and we require you take them with you when you go). No balloons may travel on the bus.

### ***Procedure for Parent/Guardian Concerns***

If a parent has a concern or disagreement, they should:

1. Discuss the matter with the teacher and attempt to resolve the disagreement through informal discussion, by calling the cell phone of the teacher or submitting a letter or email.
2. If there is no resolution to the problem after speaking with the teacher, the parent/guardian should then set up a meeting with the teacher and the School Director by cell phone, in person, or by writing a letter or email.
3. If further attention is needed, the parent/guardian should submit a letter to the School Director within five (5) business days of their meeting. The letter should identify the problem, steps taken to resolve the problem and proposed solution. The School Director will provide a copy of the letter to the chairperson of the complaint committee to schedule a hearing within ten (10) business days of the day the letter was submitted. The committee is composed of one teacher, a board member, the School Director, and a parent. An alternative will be used if any member of the complaint committee is directly involved in the complaint.

4. The complaint committee will hear the issue and make their recommendation to the Asheville PEAK Academy Board of Directors. The board of directors will then make a final decision about how to respond to the complaint.

## **PAPA (PEAK Academy Parent Association)**

Asheville PEAK Academy is proud to have a vibrant and dedicated parent organization that is supportive of our students and our mission. The purpose of PAPA is to strengthen, enhance, and encourage the educational and social environment of our school. PAPA's aim is to complement the school curriculum with additional opportunities for parents, teachers, and students to learn, socialize, communicate, and grow.

All parents and guardians of PEAK Academy students are eligible to join PAPA. Dues are \$10 per year, per individual. Only members who have paid their \$10 dues can be voting members and serve as an officer. Applications for membership are accepted throughout the year.

PAPA is a local entity. All activities and operations are managed by an Executive Board consisting of a President, Vice President, Secretary, Treasurer, and a teacher representative who serves as the liaison between PAPA and school administration. Even though PAPA is an independent extension of Asheville PEAK Academy, events and activities must be approved by the School Director and/or PEAK Academy School Board of Directors.

## **TRANSPORTATION**

Asheville PEAK Academy is proud to offer our families a cluster stop system of busing for students who reside in Asheville City, Buncombe County and surrounding areas. It is a privilege to be permitted to ride a school bus to Asheville PEAK Academy. We fully expect that students and families respect this privilege by honoring the expectations, policies and rules associated with safe bus riding practices.

All stop locations are set by our school. All students are assigned to the closest cluster stop based on their home address. If a student is assigned a seat on the bus and does not ride for seven consecutive days without approved documentation, the student will be removed from the bus route and must submit a ridership request to be assigned back to the bus. Please know that we take safety very seriously. Warnings and referrals will be given to students who do not follow safety guidelines or who are not behaving in an appropriate manner. If continuation of unsafe and unwanted behavior continues, the student may be removed from the school bus.

### ***Transportation Cluster Stop Information***

Cluster Stops are stops plotted at a central location for all students that reside in Asheville City, Buncombe County and surrounding areas. Cluster stops are used to help minimize the ride time students spend on the bus and to keep the pick-up and drop-off times consistent each day.

Cluster stops are set at the beginning of each school year based on ridership. New cluster stops will not be added during the course of the school year.

- Students are assigned to the closest cluster stop and bus route based on their home address, as listed in our school database. Parents must wait and ensure their child enters the bus.
- Parents are responsible for all students getting to and from their cluster stop location.
- Cluster stops may be located within a shopping center, entrance of a neighborhood, or within a neighborhood.
- No driver will release any student without supervision. A parent/guardian, or reasonably older sibling must be there to pick up each child.
- Please ensure you complete the Transportation Release and Waiver Agreement in your enrollment packet.
- Students that have requested ridership will be assigned a bus stop to and from home unless they specify their ridership to be morning or afternoon only.
- If your child's bus stop needs to regularly change, **A Change of Address Form** can be completed in office. Note: Please allow 5-10 business days for the rerouting request to be processed.

### ***Student Safe Return Policy***

The parent or guardian is responsible for being sure someone meets the child every day. Wait for your child on the right side of the bus so that no child has to cross traffic to reach their adult. If no one is available to receive the student at the bus stop, then the student will remain on the bus and continue on the route to be returned to the school. If a parent, legal guardian, or authorized adult cannot be reached by 5:30 p.m., the police will be notified. Students that are returned more than three (3) times may have their ridership suspended for a period of time.

Note: Students who are not met at their stop by a parent/guardian and are returned to school more than (3) times in a month will be restricted from riding the bus for a period of one week.

### ***Changes in Transportation***

It is the responsibility of the parent to notify their child's teacher in writing of any changes in the student's transportation. Any changes in transportation made via phone must occur prior to 1 p.m. An administrator must approve emergency changes, including verbal arrangements, in transportation. Students can only ride the bus to which they are assigned on a regular basis. A student may not ride the bus unless they have already been assigned a seat and have had all necessary paperwork completed and signed by their parent or guardian.

