



# ***STEWART CREEK HIGH SCHOOL***

*Tuition Free Public Charter School*

*The North Carolina High School for Accelerated Learning, Inc., dba STEWART CREEK HIGH SCHOOL is dedicated to helping at-risk students earn a standard high school diploma and prepare for post-secondary success.*

*Pursuant to Article IX, Section 2, of the North Carolina Constitution and Article 14A of Chapter 115C of the North Carolina General Statute, a Charter School is a public school and shall be accessible to all North Carolina students eligible to attend public schools under G.S. 115C-218.45(a).*

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Charlotte, NC 28208**

## **2023-2024 STUDENT / PARENT HANDBOOK**

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# Table of Contents

<b>Introduction</b> .....	<b>3</b>
<b>Admission Information</b>	
Enrollment .....	<b>3</b>
Fees .....	<b>3</b>
Non-Discrimination Policy .....	<b>4</b>
<b>Parent Rights / Student Responsibilities</b>	
Records, Responsibilities and Rights .....	<b>4</b>
Academic Dishonesty Policy .....	<b>5</b>
Concerns – Dispute Resolution .....	<b>6</b>
Attendance Policy .....	<b>7</b>
Tardy Policy .....	<b>9</b>
Loitering .....	<b>10</b>
Dress Code .....	<b>10</b>
Electronic Devices .....	<b>11</b>
Internet Usage .....	<b>11</b>
Code of Conduct .....	<b>11</b>
Suspensions .....	<b>14</b>
Change of Personal Contact Information .....	<b>14</b>
Bullying .....	<b>15</b>
<b>Academics</b>	
The Curriculum .....	<b>16</b>
Academic Sessions .....	<b>16</b>
Grading .....	<b>16</b>
Due Date and Deadline Policy .....	<b>17</b>
Progress Reports .....	<b>18</b>
Promotion / Grade Levels .....	<b>18</b>
Conferences / Open House .....	<b>18</b>
Transferring Credits .....	<b>18</b>
Graduation Requirements .....	<b>19</b>
<b>School Facilities</b>	
School Location .....	<b>19</b>
Hours of Operation .....	<b>19</b>
Smoking / Eating .....	<b>19</b>
Parking .....	<b>19</b>
Transportation .....	<b>19</b>
Visitors .....	<b>20</b>
Emergency Phone Calls .....	<b>20</b>
<b>Safety</b>	
Fire Alarms .....	<b>20</b>
Weather-Related Closings .....	<b>21</b>
Reporting Injuries .....	<b>21</b>
Harassment .....	<b>21</b>
Drug-Free School .....	<b>24</b>
Lost and Found .....	<b>24</b>
Non-Custodial Parents .....	<b>24</b>
Student-Parent Contract .....	<b>25</b>

# Introduction

Students who attend the school develop important academic and life skills such as critical thinking, reasoning, problem-solving, personal communication, and listening skills which will allow them to be successful on the job and in life.

Our students graduate from high school well prepared to live as a productive and responsible citizen in their communities. They leave feeling confident of their abilities and prepared to find a good job, enter a trade or an apprenticeship, or attend a post-secondary program.

Students in the school will be all that they can be! They work hard and learn to give their best effort on their own behalf. Everyone is treated with respect. We require and demand a commitment from each student, not just in following the school rules, but also in working to make each student the best person he/she can be.

## Admission / Enrollment Information

### A. Admission / Enrollment

1. Any student who is qualified under the laws of this State for admission to a public school is qualified for admission to the School. Students may submit applications throughout the year at the school, and will be admitted regardless of race, gender, ethnicity, religion, disability, or national origin.
2. Interested students must apply online at [www.stewartcreekhs.com](http://www.stewartcreekhs.com) or complete an application and return it to the school office staff. If the student has a copy of his/her transcripts or other records, these should also be attached. If the student does not have a copy of his/her transcripts, the student and/or the parent/guardian will need to sign a "Request for Records" form. These records will only be used to verify existing credits.
3. Within five working days, the student will be notified of their enrollment status. If accepted, the student and parent will complete all subsequent admissions paperwork and sign a student contract. The student will be assigned an academic class and session, based upon availability.
4. A skills assessment test will be scheduled as part of new student orientation.
5. The School operates 200 student days each year and attempts to closely mirror the Charlotte-Mecklenburg Schools (CMS) calendar relating to holidays. It is an expectation that all students attend school on a regular basis. Failure to attend school regularly and throughout the entire school year may result in withdrawal or initiation of truancy procedures. Please refer to the attached instructional calendar for information on expected days of attendance.

### B. Fees

There is no registration fee or tuition of any kind.

## **C. Non-Discrimination Policy**

The school does not discriminate against any person, regardless of a person's religion, national origin, age, race, creed, color, disability, condition, sexual orientation, or gender.

## **Parent Rights / Student Responsibilities**

The school is committed to accomplishing its mission and providing a safe and respectful learning environment for all students. We do not tolerate any actions from students, parents, staff or visitors that in any way interfere with the delivery of educational services, jeopardize the health, safety, and wellbeing of any member of the school community, or threaten the integrity and stability of the school and its reputation. As such, all students and parents/guardians are encouraged to understand their rights as defined in this handbook and are required to meet the responsibilities defined in this handbook.

### **A. Student Records Rights**

1. Parents have the right to review the minor student's education records within 45 days of the day the school receives a request for access.
2. Parents have the right to request the amendment of the minor student's education record if the record is believed to be inaccurate or misleading.
3. Students are protected by laws that prohibit releasing personally identifiable information (other than directory information) from the student's education record, without the consent of the parent, guardian, or eligible student, to anyone who is not legally authorized to receive such information. "Eligible students" are those 18 years of age or over and who are enrolled in Stewart Creek High School.

