



**2025-2026**

**Quality Education Academy**  
**PARENT-SCHOLAR HANDBOOK**

# **Table of Contents**

MISSION, VISION AND CORE VALUE	2
ALMA MATERS – K-4 <sup>th</sup> and 5 <sup>th</sup> – 12 <sup>th</sup>	2-3
HARAMBEE	3
QEA TEN COMMANDMENTS	4
QEA STUDENT AND TEACHER CREEDS	4
UNIFORM POLICIES – K-7 <sup>th</sup> , 9 <sup>th</sup> -12 <sup>th</sup> and 8th Grade S.T.A.R. Academy	5-12
ATTENDANCE POLICY	13
ABSENCES	13
TARDINESS	13
SIGN IN/SIGN OUT PROCEDURE	14
PARENT EXPECTATIONS	14
SCHOLAR EXPECTATIONS	14
SERAPHIM WAY AND WAY OF THE PHARAOH	14-15
POLICY ON DISCIPLINE	
Type I Behaviors (Illegal and/or Very Serious Misconduct - Life or Health Threatening)	16
Type 2 Behaviors (Illegal and/ or Very Serious Misconduct – Not Life or Health threatening)	17
Type 3 Behaviors	17
Type 4 Behaviors (Bus or Van Related Offenses)	18
ADDITIONAL NOTE IN REGARDS TO FIGHTING	18
GRIEVANCE PROCEDURES	19
POLICY ON HARASSMENT, INTIMIDATION, BULLYING AND DISCRIMINATION	20
Definitions	20
Sexual Harassment	21
Expectations	22
Consequences and Remedial Actions for Scholars	22
Procedures for Reporting and Prompt Investigation of Reports	23
School Response	23
Retaliation or Reprisal	24
Consequences and Remedial Actions for False Accusations	24
Policy Dissemination	24
AFTER SCHOOL POLICY	25
MONEY, PERSONAL BELONGINGS	25
TELEPHONE USE/INTERNET SAFETY PLAN	25-28
PUBLIC DISPLAYS OF AFFECTION	28
CARE OF SCHOOL PROPERTY	28
ADDRESS/PHONE CHANGES	29
EMERGENCIES/ADMINISTRATION OF MEDICATION AT SCHOOL	29
IMMUNIZATION	29
CONFERENCES	29
ATHLETIC PROGRAMS	29
VOLUNTEER PROGRAM	30
PROGRESS REPORTS/REPORT CARDS	30
RETENTION	30
EARNING COURSE CREDIT (HIGH SCHOOL TRANSCRIPT)	30
SNOW/SEVERE WEATHER PROCEDURES	30
CONFIDENTIALITY AND ACCESS TO RECORDS	31
PARENT AND SCHOLAR SIGNATURE PAGE	32

## **MISSION**

To maximize the educational development of our students, relative to state requirements and our school's mission-specific outcomes, at a per-pupil cost that is in alignment with the two largest school districts in our state and the district in which our school exists.

### **VISION**

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

### **CORE VALUE**

We raise the quality of life of everyone we touch.

### **ALMA MATER© (KINDERGARTEN – 4TH GRADE)**

Words & Music by Mrs. Alinda Gadson

#### **Verse 1**

As we walk these hallowed halls  
As we learn one and all  
Through the years we come and go  
But our love will ever grow

#### **Chorus**

Oh QEA we need you  
QEA so true  
QEA for-e-ver  
We'll love you

#### **Verse 2**

Our future though we cannot see  
Is growing bright for you and me  
The special things that we have learned  
Yes, QEA within us burns

#### **Chorus**

Oh QEA we need you  
QEA so true  
QEA for-e-ver  
We'll love you  
Yes QEA for-ever  
We'll love you

## **ALMA MATER © (6<sup>TH</sup> – 12<sup>TH</sup> GRADE) “Rise Up Oh QEA”**

Words & Music by Mrs. Alinda Gadson

### **Verse 1**

Rise up Oh QEA, Rise up and stand today!  
Our future's here, your voice rings clear, we love you Q-E-A!

### **Chorus**

(Girls) Oh Q-E-A, Q-E-A, Q-E-A for-e-ver  
Q-E-A, Q-E-A, Q-E-A for-e-ver  
(Boys) Q, Q-E-A, Q-E-A-A, E-A for-e-ver and ever  
Q, Q-E-A, Q-E-A-A, E-A for-e-ver

### **Verse 2**

We'll raise your banner high, to love to learn our cry  
Until we leave we will achieve, HOORAY for QEA!