### ***Safe Bus Riding***

Asheville PEAK Academy provides transportation as a service to our students. This is a privilege; therefore, students are expected to conduct themselves according to the Code of Conduct and to practice such virtues as respect, responsibility, and kindness in all settings – including on the bus. Following the school rules on the bus is essential not only for developing good character, but also for ensuring students' safety.

*Note: It is illegal for parents/guardians to board a school bus under North Carolina state statutes. Parents/guardians may speak to the bus driver, but must not delay the bus route.*

Students are taught to wait for and board the bus in an orderly fashion. The following rules are posted in the front and back of each bus, and students are expected to abide by them at all times in conjunction with our school-wide rules:

- Sit facing forward at all times
- Keep hands, feet and mouth to yourself
- Have quiet, friendly conversations
- Stay seated until the driver gives directions
- Follow directions the first time

If a student chooses to break a rule, the following consequences are applied:

- First Offense = Warning
- Second Offense = Sit in designated seat and conference with the driver
- Third Offense = Conference with School Director and phone call home
- Fourth Offense = 1 Day Bus Suspension
- Fifth Offense = 5 Day Bus Suspension

Note: Overriding of the above steps may be necessary for extremely disruptive behavior or crisis situations such as vandalism, extreme defiance/insubordination, or threat of a physical nature, as well as school safety issues.

## **SCHOOL NUTRITION**

### ***Breakfast, Snacks, and Lunch***

Asheville PEAK Academy's commitment to offering children a superior education extends to the meals that we provide for students. Great food fuels great thinking. Asheville PEAK Academy serves all students a healthy breakfast and lunch free of charge. We ask that you send a healthy snack daily for your kindergarten child to have either in the morning or afternoon (depending on the time of their lunch).

Asheville PEAK Academy aspires to the highest possible quality in our breakfast and lunch programs, and are dedicated to meeting high standards of nutrition, taste, attractiveness, and accurate delivery. All food is prepared using fresh, local ingredients whenever possible. Water and milk are available with every meal.

Students may opt to eat breakfast at home and/or bring their own lunch. Please note that fast food and sugar-sweetened beverages (including soda, fruit drinks, coffee-based drinks, sweet tea, etc.) are not permitted in student lunches.

Students with food allergies or dietary restrictions should complete the necessary paperwork in their enrollment packet. Allergies can only be accommodated if families complete a form and provide documentation from their doctor.

Students are advised to refrain from sharing food with other students to minimize the spread of viruses and the risk of allergic reaction. Students will practice etiquette and clean-up skills during mealtime.

## **HEALTH AND SAFETY**

Students' health and safety is Asheville PEAK Academy's foremost responsibility. The following information describes the precautions taken to protect the well-being of all students. If your child has any specific health, safety and/or security needs, please inform us so that appropriate accommodations can be made.

### ***Allergies***

Parents must inform the school of any allergies or medical conditions that their children might have. Disclosure forms will be included in the enrollment packet and must be turned in prior to the first day of school.

### ***Illness and Safety***

Students need to stay home if they have any of the following:

- A temperature of more than 100 degrees
- Vomiting or diarrhea (more than three bowel movements in a two-hour span)
- Profuse bodily discharge of any kind, for example, drainage from the ear
- Showing signs of a contagious skin or eye infection

If your child develops any of the symptoms listed above, you will be called to pick up your child from school. Your child must be fever free for 24-hours, without medication, before returning to school. They should also be feeling well and able to participate in school activities.

If your child has an extended illness (>3 days) please contact the Administrative Assistant to discuss your child's return to school.

### ***COVID-19***

Asheville PEAK Academy will follow the requirements, recommendations and rules as outlined by the North Carolina Department of Health and Human Services as guided by the Center for Disease Control.

### ***Physical and Immunization Forms***

North Carolina mandates physical assessments for all students entering Kindergarten. The Kindergarten assessment must have been completed in the past 12 months. You can obtain a form in the health office or from your child's physician. Please ensure you have this form completed and turned into the office before the first day of school. If we do not have this form turned in, your child will not be able to attend school until their paperwork is complete.

North Carolina state law also mandates that an immunization record must be submitted to the school for every child on or before the first day the child attends school. Please see a complete list of immunizations required at [immunize.nc.gov/schools/k-12.html](https://immunize.nc.gov/schools/k-12.html).



### ***Administration of Medicine***

In order for prescription medications to be given at school, state law requires that Asheville PEAK Academy has *ALL* of the following on record:

- 1) Written permission from the doctor
- 2) Written permission from the parent
- 3) Direct, personal delivery of the medication in its original container (labeled with the student's name, the name of the medication, the date of expiration, and the proper dosage) by parent or legal guardian.