### **B. Student Responsibilities**

All students share with the administration and staff a responsibility to develop a safe learning environment within school. Students shall have the responsibility to:

1. Be on time and attend school daily in accordance with the annual instructional calendar.
2. Put forth a conscientious effort in all school assignments to include integrity of all work products.
3. Have knowledge of and conform to the school rules and regulations and applicable laws.
4. Use appropriate speech refraining from disrespectful, indecent, obscene, or foul language; and,
5. Report to school staff any incidents or activities that may threaten any person or may disrupt the educational environment.

## **C. Students shall have the right to . . .**

1. A public-school education up to 21 years of age or upon graduation; whichever occurs first.
2. Not be excluded from school or from school privileges because the student is married, pregnant, has a disability, is eligible for special education services and programs or because of race, gender, color religion, sexual orientation (known or perceived), or national origin.
3. Not be the subject of corporal punishment.
4. Request and receive interpretation and translation assistance for school-related matters if English is not their primary language.

## **D. Parents/Guardians Responsibilities**

1. Ensure that their children attend school regularly in accordance with the laws of the State of North Carolina.
2. Enroll their child in another school if he/she withdraws from this school.
3. Present to the school administration any concern or complaint in a calm, reasonable manner.
4. Work with their child daily to ensure that the student is completing assignments.
5. Know the rules set forth in this handbook under section M and review the contents with their child(ren).
6. Ensure that their child complies with all required testing and assessments.
7. Ensure that their child receives all vaccinations and periodic health examinations that are required by law.

## **E. Parent / Guardian shall have the right to . . .**

1. Receive regular official reports of their child's academic progress.
2. Inspect, copy, and according to the appropriate guidelines, all information contained in their child's records.
3. Request and receive an explanation for the basis of any grade given by a teacher.
4. Request a conference with a teacher and/or the principal/school administrator.
5. Receive translations and/or interpretations of any written or verbal communications regarding their child and their child's education.
6. Receive reasonable accommodations for any disability upon request for such accommodation and proof of medical necessity.

## **F. Academic Dishonesty Policy**

Academic integrity is highly valued at our school. Incidents involving plagiarism and cheating are serious offenses that warrant immediate administrative attention. Students are required to submit original work. They are obligated to cite the sources of all references they use. See also Student Responsibilities for additional information regarding this policy. An online resource is used to verify plagiarism within assignments.

### **1. Non-Citation Infraction**

Should a student be determined to have violated the Academic Dishonesty Policy by failing to cite the words (or paraphrased words) of another person, thereby representing such work as authentically their own, the following consequences shall be applied:

1st incident = requirement to resubmit assignment(s) and parent conference

2nd incident = parent, teacher, and administrator conference, possible grade of zero on assignment and administrative review of student coursework potentially resulting in requirement to retake the full course in question.

## **2. Citation Infraction**

Should a student be determined to have violated the Academic Dishonesty Policy by inaccurately citing the words of another, the following consequences shall be applied:

1st incident - counseling on correct use of citations and opportunity to re-do assignment, parent conference.

2nd incident - parent, teacher, and administrator conference, possible grade of zero on assignment and administrative review of student coursework potentially resulting in requirement to retake the full course in question.

Factors used to determine whether a student will receive a zero or be required to retake the full course for academic dishonesty include:

- The severity of the offense - The amount of work involved, and the impact the assignment has on the student's grade.
- Student's Intent – The student deliberately intended to inaccurately cite the words of another. The inaccurate citation was not a mistake or the result of ignorance or carelessness.
- Student's Prior Academic Record- The student has been disciplined for academic dishonesty in the past. The frequency and seriousness of the past instances of academic dishonesty will be evaluated.

The specific penalty imposed will depend on the severity of the offense, the student's intent, and the student's prior academic record.

Students are responsible for their own work on all assessments and final exams. Students are not allowed to use notes, quizzes, or textbooks on unit tests and final exams, unless otherwise indicated in an IEP or at the explicit direction of the content area teacher. Students are not allowed to share work with other students on assessments or final exams. Unless otherwise noted, tests and quizzes are not "open-book" assignments. If a student does not complete his own work or shares his work with others on unit tests and/or final exams, he/she will not receive credit for the work. He/she faces the risk of disciplinary action in accordance with the district's code of conduct.

## **G. Concerns / Dispute Resolution**

For the purposes of this policy, a grievance is a written complaint regarding specific decisions made by school personnel that have adversely impacted the student. Disputes with parents/ guardians will be handled in a professional manner, with dignity and respect.

Complaints/grievances about the School should be registered with the Principal or Assistant Principal (administrator) within ten (10) school days after the event that serves the basis for the complaint/grievance. The Principal or Assistant Principal will determine the nature of the complaint / grievance and begin collecting all the relevant information and data. The administrator will, within five (5) school days of receiving the complaint, call a meeting with the parent/guardian to discuss the complaint. In no more than three (3) school days after the meeting, the administrator will give his decision in writing to the parent/guardian.

Depending on the nature and severity of the complaint / grievance, or if the parent or guardian is not satisfied with the resolution provided by the School, the administrator may inform the Governing Board Chair of the complaint and the plan to address the complaint. If a parent/guardian has a complaint about the Principal, the parent may submit their written complaint/grievance to the Vice President of Operations of the School's Education Management Organization, ALS Education, LLC (ALS). The Vice President or designee will review the grievance and supporting documentation and will interview any persons necessary to render a written decision within ten (10) school days after receipt of the grievance.

