



Quality Education Academy 2015 - 2016 Teacher/Staff Handbook

“We raise the quality of life of everyone we touch”

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Core Value

“We raise the quality of life of everyone we touch.”

Vision

To create a sustainable educational organization that develops a replicable, self-sufficient, wholesome community.

Mission

To maximize the educational potential of students by providing a stimulating educational environment that will develop each student’s intellectual, spiritual, emotional, physical and social potential to the fullest and to effectively educate and utilize parents, communities, and churches in the education of children.

GUIDELINES FOR TEACHERS/STAFF

Section 1 SCHOOL DAY

1.1 Communication

Mailboxes and e-mails should be checked each morning before beginning the workday. Each person should check his/her mailbox and/or email at least twice daily.

1.2 Teacher Expectations

1.2.1 Quality Education Academy, its Board and Chief Executive Officer, believe that teachers and other certified instructional personnel are capable of monitoring themselves in the conduct of their workday. (Workday: 7:15 a.m. – 4:15 p.m.) (Preschool Department Hours 7:30 a.m. – 5:30 p.m.)

1.2.2 Teacher team meetings will be held on 1st, 2nd, & 3rd Tuesdays of each month from 4:30 p.m. - 5:30 p.m. Staff will meet with their team leader. Staff development for all staff will be held the 4th Tuesday of each month from 4:30 p.m. - 6:00 p.m. at the high school. All teachers are required to attend. Pre-K staff trainings will be held on the second Monday from 5:30 p.m. - 6:30 p.m. Teacher team leaders will conduct weekly meetings and provide weekly minutes to their ELT leader.

1.2.3 Within the teacher’s professional day, the school expects teachers to take the time before and/or after the minimum school day referred to above, in order to meet the needs of the students they teach and their professional responsibilities to this school system. The teacher's professional responsibilities include but are not necessarily limited to:

1. Attendance of school-based faculty meetings, parent-teacher conferences, parent meetings, and community forums. Anyone unable to attend should notify the Chief Development Officer in writing prior to the meetings.
2. Campus supervision such as breakfast duty, hall duty, and afternoon duty.
3. Sponsorship of extracurricular activities and the supervision of such activities.
4. Attendance at program development and staff development activities.
5. Responsible for Wednesday assembly when scheduled. (See GOOGLE Calendar)

1.2.4 The attire of the staff reflects the quality of the school. Faculty will wear professional uniform attire at all times which reflects the uniform colors of the school.

1.2.5 Children of staff who are not enrolled at QEA are not permitted at school on workdays.

1.3 Cumulative Folders

Cumulative (CUM) folders may be removed from the Registrar's office in order to update and add information to them. We are accountable for the security of student records. There is a check-out sheet in the CUM folder cabinet which has to be completed before removing files from the Registrar's office. Cumulative files must be returned by 3:30 p.m. the same day they are checked out.

1.4 Supervision

If you leave your classroom while students are present, you are still responsible for the well-being and safety of your students. Use the "buddy system" in emergencies only. A "dereliction of duties" write-up will be placed in your file at any time your students are found unattended!

1.5 Attendance Policies and Procedures

***Power School will serve as the primary source for recording and reporting of student attendance.**

A. Each homeroom teacher will log in and complete their attendance in Power School by 9:00 AM.

B. In the event a teacher is absent, the excel attendance spreadsheet will be used by the substitute to record attendance for the day. It will be submitted to the Office Associate by 9:00 AM. The Office Associate will then enter attendance into the master spreadsheet and email it to the Business office for input into Power School.

C. At 9:30 AM, the Attendance Entry Completion Log will be checked in Power School.

D. An email will be sent to each Office Associate with a log of teachers who have not completed their attendance. The respective team leader for each teacher will be CC'd in the email as well. They will contact each teacher, by calling into the classroom or making face-to-face contact, and ask them to complete their attendance immediately.

E. The Attendance Entry Completion Log will be checked again at 10:00 AM for completed entries. If a teacher has not completed their attendance by the second check, **disciplinary action will be initiated in accordance with the policy stated in the Staff Handbook under 1.4 Supervision.**

F. The Child Nutrition Administrator, or their designee, will log in to Power School after 10:30 AM and run/print the Daily Absentee Report for attendance input into the Child Nutrition computer system.

G. If a student arrives to school after being marked absent, the homeroom teacher is responsible for changing any absences to tardy by 4:00 PM each day. A student cannot be admitted into class without a completed tardy slip. Any parent/doctor notes should be used to code absences and/or tardiness in Power School and the original submitted to the Business Office for filing.

H. The Business Office Associate or designee will run the Attendance Intervention letters every Thursday and send out notifications to parents of students with 3 or more absences.

1.6 Student Release

Parents should send a written request for early dismissal. The parent or guardian picking up the child must sign the Sign In/out book in the main office and show and verify identification. Under no condition should a teacher release a student to an adult directly from a classroom. The office will call the classroom when student is to be dismissed. (Pre-K uses STAR-Rated Licensure sign-out policy.)

We are now requiring that parents CALL AHEAD when they, or a parent representative, must pick up their child early from school. That call will be recorded (you will be asked to repeat your name and number, as we verify who is picking up whom. We will also verify if that person is on our list of people with parental permission to pick up the student). If it is NOT the parent/guardian, that person must show his/her I.D. at pick up.

Staff must verify the identity of who picked up a student.

1.7 Evaluations

Each career teacher will have a minimum of 1 formal observation and may have several informal observations. There will be one formal observation per semester. Anytime a teacher is ready for his/her announced evaluation, please see the supervisor of your respective areas with date and time. For announced observations, teachers will include the introduction and summary in addition to the lesson presentation. A student seating chart and the identification of any students with exceptional needs should also be included. Individual goals must be completed by teachers. Teachers should have (two) individualized goals. Any areas of need from previous evaluations may be addressed in one's PDP. PDP's must be completed by August 15, 2015. Probationary and Career licensed and tenured teachers will follow the evaluation cycle that corresponds with their respective years of experience (see Beginning Teacher Support Plan). All evaluations will be completed via NCEES/TNL process. Self-evaluation via NCEES process should be completed by August 15, 2015.

-Finalize date/time of observation (Reminder-1ST observation must be formal- 45 minutes or longer)

OBSERVATION: ONGOING throughout Year (Probationary Teacher - 1st 3 years)	Career Status Teachers (formal year of evaluation)
4 Total Observations 3 administrative, 1 peer All FORMAL	3 Total Observations (all administration) 1 Formal Other 2 may be Formal or Informal

1.8 Extension Cords

No personal extension cords are to be used in the building. The office will provide a regulation cord if one is needed. Extension cords are for temporary use only. No equipment is to be permanently connected using an extension cord.

1.9 Refrigerators/Microwaves

1.9.1. Refrigerators and microwaves must not be located in areas occupied by children unless approved by the Fire Marshal and Health Inspector.

1.9.2. Staff refrigerators and microwaves must be kept clean at all times. On Fridays, refrigerator should be emptied of **ALL** personal items or they will be discarded.

1.10 Tardy Policy/Clocking In and Out

Parents entrust their children to our staff believing we will be ready to receive them each morning. If a teacher is tardy, it damages this trust, and undermines our vision of great parent relations. Further, a student entering unsupervised areas is very dangerous and opens our staff up to liability issues. In the event of a tardy arrival, staff is to follow the call-in procedures. The following consequences are set up to deter repeat tardiness: **three times tardy within 3 weeks will result in 1 day suspension without pay.** Administration will select day for convenience of school operation. Six times tardy per quarter shall result in 2 days suspension without pay. Nine times tardy in one quarter may result in termination. Tardiness will be based upon time clock punch-in only. All staff must clock out any time they leave the campus. Being off campus without clocking out or use of inappropriate entrances and/or exits may also be grounds for dismissal.