A written doctor's note and written permission from a parent/ guardian are required for any over-the-counter (OTC) medication to be administered at school or during school activities. This includes Tylenol, Benadryl, any cough drops, etc. All medication should be delivered directly to the Administrative Assistant by a parent or guardian. No medications should be sent to school with the student.

### ***Fire Drills and Evacuations***

The School will have at least one fire drill per month within school hours. Specific signals and procedures have been established for all types of disaster drills, and safety areas have been designated. Staff members will guide students through fire and other disaster drills, and all drills will be practiced with students on a regular basis.

## **ELECTRONICS**

### ***Student Technology***

Students at Asheville PEAK Academy will use technology to enhance their learning in authentic, meaningful ways. All students will have access to the appropriate technology needed to accomplish a task (iPad, ChromeBook, Smart Board technology), and teachers will instruct students on their appropriate use and conduct while using this technology. Using Asheville PEAK Academy technology is a privilege. Any misuse or inappropriate use of school technology will result in consequence, which will always include having the privilege of using technology being taken away.

Students are not allowed to bring any kind of technology from home to school. If a student does bring technology to school, it will be kept in the front office and only returned to a parent/guardian. Parents and students will be required to sign the Chromebook Use and Digital Citizenship Agreement/Contract for any school-given devices.

# Chromebook - Parent/Scholar Information Terms of Use and Agreement



*The mission of the Chromebook 1:1 program at Asheville PEAK Academy Academic Charter School is to create a collaborative learning environment for learners and to support cross-curricular technology engagement. This environment will enable and support scholars, parent-teachers, and Advisory Teachers to implement transformative uses of technology while enhancing scholars' engagement with content and promoting the development of self-directed and lifelong learners. Chromebooks will help scholars transition from consumers of information to creative producers and owners of knowledge.*

## Chromebook Checkout Procedure:

- Parents and scholars must read, agree, and sign the **Chromebook Use and Digital Citizenship Agreement**. Note: It is the school's intention that each scholar will be assigned the same Chromebook for the duration of their enrollment at Asheville PEAK Academy Academic Charter.
- Scholars will be given a charging cable to accompany their chromebook.
- Chromebooks will be collected at the end of the school year for maintenance, cleaning, and software installations. Every attempt will be made for scholars to retain their original Chromebook each year that they attend the Charter school. All Chromebooks are the property of Asheville PEAK Academy Academic Charter School and are subject to the same guidelines as other school property. Failure to turn in a Chromebook and charger will result in the scholar being charged the full replacement cost of these items.

## Chromebook Care

Scholars are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be returned to the front office as soon as possible. School owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance

- **General Precautions:**
  - No food or drink should be near a Chromebook
  - Cords, cables and removable storage devices must be inserted and removed carefully with Chromebooks.
  - Chromebooks should not be stored near pets or where baby brothers or sisters can reach and damage.

- Never leave Chromebooks unattended.
- Never leave Chromebooks inside a car where high temperatures can damage them or they can be easily stolen.
- Take care when Chromebooks are plugged in so the cord does not trip someone or cause the tip to break off inside the charging port.
- Do not personalize Chromebooks-no writing, drawing, stickers, labels, etc. unless placed there by the school.
- Do not use or install any software or operating systems. Virus protection and updates are built in and require no actions on scholars' part.
- **Moving Chromebooks around**
  - Always transport or store Chromebooks inside their cases, or for short distances by the handle embedded in the spine of the chromebook. Although cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. Scholars must care for and protect their devices.
  - Never carry Chromebooks while the screen is open.
  - Never lift or move Chromebooks by the screen.
- **Screen Care**
  - Heavy objects should not be placed on top of Chromebooks.
  - Do not store Chromebooks with the screen open.
  - Do not place anything in the protective case that will press against the cover.
  - Make sure there is nothing on the keyboard before closing the lid (like pens, pencils, etc).
  - Clean screens with soft, dry microfiber cloth or anti-static cloth-no cleaning solvents.
- **Asset Tags**
  - All Chromebooks will be labeled with Asheville PEAK Academy Academic Charter asset tags.
  - Do not remove or damage asset tags or any other sticker on front or back of device

## **Chromebook Use Outside of School**

- Scholars are encouraged to use their Chromebooks at home and other locations outside of school.
- A WIFI connection is required for the majority of Chromebook use.
- Scholars are bound by the Asheville PEAK Academy Acceptable Use policy, Chromebook agreement and all other guidelines in this document whenever they use their Chromebooks.
- Content Filter
  - The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district. If a website is blocked in school, then it will be blocked out of school. All school devices are monitored and filtered 24/7. Any attempts to access inappropriate content will result in disciplinary action.
- Affordable Internet through Comcast \$9.95/mo : <https://apply.internetessentials.com/>

## **Software**

- Google Apps for Education

- Chromebooks seamlessly integrate with all of Google productivity and collaboration online tools including Google docs for word processing, spreadsheets, presentation, drawings and forms
- Web based applications and tools will also be available.