If the parent or guardian is not satisfied with the resolution provided by the Principal and ALS, the parent/guardian may appeal to the Board Chair within ten (10) school days after receiving the response from ALS. The Executive Committee of the Board will review the complaint/grievance at the next regularly scheduled Executive Committee meeting or full Board meeting that first occurs at least three (3) days after receipt of the complaint/grievance. The Board will communicate the outcome of the grievance within five (5) business days after the Board meeting.

The Board shall have final authority to hear and decide on actions as a result of parental concerns.

Additionally, parents/guardians are always welcome to attend Board meetings. Public notices for these meetings are placed on the front door of the school and are posted in the "Governing Board" section at [www.stewartcreekhs.com](http://www.stewartcreekhs.com). Parents are welcome to voice comments / concerns / recommendations during the Public Comment period of any meeting of the Board.

## **H. Attendance Policy**

All students attending the school are expected to attend school daily for the full duration of their academic session.

Students must sign a daily attendance roster in the classroom upon entry each day. These signatures are maintained as official attendance records. Students who fail to attend consistently are at risk of delaying graduation progress, being withdrawn from the school, or face legal truancy processing as defined by state and local policy.

If a student must be absent from school, the student or parent/guardian must contact the school on the day of the absence and follow-up with appropriate documentation to support the absence.

The school expects students to be in attendance for the entire session and recommends that students stay extra sessions when time and space permits. A consistent pattern of failure to remain for the full duration of the assigned session will negatively impact student progress and may be grounds for student withdrawal from the school.

Any extenuating circumstance that may impact a student's ability to attend school regularly, on-time and for a full session should be addressed proactively with the school principal and advisory teacher. The school will work collaboratively with students and parents to help address obstacles to meeting these attendance expectations. Students that are employed should work with their employer to ensure that work schedules do not interfere with school schedules. If assistance is needed in addressing this request with an employer, the school Career Coach can be called upon to assist.

### **Excused (Lawful) Absences**

An excused absence or tardy may be granted if the student is not in school for any of the following reasons:

1. **Illness or Injury:** When the absence results from illness or injury which prevents the student from being physically able to attend school.
2. **Quarantine:** When isolation of the student is ordered by the local health officer or by the State Board of Health.
3. **Death in the Immediate Family:** When the absence results from the death of a member of the immediate family of the student. For this regulation, the immediate family of a student includes, but is not necessarily limited to, grandparents, parents, children, brothers, and sisters.
4. **Medical or Dental Appointments:** When the absence results from a medical or dental appointment of a student.
5. **Court or Administrative Proceedings:** When the absence results from the attendance of a student at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness.
6. **Religious Observance:** The School Principal shall authorize a minimum of two (2) excused absences each academic year for religious observances required by faith of a student or a student's parents or legal guardians. The student shall be given the opportunity to make up any tests or other work missed due to this excused absence. G.S. 115C-379. The parent or legal guardian shall provide a written request for a religious observance at least five (5) school days prior to the religious observance.

7. Educational Opportunity: When it is demonstrated that the purpose of the absence is to take advantage of a valid education opportunity, such as travel. Approval for such an absence must be granted prior to the absence. This would include, but is not limited to, a student serving as a legislative page or a governor's page.
8. School Board Policy: Temporary or occasional absences for other reasons in accordance with School board policies, provided that the student has been in attendance for at least one-half of a school day during the current school year.
9. Absence related to military leave: - The principal shall authorize a minimum of two (2) excused absences each academic year, if all of the following conditions are met.
  - a. The student's parent or legal guardian is an active-duty member of the uniformed services.
  - b. The student's parent or legal guardian has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting; and
  - c. The student is not identified by the school as at risk of academic failure because of unexcused absences.

The parent or legal guardian shall provide a written request for military leave at least five (5) school days prior to the military leave.
10. Pregnant and parenting students: Absences due to pregnancy and related conditions for the length of time the student's physician finds medically necessary and due to the illness or medical appointment during school hours of a child of whom the student is the custodial parent are to be coded excused (lawful). (G.S. 115C-375.5)

All absences will count against the average daily attendance percentage.

Excused absences, even with the appropriate verifiable documentation, will count against the student's average daily attendance percentage. Additionally, any prolonged absence due to illness, will only be coded as excused with documented evidence from a health care provider.

### **Unlawful Absences**

For students who are entitled to attend public school and who have enrolled in a public school, *unlawful* absence is defined as:

1. A student's willful absence from school with or without the knowledge of the parent; or
2. A student's absence from school for any reason other than those listed under "Excused Absences."
3. When students are not permitted to attend school because they lack proper immunization.

## **I. Tardy Policy**

For security reasons, the student entry doors to the school campus remain locked until the beginning of each instructional session, e.g., 7:30AM and 12:00PM.

Upon start of their assigned instructional session, students must immediately proceed to the student entry and then to their assigned advisory classroom to sign in. Any student signing in more than 15 minutes after the start of the instructional session will be marked tardy for the day. If a student is going to be more than 15 minutes late for his or her scheduled session, the student or parent is expected to call the school to inform them and to determine whether participating in an alternate session is recommended.

Students arriving more than 30 minutes late for their session may be required to sign-in at the main office and meet with the school Principal or designee prior to reporting to class.

Chronic tardiness will negatively impact student progress and may result in disciplinary action up to and including possible withdrawal. Any extenuating circumstance that may impact a student's ability to arrive at school on-time should be addressed proactively with the school principal and advisory teacher. The school will work collaboratively with students and parents to help address obstacles to meeting these attendance expectations.

## **J. Loitering**

Students loitering on school property or proximity after their instructional session begins face disciplinary action up to and including potential dismissal from the school should the behavior continue despite redirection. Should this behavior occur, the school will inform the parent/guardian and request a meeting to address the concern.