### **Chorus**

### **Verse 3**

For all who help us soar, our praise for-ever more  
We'll heed your call, stand one and all, rise up oh QEA!

### **Chorus**

## **HARAMBEE© (LET'S PULL TOGETHER)**

Written by Mr. Simon Johnson

1. We the students of QEA believe in Goodness.
2. We believe in our parents and our teachers.
3. We believe in ourselves and each other.
4. We will respect our elders.
5. We are hard workers striving for growth.
6. We are WINNERS, because we respect ourselves and our future.
7. Harambee! Harambee! Harambee! Harambee! Harambee! Harambee! Harambee!

## **TEN COMMANDMENTS**<sup>©</sup>

Written by Mr. Simon Johnson

1. We believe in **CREATION**.
2. We believe in **CLEANLINESS**.
  - a. Clean healthy bodies
  - b. Clean healthy minds full of wholesome thoughts.
3. We believe in **DISCIPLINE**.
  - a. Enjoying ourselves in an orderly manner.
4. We believe in **EDUCATION**.
  - a. Developing our minds to produce great ideas.
5. We believe in **HONESTY**.
  - a. Honest with ourselves and honest with others.
6. We believe in **LEADERSHIP**.
  - a. Everyone can be a leader in something.
7. We believe in **LOVE**.
8. We believe in **OURSELVES**.
  - a. We can achieve what we believe.
9. We believe in **UNITY**.
  - a. Working together we can do more things than working alone.
10. We believe in **WORK**.
  - a. Working to be what we were created to be.

## **QEA STUDENT CREED**<sup>©</sup>

Written by Mr. Simon Johnson

I will search diligently for the gift that the Creator has bestowed deep within me.

I will earnestly strive to perfect the mind and the body that I have been blessed with.

I will make perseverance my closest ally for success.

As my ancestors have given me, so will I give back to my generation.

My legacy will be to leave this world a better place.

## **QEA TEACHER'S CREED**<sup>©</sup>

Written by Mr. Simon Johnson

As a professional educator, I commit to fully engage my students in learning and the pursuit of excellence. I will fuel the lamp of enlightenment for all of my students each day. In order to accomplish this, I must first engage myself as a life-long learner and pursuer of excellence as a way of life.

## **QUALITY EDUCATION ACADEMY K-7<sup>TH</sup> UNIFORM POLICY**

### **THE WHY:**

As we all know, QEA takes our school uniform very seriously! We designed our uniform dress code to:

- 1) Reduce financial stress on the families we serve,
- 2) Focus our scholars' minds on their education and not on who does or does not have certain clothes or shoes, and
- 3) Bring unity and a neat appearance to our school, the same way a sports uniform sets us apart from other schools and shows that we are on the same team!

These reasons along with physical **safety** guide our rationale for all uniform decisions, and we are here to support our customers: our parents/guardians, and the clients we serve: our scholars.

**\*IN ALL CASES WHERE IT IS NOT SPECIFICALLY SPELLED OUT, THE ADMINISTRATION WILL HAVE FINAL AUTHORITY ON WHAT IS DEEMED APPROPRIATE DRESS AND PARAPHERNALIA within our school facilities and at our school functions.**

As styles, fit, and shades of colors are subjective, some questions about uniforms will arise.

**We will maintain our high standard of uniform dress, regardless of fashion trends.**

**We will help scholars to learn what “*Business Attire*” means so that they will develop wisdom and sound judgment in dress and demeanor.**

### **YOUNG LADIES' UNIFORM DRESS CODE (K-7TH GRADES)**

#### **Daily Uniform - Monday, Tuesday, and Thursday:**

Pants, shorts, skort, jumper, skirt - Khaki, Navy or Black (Shorts and skirts should not expose upper thigh)

Polo or Oxford-style shirt - short/long sleeves - Solid White, Purple, Gold, Black, Navy Blue or Light Blue

Tennis Shoe – Color is majority solid Black, solid White, Black and White

#### **Dress Uniform – Wednesdays ONLY:**

Skirt, pants, skort, or jumper – Solid Black (Splits/hemlines should not expose upper thigh)

Oxford-style Shirt, Blouse or Turtleneck – Solid White

Dress Shoes - Black, Dark Brown, Navy (low or “kitten” heel for your safety not to exceed 2”)

### **YOUNG MEN'S UNIFORM DRESS CODE (K-7TH GRADES)**

#### **Daily Uniform - Monday, Tuesday, and Thursday:**

Pants or shorts – Khaki, Navy or Black

Polo or Oxford-style shirt - Solid White, Purple, Gold, Black, Navy Blue or Light Blue

#### **Dress Uniform (Wednesday ONLY):**

Dress pants – Solid Black

Collared button-down or Oxford style dress shirt – Solid White

Neck Tie (any color; avoid wording/inappropriate images)

Dress Shoes – Black, Navy or Dark Brown

#### **Additional Uniform Requirements for Young Ladies and Young Men**

\*Leggings/jeggings as pants, and jean material are worn outside of school only.