## **No Expectation of Privacy**

*Scholars have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The School may, without prior notice or consent, log, supervise, access, view, monitor and record use of scholar Chromebooks at any time for any reason related to the operation of the school using installed monitoring software. By using a Chromebook, scholars agree to such access, monitoring, and recording of their use.*

## **Cost of Repairs**

Parents will be held responsible for damage to their scholar's Chromebook outside of school including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the scholar will pay for full replacement value (approx. \$225).

## **Appropriate Uses and Digital Citizenship**

School-issued Chromebooks should be used for educational purposes and scholars are to adhere to the Asheville PEAK Academy Academic Charter School Digital Citizenship Agreement at all times. A copy of the agreement below will be provided to parents and students to sign at the beginning of each school year.

### **2022-2023 Chromebook Use and Digital Citizenship Agreement**

Asheville PEAK Academy Academic Charter School believes that the best way to prepare our scholars for their digital future is to have them practice using online tools appropriately in school. We have monitoring software and filters, but these tools are not perfect guarantees that scholars will not encounter potentially harmful situations (harassment, inappropriate content, etc.). Our goal is to use potential mistakes as teachable moments to help protect our scholars against future harmful experiences online.

#### **Respect and Protect Yourself**

- I will keep my passwords private and will not share them with my friends.
- I will be conscious of my digital footprint and careful about posting personal information.
- I will only post text and images that are appropriate for school.
- I will be aware of where I save my files so that I can access them where and when I need them. (Examples: Google Docs, chromebook, thumb drive).
- I will be aware of whom I am sharing my files (keeping them private, sharing with teachers and classmates or posting them publicly).
- I will always log out before leaving a computer.

- I will immediately report any inappropriate behavior directed toward me to my parent, Advisory Teacher, Principal, or other adult at school.

### **Respect and Protect Others**

- I will not use computers to bully or harass other people.
- I will not log in with another scholar's username and password.
- I will not trespass into another scholar's network folder, documents, files, or profile.
- I will not disrupt other people's ability to use school computers.
- I will not pretend to be someone else and will be honest in my representation of myself.
- I will not forward inappropriate materials or hurtful comments or spread rumors.
- I will immediately report any inappropriate behavior directed towards my fellow scholars to my parent, Advisory Teacher, Principal, or other adult at school.

### **Respect and Protect the Learning Environment**

- I will limit my web browsing at school to school research or personal research similar to that which I would do in class.
- I will not visit inappropriate websites. If an inappropriate page, image or search result comes up, I will immediately close the window or tab.
- I will not play games on school computers without specific teacher instructions.
- I will not send or read instant messages or participate in online forums or chat without specific teacher instruction.
- I will only change background images and screensavers to school appropriate images.

### **Honor Intellectual Property**

- I will not plagiarize.
- I will cite any and all use of websites, images, books and other media.

*By signing this agreement, I acknowledge that I have read, understand, and accept the terms of Chromebook Use and Digital Citizenship Agreement. I agree to be financially responsible for the repair or replacement cost should the Chromebook (or power cord) be lost, stolen or damaged. This includes any damage or HR loss that occurs on or off campus.*

*A copy of the agreement will be provided to sign at the beginning of each school year.*

## **Cell Phone Policy**

Students are not allowed to bring cell phones to school. If a phone owned by a student is in sight during the school day, it will be confiscated and will only be returned to a parent/guardian.

## ***Internet Acceptable Use Policy***

Computers and iPads are used to support student learning and enhance instruction. Students will use computers frequently in their regular classrooms. However, all of these computer privileges depend on the student using the technology in a responsible, efficient, ethical, and legal manner.

A student may not:

- Use the Internet for any illegal purpose;
- Use profane, obscene, impolite or abusive language
- Change computer files that do not belong to the user
- Violate someone else's privacy;
- Use the computer to communicate threats or be intentionally mean

A student will not be allowed to access the Internet or email until the student and a parent/guardian have signed an Internet Use agreement. Internet Use agreement forms will be part of the enrollment process. Unacceptable use of the Internet will result in immediate revocation of access privileges.

## CODE OF CONDUCT

Asheville PEAK Academy believes in teaching the whole child. We pride ourselves in helping our students learn and live more virtuous lives. The following Code of Conduct has been developed to guide the efforts of teachers and staff in creating a safe, orderly environment and to reinforce our primary mission of providing the most rigorous, relevant, dynamic instruction possible to each child. We want each child at Asheville PEAK Academy to thrive, and we know this is only possible within a peaceful, civil community. This Code, which states clearly all school-wide rules and consequences for breaking these rules, will serve as a contract between parents, students, and staff.