1.11 Attendance Requirement:

All staff members are to report to work daily, and on time. It is the employee's responsibility to cover all of your assigned duties including teaching and/or supervisory duties. Per our workload agreement, it is your responsibility to inform your team leader when you are unavailable to perform your job.

This is essential for the safe and orderly function of the school day. Failing to report to work when scheduled puts the safety of our students in jeopardy. Therefore, taking excessive, unplanned leaves of absence may result in disciplinary action which can lead to termination.

1.11.1 Holiday Leave of Absence:

All staff must attend the day prior and after holidays, in order to be paid for the holiday. Taking leave of absence on the day before or after holidays requires special approval as this is strongly discouraged.

Section 2 PROFESSIONAL RESPONSIBILITY

2.1 Class Retention

It is the teacher's number one priority to establish and nurture the best parent and student relationships. Therefore, teachers should strive to retain a minimum of 90% of their initially enrolled students.

2.2 Lesson Plans

Each teacher is expected to have daily lesson plans. All plans must be thorough so that a substitute is able to understand and carry out the instructional program. Lesson plans should be left on the teacher's desk daily. Plans need to be complete along with any duplicated materials necessary for implementation. Lesson plans including teacher-made benchmarks for the quarter must be turned in before the first workday of each month. All lesson plans should, among other elements, should reflect the North

Carolina Common Core Standards, Multiple Intelligences, Thinking Maps, Problem-Solvers, and Backwards Design. Generic emergency plans for substitutes should be left with the grade level administrator on or before August 14, 2015.

2.3 Teaming between Specialists (Computer, P.E., Music, etc.) and Classroom Teachers

Quality Education Academy has provided planning time for teachers while a specialist instructs the class. Specialists will be responsible for supervising and escorting students to the specialist's area and classroom teachers from these areas. Teachers will also need to plan with the specialists so that continuity within each area exists. The office staff will be prompt in letting classroom teachers know when specialists are absent.

2.4 Daily Physical Education

On the days that the PE Specialist does not have the students, the classroom teacher is responsible for daily-organized physical education activities in grades Pre-K – 5th. Students should have an outdoor PE period every day, weather permitting. Teachers are expected to provide 30 minutes of physical activity daily. The 30 minutes of vigorous exercise can be accomplished in increments throughout the day and some movement is expected during class time.

2.5 Assigned Duties

All staff members have assigned duties to supervise students to ensure the proper behavior and safety of students. Each staff member is responsible for being at assigned duty on time and to actively supervise students in each area. If a staff member cannot be at his/her assigned duty, it is his/her responsibility to notify your ELT member. All teachers should stand in the halls, at their classroom doors, to welcome students daily.

2.6 Correcting Behaviors

Any time or place that a staff member observes a student displaying inappropriate behavior at school, that staff member should take the responsibility for appropriate action to stop/correct that behavior. The “Seraphim Way” or “Way of the Pharaoh” should be the reference when correction is carried out. If a staff's child is misbehaving, do not send the student to their parent's room/office, but follow the procedures to correct behavior in the classroom. Notify the staff member at the end of the day (during dismissal). Keep in mind that our staff cannot stop instructional time of other students to attend to their child during work hours.

2.7 Telephone Use

2.7.1 If you determine that a student needs to use the phone, send him/her to the front office with a note briefly explaining the need. Please remember phone usage is for emergencies only. Forgetting homework or P.E. uniforms is not an emergency.

2.7.2 Staff members will not be called away from responsibilities for phone calls unless there is an emergency. Teachers will check and retrieve their messages from their voice mail boxes. Please inform family members and others of the phone policy.

2.7.3 There is no personal cell phone use during instructional time.

2.8. Confiscated Items

In the event of a teacher having to confiscate a student's property that is in violation of the student handbook policy, the teacher will do the following:

1st and 2nd offense

- Keep the student's item in a **LOCKED PLACE**.
- Communicate with parent at the end of the school day with referral.
- Return the item to the parent after signature on referral is obtained.
- Keep referral for your records.

3rd offense

- Teacher will give the item to the administrator with an office referral documenting the first two offenses.

THE TEACHER IS SOLELY RESPONSIBLE FOR THE INTEGRITY OF ANY CONFISCATED ITEM. THE SCHOOL WILL NOT BE RESPONSIBLE FOR ANY LOST/DAMAGED/STOLEN ITEM CONFISCATED BY A TEACHER.

Section 3 GENERAL INFORMATION

3.1 School Telephone and Fax Numbers

Office: (336) 744-7138 Fax: (336) 744-1538

3.2 Supplies

Supplies will be ordered once each semester. Please turn in your orders to your Teacher Team Leader on a completed and totaled requisition form. Teacher Team Leader will submit one requisition for their team. Commonly used items (i.e., paper clips, transparent tape, white out, chart paper, etc.) will be kept in the teachers' designated supply area.

3.3 Office Machines and Duplicating

Duplicated pages consume a large part of our material budget. The copy machine is very expensive to operate. Please conserve copies. Use both sides of paper, when possible. Also, lighten copies, whenever possible, to conserve ink. Copy codes are private and are not to be shared. Complete copy request code form when needed. No student is allowed to use any office equipment.

3.4 Invoices and Packing Slips

When a package or shipment is received that is to be paid with school funds, please follow these procedures:

1. Receive prior approval from Chief Development Officer or designee before ordering.
2. Use shipping list/packing slip to check off what was received.
3. Note any partial shipments or back orders.
4. Sign and date the packing slip and/or invoice signifying that you reviewed and verified the contents.
5. Give all invoices and packing slips to the business office or designee.

3.5 Laminating

Laminate only items that will be used permanently in your classroom. Never laminate anything for short-term use. Laminating film is very costly. Do not waste. See Ms. Ross to have items laminated

3.6 Room Appearance

The classroom should reflect each teacher's character and personality. It should be one where students and staff are proud to work as well as one that is inviting to anyone who comes to visit.

Please consider the following:

1. Display students' work at all times.
2. Bulletin boards should be covered with attractive displays that reflect current instruction.
3. Your desk, as well as the students' desk, should be free of clutter.
4. Bulletin boards outside of classrooms should be changed once per quarter, minimally.

3.7 Parent/Teacher Communications

We must keep parents continuously informed about their child and his/her progress in school. With the availability of computers, all communication to parents should be neat and professional. Your team leader should review all correspondence before dispersing.

During Open House and the first day of school, teachers must inform parents of what supplies students will need. Be very clear about required materials, homework, and procedures. Copies of this information must be turned in to team leaders prior to Open House. These lists may be distributed to local stores for posting, once reviewed.

Regularly and frequently, student work and/or communication items will be sent home to all parents. Teachers will keep student portfolio current.

Monthly reports will be sent home with all students beginning September 2015. One completed copy goes home to parents. All reports should be turned in to High School Leader (9th - 12th), Middle School Leader (6th - 8th), Elementary School Leader (K - 5th) or designee before being sent home (see GOOGLE teacher calendar for report dates).

Parent communications will be sent home via an online grading tool and a hard copy given to parents. It will include reminders, notes, upcoming events, and major projects. This will allow parents the opportunity to work with their children and also create a partnership between school and home. This information is to be compiled on time.

Teachers are to NEVER let more than two weeks of poor performance pass without attempting to have a conference with a parent/guardian. We must make all possible efforts to get parents in for conferences. Plan conferences should include an updated portfolio with samples of student work that must include classroom modifications and testing accommodations when needed. Take notes during the conference to document what was said and the results. Keep logs of parent notifications.

If a teacher is unable to schedule a parent conference, please notify your Executive Leadership Team member in order to assist with scheduling a conference.

3.8 Class Where-Abouts

When your class is out of the room, use your door sign to denote your whereabouts so that you can be located if needed.

3.9 School Parties

Instructional time is to be protected. There will be no parties allowed during instructional time. Teachers must make sure parents understand we do not have birthday parties for students during the school day.