## **K. Dress Code**

Students are expected to dress appropriately when attending school. Students should not wear immodest, suggestive, vulgar, obscene or distracting attire.

Additional dress code expectations for all students:

- ❖ Head coverings shall not be worn in the building unless required for religious observance or health-related reasons. This includes wearing hoodies over the head.
- ❖ Garments or jewelry that display or suggest sexual, vulgar, drug, gang, weapons, or alcohol-related wording or graphics, or that provoke or may tend to provoke violence or disruption in the school, shall not be worn.
- ❖ Tube tops, spaghetti straps, or similar type of clothing may only be worn with a blouse or cover shirt.
- ❖ Clothing exposing the torso or the midriff, either front, back, or sides shall not be worn.
- ❖ Underwear shall not be visible.
- ❖ Clothing shall not expose the mid-chest area.
- ❖ Clothing not properly fastened or with tears that are indecent shall not be worn.
- ❖ Clothing designed as undergarments or sleepwear shall not be worn as outer garments.

- ❖ All pants and shorts shall be secured at the waist. Hemlines shall be no shorter than fingertip length for all shorts, skirts, and dresses.
- ❖ Shoes shall be worn. Skate tennis shoes and bedroom slippers are unacceptable and are not allowed.
- ❖ Each student must maintain a neat, clean, and professional appearance as determined by the school principal always.

The Principal or his/her designee reserves the right to make exceptions to the dress code based on a student's physical disability or other conditions. Students not conforming to the dress code may not be admitted to school and will be deemed absent unexcused. If an identified dress code violation is remedied, the student may return to complete their session or attend an alternate session contingent upon seat availability.

## **L. Electronic Devices**

The following guidelines are in effect to minimize distractions in the school and classrooms.

1. All cell phones and any other personal electronic devices, including but not limited to music devices, hands-free devices, portable games, and touch screen devices, will be collected upon entry and held until dismissal. These items are not permitted in the classroom.
2. Students who violate the school electronic device policy by bringing a device into a classroom are subject to disciplinary action.

Since the school is not responsible for loss or damage of these items, it is our strong recommendation that they are not brought on campus.

## **M. Internet Use**

The school's instructional technology resources, including messaging platforms and internet access, are designed, and provided for educational use only. Students will be required to review and sign an Acceptable Use Policy as part of new student orientation. Students who violate the policy are subject to disciplinary action to include a parent conference for first infraction, out-of-school suspension for a second infraction and potential withdrawal from the school for a third or continued infractions.

## **N. Code of Conduct**

The school recognizes that a positive learning environment cannot exist without maintaining order and discipline conducive to learning. This Code of Conduct is intended to ensure that all students and parent/guardians understand the expectations concerning acceptable behavior and the consequences for failing to meet these expectations. All students hold the responsibility of supporting a respectful and positive environment within the school, on school property, and at any school sponsored event.

All students at the school are required to know and follow this Code of Conduct. When students do not follow the rules, they are expected to accept the consequences.

Corporal punishment is not permitted. No employee should threaten, inflict or cause to be inflicted, unreasonable, irrational, or inappropriate force upon a student. All employees are trained in the “Handle With Care” Behavior Management System and are expected to act consistent with “Handle With Care.” Handle With Care provides de-escalation protocols and the appropriate use of physical restraint skills to prevent harm to themselves or others.

The rules of the Code of Conduct apply to any conduct whether the student is:

1. On school grounds during the school day or immediately before or after school hours.
2. On school grounds at any other time when the school is being used by a school group.
3. On or off school grounds at any school activity, school function, or school event; or
4. Off school grounds but engaged in activity that materially interferes with one or more school activities, creates or is likely to create a substantial disruption to the school environment, or impacts the health or safety of other students, staff or visitors.

Under Stewart Creek’s Code of Conduct, the following definitions will apply:

- ❖ **Student:** a person – adult or minor – enrolled in the School.
- ❖ **Parent:** (a) an official caregiver or a minor child, including but not limited to mother, father, stepparent, grandparent, or court-appointed guardian, including DHS workers and/or group home employees as identified at the time of admission or amended in writing thereafter, or an emancipated minor (proof required).  
  
(b) for young adult students aged 18-20, parent or guardian with whom the student currently resides.  
  
(c) for married and independent adult students aged 18-20 and for all students aged 21 or older, the student him-/herself.
- ❖ **Married:** the legal spouse of a student, as expressed in a marriage certificate of any state, the Commonwealth of Puerto Rico, or any sovereign nation.
- ❖ **Principal:** includes the principal and the principal’s designee

The following behaviors are considered **offenses** at the school and will result in corrective action up to and including a suspension or dismissal, at the discretion of the Principal:

- i. **Truancy** – absent without permission.
- ii. **Dress code violation** – not dressed according to the school’s dress code.
- iii. **Disruption** – interfering with school policies or classroom routine.
- iv. **Cheating** – copying someone else’s work or in any way trying to take credit for work not done by the student him-/herself.
- v. **Profane language** – use of obscene or vulgar language