Staff, students, and parents at Asheville PEAK Academy will work together to help each other reach their full potential in academic achievement and character. Staff will make every effort to keep students focused on the following Core Values:

- Respect – Treating others, oneself, and your environment with courtesy and care
- Responsibility – To do your very best at all times
- Integrity – To be sincere and honest in words, deeds, and character
- Kindness – Caring for others by offering help and showing gratitude
- Perseverance – Demonstrating the will to keep trying, even when it's hard
- Self-Discipline – Managing one's time and energy wisely

We believe all students can achieve and succeed when held to high expectations, but not without a safe, positive environment. We know that all children (and all people!) will make mistakes, so we try to limit those mistakes by teaching students the above virtues and modeling these virtues ourselves. We use mistakes as opportunities for learning. We encourage students to use healthy problem solving and conflict resolution skills, and provide positive reinforcement and rewards for behaviors that exemplify these behaviors, and also have developed a discipline plan that outlines negative consequences for inappropriate behavior.

Each classroom teacher will develop positively stated, simple classroom rules that reflect our Core Values. We also have school-wide rules that apply at all times on the bus, at any school function, on field trips, and anywhere on our school campus. The following are our school-wide rules:

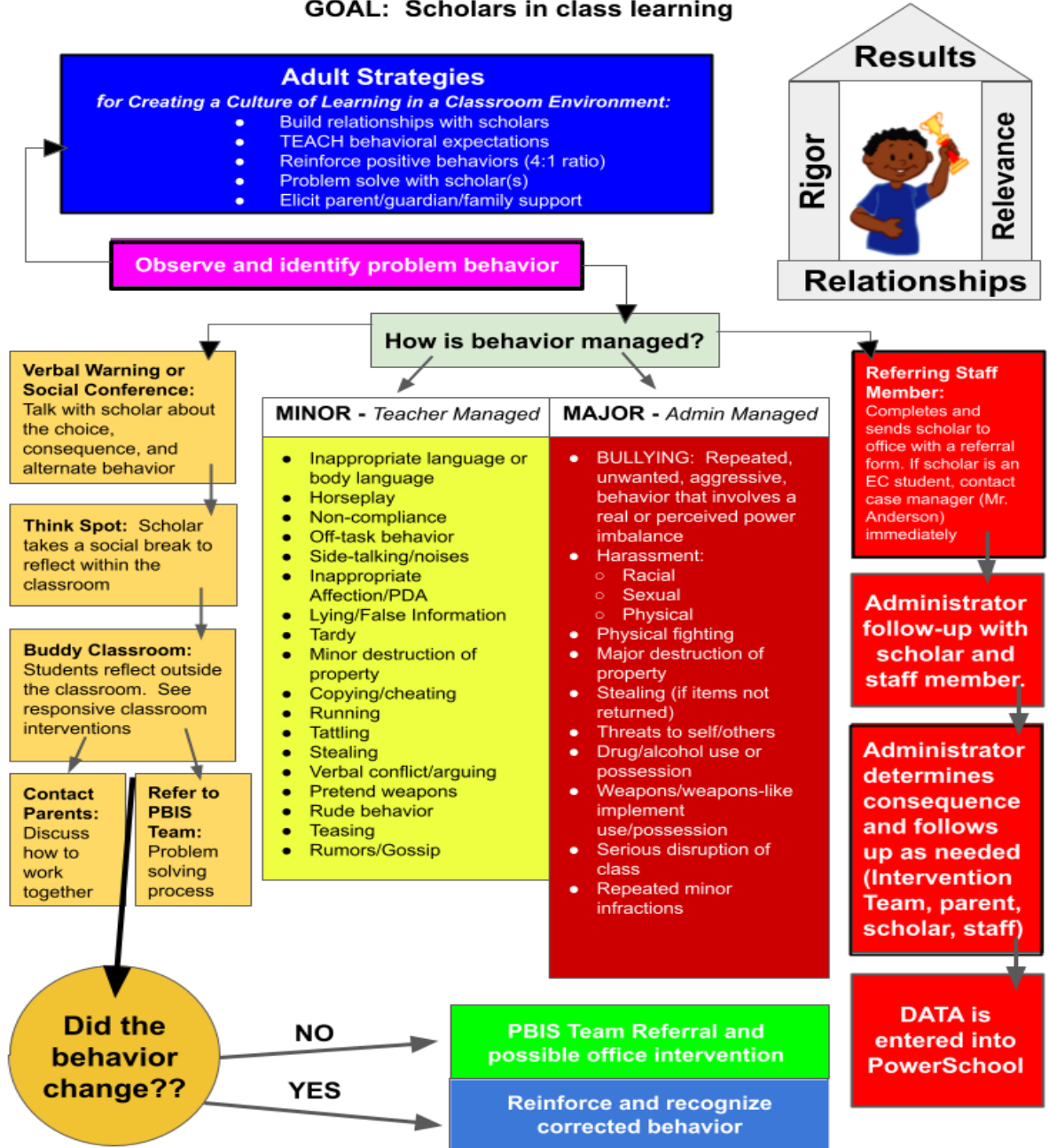
- Follow directions the first time
- Give your attention
- Use your time wisely
- Respect your environment, classmates, and teachers
- Always do your best

When a student exhibits off-task behavior or breaks a schoolwide or classroom rule, the teacher will first and foremost conduct a quick conference with the student, letting the student determine which rule was broken and determine how to modify their behavior. To ensure that all off-task behavior is handled equitably, the following school behavior management flow chart will be used to assess whether the behavior is a minor or major infraction. The consequences will be based on the nature of the behavior.