Families may provide special snacks during lunch, for birthdays. School-sponsored reward celebrations are the only exception. Teacher reward and celebration must be approved in writing by High School Leader (9th - 12th), Middle School Leader (6th - 8th), Elementary School Leader (K - 5th) and Preschool Director (PK) five days in advance.

3.10 Employee Appeals

The first level of an employee appeal is to their Executive Leadership Team Leader. The second level is to the Chief Executive Officer who will see to it that a proper notice is given to all parties concerned and that a record of the hearing is properly documented.

3.11 Personal Items at School

Any furniture, appliance or item that is brought to school and remains over 2 weeks becomes the property of Quality Education Academy unless authorized by the school in writing.

3.12 Grievance Policy

Steps to Resolve Concerns

Board policy sets out a hierarchy of contact. Concerns should be addressed first to the staff member involved and then follow in this order, if needed:

1. Executive Leadership Team
 2. Chief Development Officer
 3. Chief Executive Officer
 4. Grievance Committee of QEA Board of Directors
-
1. If there is a concern about a Procedure or Policy of the school, the concerned party will discuss the matter with the Chief Development Officer.
 2. If satisfactory results cannot be achieved, a meeting will be arranged with the concerned party, the Chief Development Officer and the Chief Executive Officer by the CEO's office assistant.
 3. If satisfactory results are not achieved, the concerned party will contact the school office at (336) 744-7138 and submit a written request to bring the matter before the School Board Grievance Committee. Written requests are to be addressed to the Chief Executive Officer of Quality Education Academy and handed in to the main office which will give a receipt to the delivering party.

Section 4 BUILDING AND MATERIALS MAINTENANCE

4.1 Classroom Neatness and Cleanliness

Teachers bear some responsibility for the cleanliness of the room. Efforts should be made to instill pride in our students for the care of the building. Adhering to the following routine will help to insure proper care of the classroom:

1. Report needed repairs to the administrative office promptly (Record repairs on a requisition form and include name and room number). (*See school forms*)
2. Require your students to clean their desks daily and leave no paper on the floor.
3. See that classroom storage areas are kept neat and orderly. Avoid letting newspapers, magazines, etc. collect in the classroom after they are no longer usable. DO NOT STORE ANY ITEMS ON THE FLOOR.
4. Nails are not to be driven into the walls and no tape on walls. Use “tack and stick” putty or “sticky clips” to adhere notices to walls and glass.
5. Leftover food contributes to bug problems. Remind students with lunch boxes to take them home at the end of the day. Food is not to be taken out of the cafeteria at lunch.
6. Never attach or string items from the light fixtures.
7. Approved animals are permitted in the classroom for educational purposes as long as they are maintained in a neat, clean, and orderly fashion. Food for the animals must be kept in closed plastic or metal containers.
8. Classroom door windows must remain uncovered. (See threat procedures)
9. Keep storage areas neat and organized. The floor, whiteboards, and desks should be clean. It is not the responsibility of the custodian to pick up items from the floor. Please have the floor clutter free so that the custodian can spend his/her time cleaning; not getting ready to clean. Please put student chairs on top of the desks when you leave the room so the floor may be cleaned.
10. At the end of the day, close blinds, close and lock windows, and lock your classroom doors.
11. To conserve energy, lights must be turned off when the classroom or area is not in use.
12. Classroom emergency doors are to remain locked at all times.

4.2 Books and Materials

All books and materials in this school are here for the use of the students. Teachers are expected to supervise the distribution and care of these materials. When appropriate, students will be held responsible for losses and damages. Though rarely used, teachers should write student’s name, condition code (N, G, F or P), and year (2014/2015) in any school adopted textbook or novel. Whenever feasible, electronic books and materials should be used.

4.3 Electrical Appliances

No portable heaters are permitted in the building. No hot plates (except in science lab), microwaves, and ovens may be used in the classrooms. Students that require special food must have a note from the doctor and the teacher may use a microwave for heating their food only if necessary. Students are not to heat the food themselves and they are not to be allowed to use a microwave. A fire extinguisher must be

present and appliance must be disconnected and stored as soon as it has cooled. CANDLES ARE NOT PERMITTED BY LAW.

4.4 Use of Commercial Video/AV Materials

With the general public's critical eye on the instructional program of the schools, the Chief Development Officer or designee will approve all commercial audiovisual materials. Curriculum related AV materials should be chosen with care. Movies or videos shown only for entertainment will be limited and only allowed on special occasions with administrative approval. This is not to discourage teacher creativity, but to protect instructional time with justification and credibility.

4.5 Contacting Law Enforcement

In an emergency situation, students, teachers/staff, and the school all need to be protected. To help ensure this, the administration will make all contacts with any and all law enforcement agencies. This includes protective services and juvenile agencies. In case of emergency, contact any member of administration immediately.

4.6 Notices to Parents/Staff

All written communication must be sent to your ELT leader for prior approval and processing, before dissemination to staff, parents, or the public.

4.7 Money Collection

All monies are collected in the front office only. Teachers may verify student payment at the front office or by receipt from the front office. No money should be kept in the classroom or taken home.

4.8 Furniture

No furniture should be moved from any room without the Chief Development Officer or designee's permission. Rooms should remain as you find them. Each room should have an overhead projector, electrical cart, and TV/VCR/DVD.

4.9 Classroom Temperature

The thermostats control up to three separate classrooms. Any teacher wishing to have the temperature adjusted must complete a requisition and place in the mail box of the Athletics Leader or designee. The requisition should indicate cooler or warmer adjustment and the signature of all three teachers.

Temperature will be adjusted in 3 degree increments. Wearing layers of clothing that can be added or removed is recommended.

4.10 Restricted Kitchen Access

Only designated kitchen workers are permitted in the kitchen during food preparation, cooking and/or serving. Unnecessary people in the kitchen are prohibited. Necessary persons include: child nutrition personnel, food service delivery persons, administrators responsible for management and oversight of child nutrition operations, custodian, maintenance personnel for purposes of performing their duties, Chief Executive Officer and Executive Leadership Team.

4.11 Wellness Policy (See Appendix A)

This policy supports the mission of Quality Education Academy: Providing the environment that cultivates maximum student achievement. Nutrition influences a child's development, health, well-being and potential for learning. To afford students the opportunity to fully participate in the educational process, students must attend school with minds and bodies ready to take advantage of their learning environment. This school-wide nutrition policy encourages all members of the school community to create an environment that supports lifelong healthy eating habits. Decisions made in all school programming need to reflect and encourage positive nutritional messages and healthy food choices.

4.12 Child Nutrition Events Policy

To ensure compliance with our school's wellness policy, all events that are involving food should be directed to the Child Nutrition department. If food is being served for any event in the school, the child nutrition department will be responsible for coordinating the food activity. All event plans should include child nutrition as the coordinator of the food that is being served whether snacks, light meal or heavy meal.

Child Nutrition requires at least a 30-day window to coordinate the activity if it involves a meal. Light refreshments require at least a two-week window to coordinate the activity.

Section 5 NORTH CAROLINA PUBLIC SCHOOL LAW 11 SC-307

5.1 Duties of Teachers

1. To Maintain Order and Discipline: It shall be the duty of all teachers, including student teachers, substitute teachers, voluntary teachers, and teacher assistants when given authority over some part of the school program by the administration or supervising teacher, to maintain good order and discipline in their respective schools.
2. To Provide for General Well-Being of Students: It shall be the duty of all teachers, including student teachers, substitute teachers, voluntary teachers and teacher assistants when given authority over some part of the school program by the principal or supervising teacher, to

encourage temperance, morality, industry, neatness, and all other Q.E.A. character traits; to promote the health of all pupils, especially of children in the first three grades, to provide frequent periods of recreation, to supervise the play activities during recess, and to encourage wholesome exercises for all children (See Q.E.A. Wellness Policy - Appendix A).