- vi. **Sexual Misconduct** – improper public display of affection in the school building or at any school-related activity.
- vii. **Smoking** – smoking in the school building or on school grounds.
- viii. **Sleeping** – activity which results in the student’s non-performance.
- ix. **Disobedience of the lawful instructions of a staff member** – Failure to obey the lawful instructions of an Administrator, teacher, instructional aide, or other staff member of the school.
- x. **Out of Bounds** –Loitering in any part of the building or on the grounds (including the restrooms, parking lot, classrooms, or offices) without explicit permission from an appropriate authority.
- xi. **Possession of acceptable / prohibited items** – Having in possession any item identified as prohibited or inappropriate/unsafe within a school environment. See policies for electronic devices, Drugs, Weapons, and Food and Drink described in other sections of the handbook.
- xii. **Incompletion of assigned activities** – failure to finish academic work.
- xiii. **Failure to provide name and identification to school employees** – refusal to provide the school staff with the student’s name, identification, or other necessary information including, but not limited to, current telephone number, address, etc.
- xiv. **Theft** – taking the property of another without right or permission.
- xv. **Fighting or violence** – engaging in physical contact or any behavior with one or more students with the intent to cause harm or that results in harm.
- xvi. **Vandalism** – willful destruction of school or student property.
- xvii. **Gang Activity** – Students are prohibited from engaging in gang activity. A gang is any group of 2 or more people whose purpose includes the commission of illegal acts. No student shall engage in any gang activity, including but not limited to:

Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other things that are evidence of membership or affiliation in any gang;

Committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or handshakes) showing membership or affiliation in a gang; and

Using any speech or committing any act or omission in furtherance of any gang or gang activity, including but not limited to: (a) soliciting others for membership in any gangs, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of school district policies, (d) inciting other students to act with physical violence upon any other person.

- xviii. **False Fire/Bomb Alarm** – Knowingly and willfully make false reports or statements, whether orally or in writing, of a serious crime in progress (e.g., Knowingly and willfully) make false reports or statements, whether orally or in writing, of a serious crime in progress (e.g., swatting, bomb threat
  - a. **Arson or Attempted Arson** – setting fire, or attempting to set fire, to any school or building property.
  - b. **Drugs and Alcohol** – the use, possession, concealment, sale, or transmission of any drug, alcoholic beverage, or other illegal or controlled substance.

- c. **Dangerous or Illegal Instruments** – the use, possession, concealment, sale, or transmission of any dangerous or illegal instruments, including but not limited to weapons, fireworks, etc.
  - d. **Destruction or intentional harm to person or property.**
  - e. **Disrespect of the rights of others or another’s property** – willful destruction of property, including staff and students.
- xix. **Conduct which endangers others** – any form of physical contact which has the potential to cause bodily harm to self or others, including but not limited to horseplay and throwing objects

## O. Suspensions

General guidelines for suspensions are as follows:

- a. The Principal shall have authority to impose short-term suspension on a student who willfully engages in conduct that violates a provision of the Code of Student Conduct authorizing short-term suspension. No single suspension shall exceed ten school days without board approval.
- b. Before imposing a short-term suspension, the principal must give oral or written notice of the charges warranting short-term suspension to the student. The principal must also allow an informal hearing that gives the student the opportunity to respond to the charges, which can be held immediately after notice of the charges. The student shall have a right to be present, to be informed of the charges and the basis for the accusation(s), and the opportunity to provide statements in defense or statements that mitigate the charges. In the event the student’s presence creates a direct and immediate threat to the safety of other students or staff or substantially disrupts the school environment, the principal may impose a short-term suspension without the informal hearing, and the informal hearing shall take place as soon as practicable.
- c. A written notice of the suspension shall be sent, or given to the parent/guardian by the end of the workday in which the suspension is imposed, if reasonably possible, but by no later than two days after the suspension has been imposed. The written notice shall include the reasons for the suspension, a description of the alleged conduct that serves as the basis for the suspension, and the specification of the Code of Conduct violation authorizing short-term suspension. Short-term suspensions are not subject to appeal.
- d. If English is the second language of the parent, the notice shall be provided in the parent’s primary language, when the appropriate foreign language resources are readily available. The written notice shall be provided in English and in the parent’s primary language.
- e. The school understands that only the Board of Directors can make the decision to expel a student and will cooperate with the Board of Directors regarding any potential expulsion proceedings that result from code of conduct infractions rising to this level of consequence.

## P. Change of Personal Contact Information

It is the parent’s responsibility to inform the school of any change of information regarding home address, telephone number(s) or other contact information as soon as possible.

## Q. Bullying

Consistent with G.S. 115C-218.75(c), the school does not tolerate bullying of any type. All students and employees have the right to feel respected, safe, and secure while participating in school and school related activities. The school's policy and procedures require that:

- ❖ All incidents of bullying are reported to the Principal or Assistant Principal.
- ❖ All allegations of bullying are investigated in a timely manner.
- ❖ Parents of both parties (the alleged bully and the target) are notified that the investigation is occurring.
- ❖ Parents are notified of the outcome of the investigation.
- ❖ Interventions and disciplinary consequences will be provided to a student who has committed an act (or acts) of bullying.
- ❖ The student who is the target of the behavior receives appropriate interventions and follow-up as per the school administration and student services team.

Bullying includes cyber bullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve, but is not limited to:

- ❖ Teasing
- ❖ Threat
- ❖ Stalking
- ❖ Theft
- ❖ Destruction of property
- ❖ Intimidation
- ❖ Physical violence
- ❖ Public or private humiliation
- ❖ Cyber bullying
- ❖ Sexual, religious, or racial harassment

Examples of conduct which may constitute bullying or harassment include:

- ❖ Graffiti containing derogatory offensive language.
- ❖ Repetitive name calling, jokes, or rumors with the intent to cause harm.
- ❖ Harmful threats or conduct directed at another student or staff because of one's race, color, religion, ethnicity, national origin, disability, sexual orientation, gender identity, or personal attributes.
- ❖ Racial slurs, negative stereotypes and hostile acts based on one's personal attributes.
- ❖ A physical act of aggression or assault upon another because of, or in a manner reasonably related to, race, color, religion, ethnicity, national origin, disability, sexual orientation, gender identity, or personal attributes.
- ❖ Other aggressive conduct such as theft or damage to property which is motivated by one's race, color, religion, national origin, ethnicity, sexual orientation, gender identity or disability.