## Scholar Behavior Management Process/Flowchart 2022-2023

\*\*\*All majors require administrator consequences, parent contact, and signatures\*\*\*

**GOAL: Scholars in class learning**



**Referring Staff Member:**  
Completes and sends scholar to office with a referral form. If scholar is an EC student, contact case manager (Mr. Anderson) immediately

**Administrator follow-up with scholar and staff member.**

**Administrator determines consequence and follows up as needed (Intervention Team, parent, scholar, staff)**

**DATA is entered into PowerSchool**

**Did the behavior change??**

**NO**

→

**PBIS Team Referral and possible office intervention**

**YES**

→

**Reinforce and recognize corrected behavior**

**Results**

Rigor



Relevance

**Relationships**

- **Be Kind**
- **Be Safe**
- **Be Responsible**
- **Be a Learner**



## Meaningful Consequences

- Major consequences: See Behavior Flow Chart
- Minor consequences: See Behavior Flow Chart

## Tiered Interventions and Supports



### Tier 3

These students receive more intensive, individualized support to improve their behavioral and academic outcomes.

### Tier 2

Targeted support for students who are not successful with Tier 1 supports alone.

### Tier 1

School-wide positive expectations and behaviors are taught.

## **School-wide Positive Behavior Support Plan (SW-PBIS)**

Our goal at PEAK is to recognize good behavior so that it becomes the norm for our school. To help us achieve this goal and build positive school culture, we have adopted a School-wide Positive Behavior Support Plan.

### **What is SW-PBIS?**

School-wide positive behavior interventions and support is a system that is developed by a school for improving student behavior. It is used:

- with all students
- across all environments in school (classroom, lunchroom, restroom, playground, bus)
- to help schools to create effective learning environments

### **Why does a school choose to use SW-PBIS?**

Schools that implement school-wide positive behavior interventions and support are schools that have decided that their current discipline process is not effective in helping students to change their behaviors. These schools are interested in:

1. Identifying and teaching expected student behaviors.
2. Finding ways to reinforce and reward those behaviors.
3. Enforcing consistent meaningful consequences when violations occur.

School-wide positive behavior interventions and support is a planned way to meet the behavioral needs of students in a school. Parents are important in the success of SW-PBIS, and many choose to use a similar system at home.

### **SW-PBIS consists of three steps:**

Step 1: Identify and Teach Expected Behavior

- Identify three to five expectations across environments.
- Provide examples of what behaviors are expected, including for the cafeteria, bus, and social areas such as the gym or playground.
- Post the expectations throughout the building.

Teaching the behavioral expectations means that the school PBIS team must identify what the expectations are in different locations across the school day. The team will develop a teaching matrix of the behaviors expected. They will be different in different environments. For example, let's consider the expectation of Respect. A teaching matrix would include details on what respect "looks like" in the classroom, bus, cafeteria, or outdoors. The example on the next page is part of a teaching matrix. It includes classroom, music class, gym, lunch, outdoors, and media lab for an elementary school.

**Schoolwide Expectations**  
**PEAK Awards (“PEAKs”)**

<b>P</b>	<b>E</b>	<b>A</b>	<b>K</b>
Prepared & present	Empower	Attitude	Kindness & respect

**Monthly PEAKs**

★ **Individual PEAKs**

**PEAKs**- individual peaks for students who display PEAK expectations

- Paper cut-out of the PEAK logo. Students with the most PEAKs will get incentives each month

★ **Staff PEAKs**

- Principal may present any staff/faculty member with a PEAK for a job well done for displaying PEAK expectations. A note will be left explaining why the PEAK was given.

**Quarterly PEAKs**

*Awards Presented at PEAK Pep Rally*

★ **Classroom PEAKs**

- Displaying the peak expectations as a class. (walking in a line in the hallway, showing respect, prepared and present in the classroom, following rules and expectations in the cafeteria)

★ **PEAK Teacher of the Quarter**

- This will be awarded to classroom teachers that show the most growth. They will be displayed on the classroom door.
  - Academic growth
  - Duties and responsibilities
  - teamwork/collaboration
  - Administrative Duties and Documentation
    - Parent communication and rapport
    - Emails
    - Grades
    - Report cards
    - Data

★ **PEAK Person of the Quarter**

- This award will be given to outstanding PEAK personnel (non-instructional).