3. To Provide Some Medical Care to Students: It is within the scope of duty of teachers, including substitute teachers, teacher assistants, student teachers or any other public school employee when given authority by the School of Education or its designees:
 - i. To administer any drugs or medication prescribed by a doctor upon written request of the doctor and parent(s)/guardian(s), through school office supervision (this will typically be administered by the office associate or trained designee)
 - ii. To give emergency health care when reasonably apparent circumstances indicate that any delay would seriously worsen the physical condition or endanger the life of the pupil
 - iii. To perform any other first aid or life saving techniques in which the employee has been trained in a program approved by the State Board of Education.

Any public school employee, authorized by the school Board of Directors or its designee to act under (i), (ii), or (iii) above, shall not be liable in civil damages for any such authorized act or for any omission relating to such act unless such act or omission amounts to gross negligence, wanton conduct or intentional wrongdoing. Any person, serving in a voluntary position at the request of or with the permission or consent of Board of Directors or its designee, who has been given the authority by the Board of Directors or its designee to act under (ii) above shall not be liable in civil damages for any such authorized act or for any omission relating to such act unless the act amounts to gross negligence, wanton conduct or intentional wrongdoing. At the commencement of each school year, but prior to the beginning of classes, and thereafter as circumstances require, the administrator of each school shall determine which persons will participate in the medical care program.

4. To Teach the Students: It shall be the duty of all teachers, including student teachers, substitute teachers, voluntary teachers, and teacher assistants, to grow each student academically to the students' full potential.
5. To Enter into the Administration's Plan for Professional Growth: It shall be the duty of all teachers, including student teachers, substitute teachers, voluntary teachers, and teaching assistants when given authority over some part of the school program by an administrator or supervising teacher, to enter actively into the plans of the administration for professional growth of the teachers.

6. To Discourage Non-attendance: Teachers shall cooperate with the administration in ascertaining the cause of non-attendance of pupils and that he/she may report all violators of the compulsory attendance law to the school counselor in accordance with rules promulgated by the Board.
7. To Make Required Reports: Every teacher of a public school shall make such reports as are required by the Board of Directors and the Chief Executive Officer. The vouchers for the pay of teachers shall not be approved until the required monthly and annual reports are made. The Administration/Chief Executive Officer may require teachers to make reports to the administration. Provided further, any teacher who knowingly and willfully makes or procures another to make any false report or records, requisitions, or payrolls, respecting daily attendance of pupils in the public schools, payroll data sheets, or other reports required to be made to any board or officer in the performance of their duties, shall be guilty of a misdemeanor and upon conviction shall be fined or imprisoned at the discretion of the court and the certificate of such person to teach in the public school of North Carolina shall be revoked by the Superintendent of Public Instruction.
8. To Take Care of School Buildings. It shall be the duty of every teacher to instruct children in proper care of property and to exercise due care in the protection of school property in accordance with the provision of G.S. III SC0523. (1955, c. 1372, art. 17, ss. 4, 6; 1959, cc. 10 1 6,1294, 1969, c. 638, ss. 2,3; 1971, c. 434; 1981, c.423, ss 1; 1985, c. 642; c. 686, s.2; 1989, c. 585, s. 4.)

5.2 Technology

Electronic devices, including but not limited to mobile telephones and headphones, iPods, and gaming devices will only be used as directed by instructors during instructional class time. If said devices are seen or heard being used improperly or at unapproved time, they will be confiscated.

1st Offense – Item will be confiscated and handed to student at the end of the school day.

2nd Offense – Item will be confiscated and handed to parent/guardian.

3rd Offense – Item will be confiscated for the remainder of the year and returned to parent June 30, 2015.

Quality Education Academy Bring Your Own Device Policy

AVAILABILITY OF ACCESS

Access to the District's wireless network, including the Internet, shall be made available to students, employees and members of the Board of Directors primarily for instructional and administrative

purposes and in accordance with administrative regulations. Limited personal use of the system shall be permitted if the use:

- Imposes no tangible cost to the District;
- Does not unduly burden the District's computer or network resources;
- Has no adverse effect on an employee's job performance or on a student's academic performance

Access to the District's electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to comply with such regulations and guidelines. Noncompliance with applicable regulations may result in suspension or termination of privileges and other disciplinary action consistent with District policies.

Violations of law may result in criminal prosecution as well as disciplinary action by the District.

- Computers

Just about any laptop or netbook is compatible with our network and acceptable. As long as the device has a working web browser, students will be able to access the tools they need. Windows-based, Apple, or Chromebook operating systems should work without issue.

- Software

Recommended browsers are Internet Explorer, Firefox, and Google Chrome. Service Packs 1 and 2 downloads are recommended.

- Mobile Devices

Mobile devices, such as iPads, Android Tablets, smart phones, iPods, and other devices will work on the network. Please remember that the use of these devices, as with any personally owned device, is strictly up to the administration.

- Network Connection

Students who cannot access the QEA network or who may have technical issues with their technology tool need to take care of this issue by working with the user's manual that came with the device outside of the classroom. These are not QEA devices and the district is not allocating resources at this time to troubleshoot issues. Some teachers may be knowledgeable in connecting your device and willing to help if time allows. You may also schedule a time with the Technology Administrator for help in connecting your device.

- Charging

It is the responsibility of the student to bring their device to school charged. Many teachers will be willing to allow students to charge their devices in their classrooms when they are not being used.

- Printing

Currently there is no printing option from a personally owned device. This might change in the future as we update the way the school's printers are configured and dispersed throughout the building. Until then students have the option of accessing their document from a school computer to print.

QEA will not be responsible for theft or damages to any personal device. QEA is only responsible for its devices and systems.

5.3 Internet Usage Policy

5.3.1 Introduction

It is the policy of Quality Education Academy to:

- (a) Prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications
- (b) Prevent unauthorized access and other unlawful online activity
- (c) Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors
- (d) Comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

5.3.2 Definitions

Key terms are as defined in the Children's Internet Protection Act.*

§ 132-1. "Public records" defined.

- (a) "Public record" or "public records" shall mean all documents, papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data-processing records, artifacts, or other documentary material, regardless of physical form or characteristics, made or received pursuant to law or ordinance in connection with the transaction of public business by any agency of North Carolina government or its subdivisions. Agency of North Carolina government or its

subdivisions shall mean and include every public office, public officer or official (State or local, elected or appointed), institution, board, commission, bureau, council, department, authority or other unit of government of the State or of any county, unit, special district or other political subdivision of government.

(b) The public records and public information compiled by the agencies of North Carolina government or its subdivisions are the property of the people. Therefore, it is the policy of this State that the people may obtain copies of their public records and public information free or at minimal cost unless otherwise specifically provided by law. As used herein, "minimal cost" shall mean the actual cost of reproducing the public record or public information. (1935, c. 265, s. 1; 1975, c. 787, s. 1; 1995, c. 388, s. 1.)

5.3.3 Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

To the extent practical, steps shall be taken to promote the safety and security of users of Quality Education Academy online computer networks when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

5.3.4 Inappropriate Network Usage/Supervision and Monitoring

It shall be the responsibility of all members of the Quality Education Academy staff to supervise and monitor usage of online computer networks and access to the Internet in accordance with this policy and the Children's Internet protection Act.

As required by the Children's Internet Protection Act, Quality Education Academy will educate minors

about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Technology and Information Coordinator or designated representatives.

CIPA DEFINITION OF TERMS:

TECHNOLOGY PROTECTION MEASURE. The term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are:

1. OBSCENE, as that term is defined in section 1460 of title 18, United States Code;
2. CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code; or
3. HARMFUL TO MINORS. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value to minors.

SEXUAL ACT; SEXUAL CONTACT. The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.

Quality Education Academy Employee Acceptable Use Guidelines

Please read the following carefully. Violations of the Acceptable Use Guidelines may cause an employee's access privileges to be revoked, School Board disciplinary action and/or appropriate legal action may be taken, up to and including employment termination.