# Academics

## A. The Curriculum

The curriculum is a combination of academics, life skills preparation, and workplace training. Each student works on an individualized computer program, participates in small group sessions, and completes independent work to earn credits for graduation and pass required state tests. Students will also have access to the Internet for their academic lessons and vocational exploration. The school provides instructor-led teaching in all subject matters for the purposes of teaching, evaluating, and helping the students throughout the duration of the course. One-on-one tutoring is available as needed.

Students receive an Individual Graduation Plan (IGP) based upon their academic needs and vocational/employment plans. A Career Coach will work with each student to assist with job placement, vocational opportunities, and career advancement. Students will receive a teacher's grading standard and course description for each assigned course and will take part in basic skills remediation and enrichment in accordance with their needs. Students are expected to be cooperative and make every effort to master course material. Students will be notified when work progress and product is unsatisfactory.

## B. Academic Sessions

Students are required to attend at least one academic session per day, Monday through Friday, based on their selected session and subject to space availability:

Session I	7:30 a.m. – 11:30 a.m.
Session II	12:00 p.m. – 4:00 p.m.

Students may elect to attend more than one session per day contingent upon space availability and approval from their advisory teacher. Students/parents may request a change in assigned session on any given instructional day by making a request to their advisory teacher. Permission to attend a non-assigned session is contingent upon space availability with first preference given to students assigned to the session. If student/parent request a permanent change in academic session but space is not available, they will be placed on a wait list and informed by the school once a space is available and the session change is approved.

## C. Grading

Each student is required to complete all instructional assignments, quizzes and exams defined for each assigned course through the school's digital curriculum (unless modifications or alternative assignments are provided and approved by instructional staff in alignment with student need and Individualized Education Programs or 504 plans). In addition, workbooks, newspapers, magazines, and print resource materials are available for student use while completing off-line assignments. Students must receive 70% or better to master activities for course progress.

If applicable, each student is also required to keep a portfolio of his/her accomplishments. The portfolio is reviewed by the school's Graduation Committee, Administrator, and the Board of Directors before the student is deemed ready for graduation.

Credit for coursework completed at other institutions will be transferred subject to the institution's accreditation. The privilege of repeating coursework allows students to retake courses in which they initially encountered challenges. A course may be repeated in attempt to improve final grade only once. Any grade earned in prior attempts of a repeated course will appear on the student's transcript, regardless of whether the grade is dropped from, or included in, the cumulative grade point average in accordance with state and local school board rules and regulations. Repeat course credits may not be counted more than once toward graduation requirements. Any student wishing to repeat a course more than one time will need to file a written request with the school administration.

Students who complete course work at the school are not guaranteed to meet NCAA Clearinghouse requirements. **Students who desire to play intercollegiate sports must notify school administration at the time of enrollment to determine if proper coursework can be assigned to meet NCAA eligibility.**

The school's grading scale is as follows:

90-100%	A
80-89%	B
70-79%	C
60-69%	D
0-59%	F

## D. Due Date and Deadline Policy

Teachers will set suggested due dates and pacing for the submission of assessments and projects throughout each quarter. Students are encouraged to follow all due dates as a strategy to maintain adequate progress toward graduation goals. Students will have up to two (2) weeks after completing all coursework to sit for and pass the final exam unless there are extenuating circumstances as determined by the ISP/IEP. Data has shown that students are most successful when they follow assessment and work submission due dates. This allows teachers to provide timely feedback and additional effective assistance to ensure all students achieve their full potential. Students are permitted to submit work prior to due dates.

The school's instructional model is mastery based. This means that if a student does not achieve a passing grade on an assignment or quiz, the student is expected to understand the errors made through review of the material or remediation from the teacher. The student must then resubmit the student's work until acceptable mastery of the course standards are met. The highest grade achieved will be entered into the grade book.

Students will only be allowed two attempts to pass an assessment/exam without intervention. Teachers may hold small group and one-on-one remediation sessions

before permitting students to re-submit assignments or assessments for third and subsequent attempts. Students are encouraged to attend teacher-led small group remediation sessions prior to requesting a one-on-one session with a teach

## E. Progress Reports

Students will participate in weekly progress monitoring discussions with their advisory teachers. Additionally, parents/guardians have access to their student's My Success Dashboard which conveys real time status on course assignments, course progress, course performance, attendance, reading performance and growth, graduation progress, established short-term and long-term goals, and progress toward post-secondary planning.

Students with an IEP or other academic plan that requires printed progress reports shall receive in accordance with their IEP or other academic plan.

## F. Promotion / Grade Levels

The school follows the student progression plan of the district in which it is located. Future changes as adopted by the local school district shall be communicated to students and updated in the IGP (Individualized Graduation Plan) when applicable.

Grade Level	Requirements
9th to 10th Grade	6 credits during the 9th grade
10th to 11th Grade	12 credits (must include English I, English II, and Algebra I)
11th to 12th Grade	18 credits
Credits to Graduate	24 credits completed

## G. Conferences / Open House

Parent / student conferences are strongly encouraged throughout the year to review student progress. Please call the school to schedule an appointment. If academic or attendance problems arise, conferences may be scheduled accordingly.

## H. Transferring Credits

Student credits from former high schools are transferable to the school. A "Request for Records" will be sent to the student's prior school(s). If a student has an official transcript, it is recommended that he/she attach it to the initial enrollment application or submit it to the Enrollment Specialist as soon as practicable after completing the application.

Note: An official transcript must have a raised seal. All students graduating ***must*** have an official transcript on file to graduate.