★ **Golden PEAK Plate Award**

- Given to the classroom that keeps their breakfast and lunch eating area the cleanest
  - Keeping eating area cleaned
  - Sitting and eating

- Table talk
- Displaying good manners and being patient
- Showing kindness and respect to your peers

★ **PEAKful Student**

- Students with the most PEAKs from each grade level will be recognized.

## **Prohibition Against Discrimination, Harrassment, and Bullying Policy**

It is the policy of Asheville PEAK Academy that students should not be subjected to forms of unlawful discrimination, harassment, bullying, or hazing, while at school or school-sponsored activities. Asheville PEAK Academy acknowledges the dignity and worth of all students and strives to create a safe, orderly, caring and inviting school environment to facilitate student learning and achievement. Asheville PEAK Academy prohibits discrimination on the basis of race, color, national origin, sex, disability, age or any other classifications prohibited by law. Asheville PEAK Academy will not tolerate any form of unlawful discrimination, harassment or bullying in any of its educational or employment activities or programs.

### ***Commitment to Equity in Discipline***

Asheville PEAK Academy recognizes that in many instances, school discipline policies are implemented in a manner that affects students disproportionately based on race and gender. APA is committed to actively working against disproportionality in student discipline policy enforcement. APA recognizes that all school behavioral policies rest on the foundation of trust between students and teachers, and we are committed to supporting all our staff in building trusting relationships with their students.

#### **Prohibited Disciplinary Practices**

Staff members at Asheville PEAK Academy are prohibited from using the following disciplinary measures:

- Any form of corporal punishment.
- Physical restraint except in accordance with G.S. 115C-391.1.
- Seclusion except as allowed in G.S. 115C-391.1.

Staff may employ reasonable force to control behavior or remove a person from the scene in those situations when necessary as allowed in G.S. 115C-390.3.

### ***Grounds for Suspension or Expulsion***

Students may be subject to suspension or expulsion when it is determined that they caused, attempted to cause, or participated in infractions such as:

- Unlawfully possessing, using, selling or otherwise furnishing or being under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
- Stealing or attempting to steal either school or private property, or knowingly receiving stolen school or private property.
- Possessing or using tobacco or tobacco products on school premises.
- Committing an obscene act or engaging in habitual profanity or vulgarity.
- Causing, attempting to cause, or threatening to cause physical injury to another person or themselves.
- Causing, attempting to cause, or participating in an act of hate, violence or bullying.
- Disrupting school activities or otherwise defying the valid authority of supervisors, teachers or other school personnel.
- Willfully damaging or vandalizing either school or private property.

- Bringing a weapon as defined in G.S. 14-269.2[b] (i.e. - a gun, rifle, pistol, or other firearm of any kind) or any dynamite cartridge, bomb, grenade, mine or powerful explosive as defined in G.S. 14-284.1 including a BB gun, air rifle or air pistol.

Depending upon the nature of the offense, and in accordance with board policy and applicable law, a student may be suspended or expelled for misconduct not listed above. Students may be suspended for a first-time offense if the School Director deems the student presents a danger to persons or property.

### ***Procedures for Short-Term Suspensions***

A short-term suspension is a removal from the school for a period of less than ten (10) days. The School Director may impose a short-term suspension when a student willfully engages in conduct that violates a provision of the Code of Conduct. Pursuant to G.S. 115C-390.6, short-term suspensions are not entitled to appeal nor are they subjected to judicial review. Pursuant to G.S. 115C-390.6, short-term suspensions will be imposed by the School Director following an informal hearing. The student will be notified verbally or in writing of the charges as soon as possible following the violation and the informal hearing may be held immediately after the notice is given. The student will meet with the School Director and will be informed of the charges and the basis for the accusations, and the student has the right to make statements in defense or mitigation of the charges.

The School Director will provide the student's parent or guardian with a notice of the short-term suspension which includes the reason for the suspension and description of the student's behavior which led to the suspension. The notice may be given by telephone, e-mail, or mail and should be given by the end of the workday of the suspension, if possible, but no later than two days after the suspension is imposed.

A student subject to short-term suspension will be provided the following:

- The right to receive all missed assignments
- The materials distributed to students in connection with the assignments.
- The opportunity to take any quarterly, semester, or grading period tests or exams missed during the suspension period.

### ***Procedures for Long-Term Suspensions***

A long-term suspension is a removal from school for a period of 10 days or more. If the suspension occurs before the last quarter of the year, the suspension may not be for more than the remainder of the school year. If the suspension occurs during the final quarter of the year, the suspension may include a period up to the end of the first semester of the next year. The School Director will provide the parent with a written notice by the end of the workday of the suspension, if possible, or as soon as possible thereafter. The written notice may be provided by mail, fax, e-mail or other written method and will contain all information required by law.