Additional items that employees need to be aware of:

A. Staff must be aware that students have access to the Internet from all of the school system's computers. Teachers must use good judgment and closely supervise their students' use of the Internet. The School System uses filtering software to help prevent student access to inappropriate web sites. However, it is impossible to block access to all objectionable material. If a student decides to behave in an irresponsible manner, they may be able to access sites that contain materials that are inappropriate for

children or are not commensurate with community standards of decency. They should not be permitted to access sites unrelated to their assignment and should not be allowed to access game or other sites that could infect the computer with “Spyware”. Staff has much less internet filtering applied to their accounts and thus must be especially careful to review materials before displaying them to students.

B. Teachers should follow the guidelines below when allowing or directing students to do Internet searches.

Elementary: Students in grades K-5 may visit sites pre-selected by a teacher. However, other searches may only be done with teacher supervision.

Middle: Students in grades 6-8 may only perform unsupervised Internet searches using child-friendly search engines. A search using any other search engine must be conducted with teacher supervision.

High: If students in grades 9-12 use any search engines other than a child-friendly search engine, they must use the advanced search page of internet search engines in order to develop more reliable, useful, and relevant search results.

C. Any individual who is issued a password is required to keep it private and is not permitted to share it with anyone for any reason.

D. Never allow a student to log in with a staff member's user name and password. They will tell their friends what the password is and they will log in under the teacher name and look at private documents including e-mail and grades.

E. Be careful when entering your user name and password or changing your password. Students will try to look over your shoulder and steal this information.

F. Never allow a student to use a computer unless they are logged on under their own name (6-12 students may use a generic “classroom account or email” created by the school Technology Administrator).

G. Enforce the Acceptable Use Guidelines while supervising students. For example, students should not have access to a DOS prompt or other software applications not accessible through the student menu. It is the staff's responsibility to notify the administration and the Technology Administrator of any violation of the Acceptable Use Policy.

H. Do not allow students to go to computer labs unsupervised (if the school site has labs).

I. Treat student user names and passwords with confidentiality. Do not post a list of user names and passwords where all students can see them.

J. Users are responsible for the appropriate storage and backup of their data.

K. Staff should and may be required to change passwords every 90 days. Make sure any written password information is stored in a secure location. Do not leave passwords lying on your desk or in an unlocked drawer.

L. Substitute teachers should receive appropriate orientation including a review of the Acceptable Use Policy and Guidelines from the Technology Administrator.

M. Email accounts are provided to employees for professional purposes. Email accounts should not be used for personal gain or personal business activities. Broadcasting of unsolicited messages is prohibited. Examples of such broadcasts include chain letters, mail bombs, virus hoaxes, Spam mail (spreading email or postings without good purpose), and executable files. These types of email often contain viruses and can cause excessive network traffic or computing load. All employees must request permission from the building administrator before sending any messages to an entire school staff.

N. Employees must abide by Quality Education Academy's Web Site Posting guidelines when posting any materials to the web.

O. Employees are responsible for ensuring that any computers or computing devices, CDs, memory sticks, USB flash drives, or other forms of storage media that they bring in from outside the school are virus free and do not contain any unauthorized or inappropriate files. Employees are permitted to connect to the district network via the secure wireless connection provided by the school system, but all access must be in accordance with this Acceptable Use Policy. Employees are permitted to use their own computing devices to access the Internet via personal Wi-Fi accounts or by any manner other than connecting through the secure wireless connection provided by the school system.

5.3.5 Expectations for Communicating Electronically

Quality Education Academy (QEA) recognizes that today's students and parents engage in electronic forms of communication for their daily interactions with friends, family, and their larger social networks. QEA too has turned to e-mail, websites, blogs, text messaging, and use of public social media networks such as Twitter, Facebook, and others to communicate with similar groups. Whereas these forms of communications are dynamic, mobile, and quickly reach their audience through technologies that have become an integral part of our online lives, they may, in some circumstances, not meet the public and professional standards for communicating with students and parents.

QEA realizes that part of 21st century learning is adapting to the changing methods of communication. The importance of staff, students and parents engaging, collaborating, learning, and sharing in these

digital environments is a part of 21st century learning. To this aim, QEA has developed the Expectations for Communicating Electronically to provide direction for employees when participating in online social media activities. It is important to create an atmosphere of trust and individual accountability, keeping in mind that information produced by QEA employees is a reflection on the entire district. By accessing, creating or contributing to any blogs, wikis, or other social media for classroom or district use, you agree to abide by these expectations. Please read them carefully before posting or commenting on any blog or creating any classroom blog, wiki and/or podcast.

QEA will maintain an official social media presence using sites such as Facebook, Twitter and Linked In for each school in the district. These official pages will be designated with logos and language to maintain the branding of the schools and the system.

The expectations outlined in this document are designed for the purpose of:

1. Protecting the students, staff, and the District
2. Raising awareness of acceptable ways to use electronic communication tools when communicating with students and parents
3. Raising awareness of the positive and negative outcomes that may result in using these tools with students and parents.

The following is a set of expectations that all members of the QEA professional community will adhere to when communicating with students and parents electronically.

5.3.5(a) Acceptable Communications Methods

Staff can communicate directly with students and parents regarding information related to grades, attendance, comments, assignments, and much more. Staff can provide some of the same types of communication that public social media networks provide while also offering access to curriculum and learning resources beyond the classroom walls. This allows for effective online learning by supporting online discussions, secure chat rooms, online delivery of assessments, and the sharing of documents, images and other media, all in a secure, password protected environment.

District Email and Phone - Use of District email and phone is always a very appropriate way to communicate directly with students and parents. District email provides the staff member with a record of the communication. For this reason, district-provided email system (your name @queschools.org) and district-provided phone numbers and extensions should be used. Please refer to the Acceptable Use Policy for best practice guidelines in its use.

Websites and Educational Video – Within QEA, our middle and high school teachers are provided subject or curriculum team, and school-sponsored activities pages available to share information with students and parents. The website also has the ability to post blogs, surveys, calendar items, and news. Through the websites, staff can upload video using a variety of secure sources.

Social Media for Instructional Purposes – Any content staff members publish, pictures they post, or dialogue they maintain, whether in Facebook, Twitter, a blog, a discussion thread or other website should never compromise the professionalism, integrity and ethics in their role as a QEA professional.

5.3.5(b) Less Acceptable Communications Methods

Text Messaging - Nearly every student has a cell phone today and use of text messaging is rising sharply. This form of communication is typically between individuals and highly personal. Because texting is such a quick and convenient way of communication, a simple message may lead to an extended texting conversation that can get “off topic.” Therefore staff members should be aware that text messaging between a staff member and an individual student can easily be misinterpreted by a parent. If a staff member plans to use texting for immediate and urgent contact with students/team members, they must be transparent about such use. He/she must make parents aware at the beginning of the school year or season that he/she may use texting. A variety of instructional tools are available which take advantage of texting capabilities. Staff should always communicate with parents ahead of time regarding the use of such tools. All texts from the school staff may be used in legal proceedings and must always represent our professional teaching standards.

5.3.5(c) Unacceptable Communications Methods

Non-District Email, Instant Messaging and Phone Numbers – QEA employees should never use personal email accounts to communicate with students and parents about school matters.

5.3.5(d) Important Reminders: Social Media Sites for Personal Purposes

Staff members presently using social media sites, such as Facebook, to communicate with friends, family and their personal networks should ensure that their privacy settings are set to “Only Friends.” If the “Friends of Friends” or “Networks and Friends” settings are used, staff members open their content to a much larger group of people, including students and parents. Employees should not use their District email address or phone number for communications on

social media networks for personal accounts. Teachers are mentors and role models, not students' friends. Therefore, no teacher is permitted to accept "friend requests" of students. Students are allowed to "follow" staff on any public page they operate, however, there may be NO personal communication (IM, Inbox, etc.) between staff and student at any time. All e-mails from the school account may be used in legal proceedings and must always represent our professional teaching standards.