## **I. Graduation Requirements**

To receive a high school diploma from the School, a student must successfully complete **all** graduation requirements of the School and the State of North Carolina. Students will be required to:

- (1) earn the required number of credits in an approved course of study based on 9th grade entry year.
- (2) satisfy the state high school exit standards for EOC tests; and
- (3) complete required exit activities, e.g., graduation project, student satisfaction survey, post-secondary transition plan, and/or essay.

## **School Facilities**

### **A. School Location**

The official address of the school is:  
5112 Central Ave  
Charlotte, NC 28205

### **B. Hours of Operation**

The school opens daily at 7:30AM and closes at 4:00 PM Monday through Friday. If anyone contacts the school after-hours, voicemail is available.

### **C. Smoking and Eating**

State law prohibits smoking in the building or on campus, to include school and plaza parking lots. Food and beverages are not allowed in the classrooms and open liquid containers are not permitted into the school. Since students are in class only four hours per day, they are encouraged to eat before or after their respective academic sessions. Vending machines and healthy snacks will be provided in the student lounge for students as needed.

### **D. Parking**

Students will be issued a parking pass by the Principal pending available space. Students are required to park in designated areas and obey all traffic laws. Usage of loud mufflers and radios or other disruptive behavior will not be tolerated. Students who do not follow these guidelines or other components of the Code of Conduct related to driving may lose their privilege to drive to school. The school is not responsible for any damage that occurs to vehicles in the parking lot.

### **E. Transportation**

Bus passes for public transportation will be provided for those students that live outside of a two-mile radius of the school. The school does not provide traditional yellow-bus

transportation and will make every effort to ensure that transportation is not a barrier to education.

## **F. Visitors**

Parents, graduates, and other visitors are welcome to the school. To maximize student learning and to be respectful of all parties' time, we request that parents or other visitors schedule meetings with teachers or other school staff in advance (except in the case of an emergency). While the school will make every attempt to meet with parents and visitors upon request, there is no guarantee that such meetings can be organized without pre-scheduling to ensure availability and minimize disruption to school operation and classroom instruction.

To maintain a safe and orderly educational and work environment and limit disruption of instructional time, the principal may place reasonable limits on the frequency or conditions of school visits by parents or other community members. Further, the following rules shall apply to school visitors:

- ❖ All school visitors must report to the administrative office to check in, obtain permission to be in the school and receive a visitor's badge.
- ❖ Parents must have prior approval from the principal to observe in a classroom.
- ❖ Visitors may only access the areas of the school for which they have permission to visit.
- ❖ No loitering or unauthorized access to school property is permitted.
- ❖ School visitors, including visitors at extracurricular events or activities must comply with all school rules and regulations.

Any visitor who disrupts school operations or a school activity, is disorderly, damages school property, threatens others or otherwise violates this policy or any school rule, shall be directed to leave the school property or activity immediately. Failure to comply with such a directive may result in the involvement of law enforcement and in the filing of criminal charges. Further, the principal may deny access to a parent or other visitor from school property or activities if the person engages in disruptive, disorderly or threatening conduct or other repeated conduct in violation of this policy.

## **G. Emergency Phone Calls**

Students may provide the school's telephone number to relatives *for emergency purposes*. The receptionist will take a message and forward it to the student as soon as possible. *For safety reasons, students are discouraged from making phone calls from the main office.* The student will be instructed to speak with the Principal if there is a special circumstance that requires school phone use.

# **Safety**

## **A. Fire Alarms**

When the fire alarm rings, students are required to exit the building in an orderly fashion and as trained and directed by school staff. Instructions for leaving the building are posted in each classroom.

## **B. Weather-Related School Closings**

If the school needs to close for a weather-related emergency, such as a hurricane or other event, students and parents should watch /listen to the local TV and Radio stations for updates on the status of the District schools. The school will follow District decisions regarding the opening/closing schedules set forth due to weather related school closings.

## **C. Reporting Injuries**

If a student is injured at the school, he/she must immediately report the injury to a teacher or the Principal.

## **D. Harassment**

Stewart Creek shall maintain a learning and working environment free from discrimination and harassment. In both the education and employment environments of the both Schools, various laws prohibit discrimination and harassment. In an education context, law prohibits discrimination and harassment on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, pregnancy or pregnancy related condition, or homeless status. In an employment context, law also prohibits discrimination and harassment on the basis of age. All such harassment and discrimination is unlawful and will not be tolerated.

### **Defining Discrimination and Harassment:**

**Discrimination:** Discrimination occurs when school district's actions, procedures, policy or personnel treat an individual adversely in an educational or employment context solely on the basis of the individual's race, color, religion, national origin or ancestry, citizenship, sex, age, gender identity, disability, sexual orientation, marital status, military status, homelessness, or any other class protected by federal, state or local law. Discrimination on the basis of sex shall include, but not be limited to, sexual harassment.

**Sexual Harassment:** Sexual harassment is unwelcome sexual advances; requests for sexual favors; or other verbal or physical conduct of a sexual nature may constitute sexual harassment where:

- ❖ submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.
- ❖ submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- ❖ such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

Sexual harassment includes advances, requests or conduct by a student to a student, an adult to a student, an adult to an adult or student to adult. Sexual harassment can include advances, requests or conduct directed from male to female, female to male, male to male, or female to female. Sexual harassment can occur by conduct transmitted by telephone, computer, or other electronic means.

Examples of actions that may constitute sexual harassment include, but are not limited to, the following unwelcome actions:

- whistling, catcalling or making offensive noises;
- staring or making obscene gestures;
- making suggestive remarks, telling jokes of a sexual nature, or using derogatory sexual terms;
- displaying offensive photographs, illustrations, or sex related objects;
- blocking a person's movements;
- touching, brushing, pinching or patting;
- pulling or lifting of clothing;
- pressuring a person for dates, sex or information about personal relationships or sexual experiences; or
- leaving pictures of a homosexual or sexual nature on a locker or making derogatory comments of a homosexual nature;
- transmitting harassing remarks or pictures on the Internet, through a cell phone, or by other electronic means.