The School Director will recommend a long-term suspension to the Board of Directors if the incident or ongoing behavior of the student warrants exclusion to ensure the safety of other students, staff or school visitors, or to prohibit disruption to the educational environment. Only the Board of Directors has the authority to impose a long-term suspension. The Board of

Directors may appoint a committee of not less than three members (not to include the School Director or any staff member under the supervision of the School Director) to conduct a hearing about the recommendation for long term suspension and to make the decision. The hearing by the Board of Directors must be scheduled within 10 days from the first day of suspension. If a parent has requested a hearing to contest the recommendation, the Board of Directors, or its sub-committee will include the parent in the hearing and the School Director will notify the parent at least five (5) calendar days prior to the hearing date. This notice will include the date, place, time of the hearing, a statement of the specific charges and offenses, and a copy of our charter school's disciplinary rules related to the violation.

If the student and/or parent attend the hearing, they may present a written statement and may be allowed ten (10) minutes to make oral comments. Additionally, the student has the right to be represented by counsel or an advocate, be present at the hearing, have their parents present, and review any audio or video recordings of the incident. The student has the right to provide their own witnesses, present evidence on their behalf, have a record made of the hearing, and make their own audio recording made of the hearing.

If neither the student nor parent appears for the scheduled hearing, the parent and student are deemed to have waived the right to a hearing and the recommendation will be made without a hearing.

The Board of Directors will review all information provided by the student or parent and the School Director regarding the recommendation for long term suspension and will make a decision to uphold or deny the School Director's recommendation. The Board Chairperson will notify the student's parent(s), or other legal guardian of the Board's decision in a letter within three days following the day of the hearing stating the basis for the decision, including a reference to the policy or rule that the student is determined to have violated, a notice of what information will be included in the student's official record, and a statement that the decision by the board is final.

### ***Expulsions***

Expulsion is the indefinite exclusion of a student from school enrollment for disciplinary purposes. Pursuant to GS 115C-390.11, only students ages 14 or older may be recommended for expulsion if the School Director confirms, due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others. A student recommended for expulsion will be given the same due process as long-term suspensions.

The hearing will be presided over by the Board of Directors. In the event of a decision to expel a student, the School Director will work cooperatively with the district of residence to assist with the appropriate placement of the student.

### ***Judicial Review of Long-Term Suspension and Expulsion***

All long-term suspension and expulsion decisions made by the Asheville PEAK Academy Charter School Board of Directors are final, subject only to judicial review in accordance with Article 4 of Chapter 150b of the North Carolina General Statutes.

### ***Suspension and Expulsion of Students with Disabilities***

Students with disabilities are subject to suspension on the same grounds as general education students, provided that suspension is not considered a change of placement as determined by the student's IEP. A student with disabilities may be suspended if they pose an immediate threat to the safety of themselves or others. These students will still be provided with academic and behavioral services as outlined in their IEP. Suspension will be imposed only when other means of correction fail to bring about proper conduct.

If suspensions total more than ten (10) days in one school year, a hearing will be held by the School Director and the IEP team to determine if the behavior is a result of the disability (Manifestation Determination). The student's educational services will also be reviewed. Students with disabilities are subject to expulsion only if the IEP team determines that the misconduct was not caused by, or was not a direct manifestation of, the student's identified disability and that the student had been appropriately placed at the time the misconduct occurred and services were fully in place.



# **Student-Parent-Teacher Compact**

**2022-2023**

Asheville PEAK Academy is a premier school system where students come first. All students will receive a high quality, relevant education in a safe and caring environment which will produce confident, responsible and globally competitive citizens. Our students will be college and career ready.

## **Student Agreement**

- I will come to school every day well rested and on time and remain in school until dismissal.
- I will come to school with necessary materials and prepared to work.
- I will complete all assignments on time.
- I will ask for help or assignments missed when needed.
- I will respect the rights of others at all times.

## **Parent/Guardian Agreement**

- I will make sure my child is well rested and at school on time and remains in school until dismissal.
- I will make sure my child is prepared with the necessary materials and ready to learn.
- I will provide before/after school transportation for additional instruction if needed.
- I will monitor my child's schoolwork and communicate any concerns with my child's teacher.
- I will read, sign, and return progress reports and teacher communications and attend parent/teacher conferences as requested.

## **Teacher Agreement**

- I will teach the appropriate curriculum.
- I will provide a classroom environment conducive to learning.
- I will communicate my expectations, instructional goals, and grading system with parents through conferences, progress reports, e-mails, or by telephone.
- I will provide students who have been absent with missed assignments.
- I will accept and respect the cultural differences of my students.

*The principal of your child's school is committed to ensuring a safe and orderly environment conducive to learning. As the instructional leader of the school, he/she will support the teachers in their efforts to teach all students.*

***A signed and dated copy will be placed in all cumulative folders. You will be given a copy for your records.***