5.4 DOCUMENTING EMPLOYEE PERFORMANCE

Stage 1 – Informal Observations

1. Administrator receives report of employee misconduct from a student, parent, etc.
2. Administrator observes employee performance deficiency or misconduct.
3. Administrator talks with employee about complaint and/or observations.
4. Administrator investigates misconduct, as necessary.
5. Administrator makes mental, handwritten and/or computer notes regarding observations or incident.

Stage 2 - Placing Documents in the School Personnel File

6. Administrator asks parent or student to submit complaint in writing. The letter must be signed and dated. Date stamp document when received and ask someone to witness a student's signature, if possible.
7. Administrator drafts memo, which includes, at a minimum:
 - Name of Administrator
 - Name of employee
 - Date memo
 - Body of memo describing the incident and refer to any similar incidents in the past that have not been documented previously.
8. Administrator requires employee to sign and date document to acknowledge its receipt. If the employee refuses to sign and date the document, inform the employee that refusal to sign the memo to acknowledge its receipt is an act of insubordination and that recommendation will be made to the Board that the employee be suspended without pay pending an investigation into the employee's insubordination.

Stage 3 – Personnel File Maintenance

9. The administrator must give the employee notice that the employee has 2 days to submit a written response to the memo/complaint before it is placed in the personnel file

10. If the employee's conduct has improved, do not remove a previous memo/complaint letter. Add a new memo praising the employee for improving his/her performance.
11. Personal notes kept about an employee during the school year should be reviewed with the employee. An appropriate summary of the notes will be placed in a memo and placed in the personnel file along with or as part of the employee's evaluation.
12. During the course of the school year, the administrator shall place important memos and letters in each employee's personnel file.
13. Employee must be given a copy of all documents, and two days to submit a response to place in personnel file.

The employee may file a grievance if the employee believes the contents of the memo/complaint letter are invalid, irrelevant, outdated or false as provided by G.S. 115C.

Section 6 FLOWCHART OF RESPONSIBILITY AND ACCOUNTABILITY

CHIEF EXECUTIVE OFFICER

CHIEF DEVELOPMENT OFFICER
Marketing, PR, Enrollment, Staff Development

CHIEF FINANCIAL OFFICER
Business, Finance, Federal Programs, Licensure, Student Information

DEAN OF ACADEMICS and ACCOUNTABILITY
Exceptional Children, LEP, Testing, Federal Programs

HIGH SCHOOL LEADER
9th - 12th Leadership

MIDDLE SCHOOL LEADER
6th - 8th Leadership

ELEMENTARY SCHOOL LEADER
K - 5th Leadership

ATHLETICS LEADER
Athletics, Transportation, Recruiting, Facilities

QEA SUPPORT TEAM
Network Administration, Technology

QEA CHILD NUTRITION
Child Nutrition Program

GUIDANCE COUNSELOR
Counseling, Student Advocacy, Transcripts, Scholarships

STAFF/TEACHER TEAMS, STUDENT TEAMS
PARENT TEAMS

FRIENDS and SUPPORTERS of QEA TEAMS

The Quality Education Academy non-instructional team is not hierarchical, but a true team. Members of the team have major areas of expertise that correspond with their major areas of responsibility and accountability. The following schematic, though linear in visual representation, is not indicative of a hierarchy, but that of the flow of information.

Section 7 REGISTRATION OF STUDENTS

Each parent will be asked to complete an updated information sheet on students. It is very important that we have accurate information such as telephone numbers, addresses, and emergency information so we can reach someone quickly should there arise a need. Please put the teacher name on the information form and turn in to the Office Associate. A copy will be returned to you to keep in the classroom.

During the year as you learn of changes, give the changed information to the Office Associate in written form. ALL CHANGES SHOULD BE WRITTEN IN RED.

When students are brought to your room, greet them with a smile. Be sure they know you are glad to have them. If you have a question about their placement, ask later in the office, not in front of the student(s).

The Guidance Counselor will contact the school previously attended for his/her records. If you wish to know about the student's record, give the Guidance Counselor two weeks to obtain records.

Note student's first day of attendance in PowerSchool using method explained in training.

Section 8 WITHDRAWAL

If a parent notifies teacher or other staff member that their child will transfer to another school, the office associate should be notified. Office associate should obtain information such as name of child, grade, parent's name, parent's contact; verify mailing address and reason for exit. Office associate will then notify school administrator the same day providing the information from parent regarding the exit.

School administrator should contact the parent to confirm exit or gain a resolution to the problem. If parent confirms that they will continue with the exit of their child, a meeting should be scheduled to

complete the exit. Exit form should be sent to business office to verify whether or not money is owed. Exit form should then be returned to administrator for processing. (*See school form*)

If money is owed, school administrator should notify parent that all school records will be withheld until the balance is paid.

A copy of the final exit form should be returned to business office and to Power School data manager. Exit should be complete within three business days.

8.1 Access to Student Records

- Student's Current Regular Teacher
- Special Services Teachers
- Office Associate/Office Administrator, Instructional Assistant Working on Records,
- Guidance Counselor/Registrar, Social Worker, Psychologist or other support staff and Administrators
- Supervisors and Coordinator of Exceptional Child Program, and Supervisors and Coordinator of Instructional Staff

1. No student's records may be examined or inspected by persons other than the parent of the student except in the following cases:

- a. Teachers and school officials of the local administrative unit who have legitimate educational interests.
- b. Officials of other schools or school systems in which the student intends to enroll upon the condition that the parent or student be notified and given a copy of any portion of the records which are transferred to such other school or school system and have an opportunity for a hearing to challenge the content of the record.
- c. Authorized representatives of state and federal government who are determining eligibility of children for financial aid and/or monitoring programs.
- d. When required by a judicial order or any lawfully issued subpoena upon the condition that parents/students are notified in advance of the compliance.

2. All other persons may gain access to a student's record only with specific written consent of parent.

3. Student information may not be released to a third party without the consent of the parent/student

4. The parent or eligible student (18 years old) has the right to read, inspect or copy school records kept on the student. Upon request these records will be explained, interpreted or analyzed by the school staff.

5. The parent or eligible student has the right to a hearing to challenge the validity of the contents of school records.

6. The term “school records” does not include personal notes of teachers or professionals working with the child.

8.2 Homework

Homework assignments should be geared to the individual needs of students and should be used to cause the student to think creatively, to reinforce classroom instruction, and to complete unfinished classroom assignments. Homework assignments should be clear. Homework assignments should never be used for punitive purposes.

8.3 Meeting Special Needs of Students

There are programs in several areas in an attempt to meet the special needs of students.

1. Gifted/ Advanced
2. Hearing Impaired
3. Educable Mentally Disabled
4. Trainable Mentally Disabled
5. Severely and Profoundly Mentally Handicapped
6. Emotionally Handicapped/Educable Mentally Disabled
7. Orthopedically Impaired
8. Seriously Emotionally Disabled
9. Specific Learning Disabilities
10. Language Delayed
11. Visually Impaired
12. Behavioral Emotionally Impaired

It is crucial that students with special needs be identified early in their educational careers. It is also helpful to make the identification as early in the school year as possible in order to facilitate the certification process. Certification takes place after referral, testing, and evaluations. Once identification of a student with special needs has taken place, it is the responsibility of the school personnel to exhaust all resources in meeting those special services.

8.4 Responsibilities

Responsibilities of the Classroom Teacher

1. Awareness of programs for special needs.
2. Personalized Education Plan (P.E.P.) for each student. (*See school forms*)
3. Identify students with suspected special needs.
4. Seek assistance from support personnel. (Administrators, Special Educators)
5. Notify parents in writing that there is a concern with their child.
6. Refer student to Accountability Leader.
7. Meet with IEP Team.
8. Try modifications and interventions suggested by Team.