Other Forms of Illegal Harassment Including Hate Crimes: Harassment on the basis of race, color, religion, national origin or ancestry, citizenship, sex, age, gender identity, disability, sexual orientation, marital status, military status, homelessness, or any other class protected by federal, state or local law includes any unwanted physical or verbal action toward another that has the purpose or effect of creating an intimidating, hostile or offensive learning or working environment. Harassment of this form includes advances, requests by a student to a student, an adult to a student, an adult to an adult, student to adult, male to female, female to male, male to male and female to female. Harassment can occur by face-to-face interaction or via transmission by telephone, computer, or other electronic means.

Examples of actions that may constitute harassment include, but are not limited to, the following:

- using racial slurs;
- displaying intimidating symbols or words such as swastikas;
- making generalizations;
- using stereotypes;
- telling racial or ethnic jokes;
- leaving pictures of a sexual nature;
- transmitting harassing remarks or pictures on the Internet, through a cell phone, or by other electronic means.

**What to do if you feel you have been Discriminated Against or Harassed:**

Students: Any student who believes they have been subjected to discrimination or harassment should notify the Title IX Coordinator, Mark Ornstein. To effectively resolve complaints of discrimination or harassment, people are encouraged to file complaints soon after an incident occurs. A student may elicit the help of a parent/guardian or other adult to accompany and assist them throughout the complaint procedure. Parents/Guardians will be notified within 48 hours.

### **What to do if you are aware that Someone has been Discriminated Against or Harassed**

Students: Any student who has knowledge or belief of conduct that occurred that might be discrimination or harassment should contact any teacher, guidance counselor, nurse, school or district administrator, or Title IX Coordinator.

### **Consequences for Harassment and Discrimination**

Students: Any student found to have engaged in discrimination or harassment will be subject to school-imposed discipline and/or legal action. Consequences imposed on any student found to have engaged in discrimination or harassment may include, but are not limited to, parent/guardian conference, written or verbal statement of apology, suspension, expulsion and mandatory counseling sessions with a counselor or mandatory in-house counseling sessions with a district administrator. Parents/Guardians will be notified within 48 hours of incident.

Title IX Definition: In accordance with Title IX, the Board of Directors prohibits sexual harassment and discrimination on the basis of sex. Violations of this policy may result in disciplinary action in accordance with the Code of Student Conduct, Board policy, and applicable federal, state, and local law and regulations.

### **Reporting Procedures:**

Any report of sex-based discrimination or harassment will be taken seriously, addressed promptly and with sensitivity. A student may report an incident of sexual discrimination or harassment verbally or in writing to any District employee. All reports shall be directed immediately to the Title IX Coordinator. All non-students can report any incident of sex-based harassment to the Title IX Coordinator. Reports can be made at any time by phone, email, or by completing and submitting the Discrimination/Harassment Incident Reporting Form. Additionally, if the person who received a complaint of sexual harassment is a mandated reporter and has reasonable cause to suspect that a student is the victim of child abuse, the incident should immediately be reported to the appropriate agency as directed by state law. This mandated reporting obligation is in addition to a report being made to the Title IX Coordinator.

### **Retaliation/Confidentiality**

This policy prohibits retaliation against an individual who files a complaint in response to conduct that s/he reasonably believes violates this policy, or against an individual who participates or cooperates with an investigation. Confidentiality will be maintained to the extent possible to effectively respond to a reported incident of sexual harassment.

This Title IX policy runs concurrently with and parallel to all applicable laws, regulations, and existing district policies and procedures to the extent allowable under law.

## **E. Drug-Free School**

In accordance with Federal law, the School prohibits the use, possession, concealment, or distribution of drugs or tobacco products by students on school grounds or in the school building. Drugs include alcoholic beverages, steroids, dangerous/ controlled substances as defined by state statute, or any substance that could be considered a "look alike." Any student who violates this policy will be subject to disciplinary action, up to and including dismissal from the school.

If a student comes to school under the influence of drugs, he/she shall be sent home for the day and the parent/guardian shall be notified if the student is under the age of 18. Appropriate disciplinary action(s) will be in accordance with the Code of Conduct.

## **F. Lost and Found**

Any personal items that have been left at the school will be taken to the main office. If students find personal items that belong to others, they should turn the items in as soon as possible. The school is not responsible for lost money, jewelry, cell phones or other personal items.

## **G. Non-Custodial Parents**

Access to records will be in accordance with the Family Educational Rights and Privacy Act of 1974. Upon request, non-custodial parents shall be entitled to exercise all parental rights to the extent that such rights are not restricted by a legally binding instrument or court order.

*\* A non-custodial parent refers to the parent who does not have custody of the child but who does have the right to information about the child's education.*

# ***STEWART CREEK HIGH SCHOOL***

## **Student-Parent Contract**

Student's Name: \_\_\_\_\_

Parent's/ Guardian's name \_\_\_\_\_  
(If student is under 18 years of age)

We have read and understand all the information contained in the handbook. We agree to abide by and support the school's rules and regulations **INCLUDING THE DISTRICT CODE OF CONDUCT**, as outlined in the Student/Parent Handbook.

Agreed to by:

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Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

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Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_  
(If student is under 18 years of age or still resides with parent)

This agreement will be placed into the student's file.

**Copy of Student/Parent Handbook provided to Parent and Student.**

**Copy of Contract Signature Page placed in student file.**

**\*\*Refusal to provide a signed agreement may be cause for student dismissal/non-enrollment.**