9. Team will refer student for testing if necessary.
10. If IEP Committee recommends psychological testing, psychological referral should be completed.
11. Parental permission must be obtained.
12. While waiting for testing, efforts should continue to meet the special needs of the student.
13. Review test results with IEP Committee.
14. If certification takes place, write the Individual Education Plan (IEP) with the assistance of the special educator or person assigned by the IEP Committee.
15. If an exceptional student is placed in the classroom for all or part of the day as the least restrictive environment, the teacher should:
 - a. Work with the special educator in meeting the special needs of the student.
 - b. Conduct periodic conferences with the special educator concerning the student
 - c. Assist students in accepting exceptional student like any other student in the class
 - d. Notify all specialists of EC designation

Responsibilities of School Support Personnel (Administrators and Staff)

1. Awareness of special needs of students.
2. Awareness of students identified with special needs.
3. Assistance to classroom teacher in identifying students with special needs.
4. Assistance to classroom teacher in meeting special needs in special area, for example, special seating arrangement in music, art, etc.
5. Serve as consultant to classroom teacher using expertise in certified area.
6. Assist students in accepting exceptional student like any other student in school.

Responsibilities of School Special Educator

1. Assist School Assistance Team.
2. Assist IEP Committee.
3. Provide staff awareness of special programs and assist teachers in identification process.
4. Serve as consultant to teachers with students having suspected or identified special needs.
5. Conduct periodic conferences with classroom teachers working with students with special needs.
6. Assist teachers in writing IEP for students identified.

Responsibilities of Student Support Team (SST)

1. Receive referral from teacher.
2. Notify parents of teacher's concerns.
3. Assist teacher with suggestions of intervention and modification.
4. Observe student in the classroom.

5. Monitor interventions and modifications.
6. Make recommendations to IEP (Individual Education Plan) Committee.

Responsibilities of IEP Committee

1. Receive referral information on students with special needs from school referral coordinator.
2. Explore in-school and system-wide resources to meet special needs of student.
3. Provide suggestions to teacher how to meet special needs of student.
4. Ensure that with parental permission, appropriate evaluations are obtained, interpreted to parents, and discussed by committee within the prescribed time frame.
5. Forward IEP Committee's recommendations for compliance review.
6. If special services are recommended, a conference is held with the student's parent(s) to explain the services and an Individual Education Plan (IEP) is developed by appropriate staff before placement. An annual review is completed to determine appropriateness of continuation of each student's program.

SECTION 9 PROCEDURES FOR RETENTION OF STUDENTS

The school operates to serve the best interest of the individual student. This should be kept in mind in every promotion or retention decision. Although there are certainly times in which retention is called for, much research seems to bear that retaining students often does as much harm as good. For this reason, the school needs to weigh carefully all factors in making a decision to promote or retain.

We believe that the following should be considered in the promotion/retention decision:

1. What is the chronological age of the student?
2. How mature is the child physically, socially and emotionally?
3. Has the student ever been retained?
4. Is the student one or more years behind in achievement?
5. Are we looking out for the best interests of the student if he/she is already one or more years behind his/her chronological age group to retain him/her a second or third time?
6. Will the student, (if promoted), lack the necessary concepts and skills to achieve at the next grade level; or will he/she be more successful if he/she repeats?
7. Has the student put forth a reasonable amount of effort?
8. Is truancy a problem?
9. Has the student gone through the Student Support Team?
SST referral should occur no later than February 1st.
10. How did the student perform on end of year assessments?

Teachers should communicate frequently with parents throughout the year when a problem exists. At the end of the SECOND QUARTER a certified retention letter is sent to all parents of children who may have difficulty being promoted. At the end of the THIRD QUARTER a letter is sent to these parents stating whether the problem has been resolved. During the third and fourth quarters the teacher should keep a record of all parental conversations. During the third quarter a conference between the Chief Development Officer or designee, teacher, and parent should be held. At that time a review of the categories of the “Light’s Retention Scale” should be submitted.

In the final analysis, the decision rests with the Chief Development Officer. The Chief Development Officer will confer with the student’s teachers and parents/guardians in making the decision. The final decision should always be determined by the answer to the question “Is the student going to benefit more by going on to the next level?” An appeal process will also be available for the student and parent(s).

Section 10 FIELD TRIPS (*See school forms*)

No student will be denied participating in a field trip without approval from Administrators.

Section 11 HEALTH AND SAFETY

11.1 Chemicals

After the disaster in Hamlet, N.C., the State has become much more stringent concerning safety. We are subject to large fines if any chemical (cleaning agent) is in the classroom. Remember, any product with a label reading “Keep out of the reach of children” (e.g. white board cleaner) should not be kept in your room unless under lock and key. Certain cleaning agents are required in the classroom for Pre-K and K.

11.2 Student Accidents

Report all student injuries to the office immediately using Quality Education Academy’s Incident Report. An incident report must be sent to the office.

We do not have the facilities or personnel to monitor sick students. Do not take a student to the office unless you feel they should go home due to suspicious rash, vomiting, diarrhea, and/or fever. If none of these symptoms exist, students should remain in the classroom. Never send a sick or injured student to the office unescorted. A general first aid supplies bag must be in each classroom. Please take these bags with you on trips away from the school, student activities, and on the playground.

11.3 Medication

Students requiring the use of prescription or non-prescription medication during the school day must have written request from physician on file in the office. The request must include the name of the

medication, purpose, dosage, and how administered. Never administer or allow a student to administer medication without these requirements being met. All medication will be stored and administered by the Office Associate at each level.

11.4 Information Regarding Sick Students

Teachers and/or adult designee must accompany students to the office/health room for the following reasons:

1. Suspected elevated temperature
2. Draining fall sores (Impetigo)
3. Severe abdominal pain
4. Nausea, vomiting and diarrhea (if persistent)
5. Pink-eye (Conjunctivitis)
6. Injury where there is swelling, severe pain, or question of sprain or broken bone
7. Injury where there is bleeding
8. Injury such as chipped tooth, etc.
9. Eye injury
10. Rash accompanied with fever
11. Bee stings
12. Head lice (contact office for class check)

Consult with Office Associate or designee regarding:

- A. Children who make frequent trips to office for health related issues.
- B. Children with chronic cough.
- C. A child with many vague complaints, such as headaches, stomach aches, etc.
- D. Any problem in which you are in doubt.

Section 12 EMERGENCY PLAN INSTRUCTIONS

12.1 Fire Drill Procedures

SIGNAL: A continuous sound of the bell and blinking alarm lights.

1. The teacher must be aware of the emergency exits.
2. The posted fire exits must be followed.
3. Teachers shall check these exits each morning to be sure they are unlocked, not blocked, and are available.
4. Teachers shall explain to their entire class the fire signal used at QEA.
5. Teachers are to appoint a captain to lead their students outside to a safe distance from the building.

6. Upon arrival outside the building, the teacher is to check the roll of his/her class and account for every student.
7. He or she shall be sure no one is left in the room.
8. Students and teachers are to remain silent until the all clear signal and walk at all times.
9. Students are not to stop to put on coats or clothing for any reason.
10. All personnel not assigned to fire drills are to leave the building. This includes principals, teachers, office workers, cafeteria staff, and maintenance workers.
11. Cafeteria personnel shall turn off all fires, ovens, and appliances before leaving the building.
12. All classes outside the building shall remain outside the building, in designated area, until the all clear is given.
13. Teachers shall ensure that these instructions are explained and understood by all students.

12.2 Weather Warnings Definitions

In order that actions recommended in this analysis are acted upon the correct time frame, the following storm warnings used by the Weather Bureau are defined in order of severity.

1. Severe Thunder Storm Watch - means that weather conditions are such that a severe thunderstorm may develop.
2. Severe Thunder Storm Warning - means that a severe thunderstorm has developed and will probably affect those areas stated in the weather bulletin.
3. Tornado Watch - means that weather conditions are such that a tornado may develop.
4. Tornado Warning - means that a tornado has been formed and sighted and may affect those areas stated in the bulletin.

12.3 Recommended Actions

1. Severe Thunder Storm Watch - review severe weather plan of operation.
2. Severe Thunder Storm Warning - relocate all students from modular to main school building:

The following safety directions should be observed:

- A. Be cautious, but don't be afraid. Stay indoors and keep informed.
- B. Stay away from electrical appliances while the storm is overhead.
- C. If lightning catches you outside, remember that it seeks the easiest not necessarily the shortest - distance between positive and negative centers. Keep yourself lower than the nearest highly conductive object, and maintain a safe distance from it.

3. Tornado Watch - weather conditions are such that a tornado may develop. A tornado warning means that a tornado has been formed and sighted. Action should be taken immediately. Once the administrator has received the signal, it will be his/her duty to notify the teachers, students, and others of appropriate action to take. If there is a tornado watch, the administrator should notify all teachers by visiting them personally or by handing notes, so that they can be alerted to the situation and ready to act immediately. If the watch should be changed to warning, there is no need at this time for the administrator or the teacher to inform students of the situation. However, there is a need for the principal to post lookouts.

12.4 Tornado Drill Procedures

1. WATCH: Weather Conditions are such that a tornado may develop

Office staff notifies teachers through phone speaker. Check your roll book and note where any child is if he/she is not with you. Calmly tell your students that there is to be a Tornado Drill and review procedures with them.

2. WARNING: A tornado has been sighted in the area

Designated alarm sound through P.A. system will notifies staff. Take your class to the assigned area (SILENTLY). Students should take only coats that they have at their desks. When the class reaches its designated shelter area, students should be instructed to assume the position practiced during prior drills with hands covering the back of the head. They should be positioned with the head toward the wall and back to the hallway. If available, coats and jackets can be used to cover heads, arms, and legs as a means of protection. Teachers check roll and account for each student.

Position of body:

- on knees
- bottoms as low as possible
- hands covering head, fingers interlocked behind neck
- heads toward the wall

If a class is in a special (music, art, etc.) at the time of the drill, the Specialist will stay with the class and the classroom teacher should also go to the location of his/her students.

12.5 Bomb Threats (See Safe Schools Plan)

The purpose of most bomb threats is to disrupt normal activity. The less excitement involved will probably help lessen the chances of reoccurrence.

This is confidential for teachers and for personnel information only. The procedures followed in the event we receive a bomb threat are delineated in our separate CRISIS PLAN.

1. Teachers should make a quick check of their assigned rooms or areas and report all unusual packages, boxes, bags, etc., to a member of administration.

2. Each teacher should select one or more students to lead the class to a safe area on far side of the church building (Lansing Drive side). The teacher should bring up the rear of the class. A minimum of 300 feet away from the building is considered a safe distance. In the event of code Blue the school must reconvene at safe site (*see Safe Schools Plan*)
3. If his/her classroom is next to a restroom or other vacant room, make sure these areas are checked for students.
4. The teacher should take the roll book and check attendance to make sure that no student is missing. If someone is missing, the Chief Development Officer or designee should be informed immediately.
5. The Chief Development Officer and/or designee(s) will check restrooms, hallways, closets, boiler room, etc. The secretary will check the office area.
6. An administrator will assist in checking empty rooms. Then they will go to the parking lot and assist in the supervision of students.
7. Cafeteria staff members will be responsible for checking their area and moving to a safe area.
8. Specialist will check their area and move to a safe area.
9. The Administrator or designee will telephone the proper authorities.
10. Do not return to your class in the building until you have been notified to do so.

12.6 Lockdown Procedures (*See Appendix C*)

This is the highest state of readiness that is activated when violence is occurring or is imminent on campus, or any other situation deemed by the police or school staff to warrant a total lockdown of the campus.

12.7 Bomb Threats Detachment

Tear this page from handbook when needed.

TEACHER CHECKLIST - FOR USE IN CASE OF BOMB THREAT (Use Appendix C)

To be completed upon request, detached
and returned to the office within five
(5) minutes.

Room No. _____

Teacher _____

Time _____

Date _____

DO NOT ANNOUNCE A BOMB THREAT TO YOUR CLASS.

SURVEY YOUR ROOM CAREFULLY, then respond to each question on the list. This checklist is designed to assist the teacher in checking the classroom for explosives. Your search will assist authorities in determining the explosives. Your search will assist authorities in determining the necessity of evacuating the building. If you feel your room and its contents are free from any foreign or suspicious objects, check the YES column. If a suspicious object is found, REPORT IT. DO NOT TOUCH, MOVE, OR JAR THE OBJECT or anything attached to it.

YES	NO	Did I check my room for any:
_____	_____	Extraneous wires or strings?
_____	_____	Packages?
_____	_____	Ticking sounds?
_____	_____	Lengths of pipe?
_____	_____	Dynamite caps or sticks?
_____	_____	Unexplained objects?
		Did I Look:
_____	_____	On the floor, around the baseboard?
_____	_____	On the walls, behind pictures, etc.?
_____	_____	On the ceiling, from suspended objects, etc.?
_____	_____	In the student and teacher desk?
_____	_____	Among the books, bookshelves, book bags and packages?
_____	_____	In the closets, storage areas, etc.?
_____	_____	To the best of my knowledge, this room is free from any foreign articles that could contain explosives

Section 13 CRIMINAL BACKGROUND CHECK POLICY

This document is to inform you, as part of our procedure for determining your eligibility to be and/or remain employed by Quality Education Academy, your criminal history record may be obtained. Quality Education Academy will NOT be reviewing your credit report, which contains your credit history and score, and could do so only if we obtain a separate authorization from you for this purpose. Note, however, the Fair Credit Reporting Act (“FCRA”), despite its name, still governs background checks solely seeking criminal history records.

- 1.) I hereby consent to and authorize Quality Education Academy to obtain one or more criminal history reports (these reports may be of the type governed by the FCRA) on me in connection with my potential and/or continued employment with Quality Education Academy. Such criminal history reports include information regarding my criminal records and my driving record.
- 2.) I understand that agencies from which these criminal history reports may be sought will be third-party vendors. These vendors may be of the type governed by the FCRA.
- 3.) I also understand this authorization, in original or copy form, shall be valid for this and any future criminal history reports or updates requested in connection with my employment by Quality Education Academy, including criminal history reports conducted on a daily, periodic, selective, random or rotating basis once hired.
- 4.) I understand that Quality Education Academy has the right to review the results of my criminal history report, and to make decisions regarding my suitability for employment/continued employment based on facts to include but not limited to any convictions recorded.
- 5.) I acknowledge I have read the information contained on this form carefully and certify all of the information completed by me on the attached data sheet and as contained in my application for employment with Quality Education Academy (and any attachments to it) were and are true and complete to the best of my knowledge.
- 6.) I understand any omission of fact or false or misleading information given in this background check authorization and data form (and any attachments to it), and as contained in my application for employment with Quality Education Academy (and any attachments to it), may result in suspension or discharge, as applicable.
- 7.) I understand Quality Education Academy’s conditions for employment requires me to report to Human Resources and/or my Supervisor any future arrests, charges or convictions that may occur during my employment. I understand such reports must occur within five (5) business days of occurrence.

Date: _____

Signature: _____

Printed Name: _____

I understand my signature authorizes Quality Education Academy to conduct a criminal background check.

By signing this agreement with QEA:

- I will accept the primary responsibility of ensuring that I will adhere to the QEA Staff Policies and Procedures.
- I will abide by all rules and policies that support the decisions of QEA and will do so with a positive, appropriate attitude.
- I will treat all students, faculty, and staff in a courteous, respectful manner. If I/we have any concerns regarding school policies, procedures, or actions, I/we will address them in a courteous and respectful manner.
- I will refrain from malicious, destructive behavior including "parking lot gossip" or any conversation that does not edify our school.

Employee Name (Print)	Signature	Date
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