- \*Only QEA sweaters/hoodies allowed inside the building during the week
- \*Shirt Tails are tucked in at all times. Administration or designee reserves the right to decide if a shirt can be worn “out” (e.g. ladies’ tailored blouse designed to be worn “out”)
- \*We wear solid black, navy, or brown belts
- \* We wear our hats, doo-rags, scarves, bonnets, bandannas, and very large bows outside of the building only (headwraps, hijabs, etc. may be permitted on religious, cultural, or medical grounds)
- \*We wear solid color stockings - Black, White, Brown, Nude or Navy (we avoid fishnet-type hosiery)
- \*Neon or bright colored socks are not appropriate
- \*We wear the appropriate size pants at or above our waistlines
- \*We wear solid stockings - black, white, navy, brown, or nude
- \*We wear closed-toe tennis shoes and dress shoes (protecting feet and allowing scholar to walk quickly/run when needed); we do not wear slides, crocs, foam runners, sandals, or open-toed footwear
- \*Cardigans, Vests, and Sweaters, in solid uniform colors, are permitted
- \*Young men may wear stud earrings only
- \*Official QEA paraphernalia is permitted Mondays, Tuesdays, and Thursdays,

**PLEASE NOTE: Our dress code will be adhered to strictly. The following actions will be taken when students need support dressing appropriately:**

1. Administrative Intervention (may include allowing scholar change into an item borrowed from the school donation closet)
2. Parents will be notified via a uniform infraction form, email, and/or phone call, and asked to bring appropriate school attire to school for their child.
3. Students will be sent home.

### **8<sup>TH</sup> GRADE S.T.E.A.M. ACADEMY DRESS CODE**

- 8th Grade STAR scholars wear their black STAR blazer on Wednesdays (they may wear them other days if they choose)
- White, blue, purple, black and gold tops with khaki, black, or navy bottoms are worn (same as K-7)
- All other uniform guidelines for S.T.E.A.M scholars follow the K-7 parameters delineated above

## Quality Education Academy K-7th Grade Uniform Policy

Monday, Tuesday, Thursday, Attire:

Boys and Girls short or long sleeve Golf /Polo style shirt:  
(Colors **SOLID** White, Purple, Light Blue, Navy or Gold.

QEAT-shirts can be worn everyday  
EXCEPT Wednesday!



Boys: Khaki Pants and Shorts:  
(colors khaki, navy blue, black)



Girls: Khaki Pants and Shorts Jumper or Skirt:  
(colors khaki, navy blue, black)



Boys and Girls: Solid color tennis shoes (white, black, or black and white)

Boots & shoes: (solid black, navy, or dark brown)



Wednesday Attire:

Boys Dress Attire- White, collared button-down Oxford-Style dress shirt, necktie and black pants.

Girls Dress Attire- White, collared button-down blouse or Oxford-Style (button down from top to bottom) and black skirt /pants

Boys and Girls – Black /dark dress shoes ONLY.





# Quality Education Academy 8<sup>th</sup> grade S.T.A.R Academy

## Uniform Policy

### Monday, Tuesday, Thursday Attire:

Boys and Girls short or long sleeve Golf/Polo style shirt:  
(Colors **SOLID** White, Purple, Light Blue, Navy or Gold.



QEA T-shirts can be worn everyday  
**EXCEPT** Wednesday!



Boys: Khaki Pants and Shorts: (colors Khaki, navy blue, or black)

Girls: Khaki Pants and Shorts Jumper or Skirt:  
(colors khaki, navy blue, black)



**\*8th Grade Academy Scholars:**  
School-issued Blazers are worn  
Monday – Thursday.

**Boys and Girls: Solid color tennis shoes (white, black, or black and white)**

**Boots & shoes: (solid black, navy, or dark brown)**



**Boys Dress Attire- White, collared button-down Oxford-Style dress shirt, necktie and black pants.**

**Girls Dress Attire- White, collared button-down blouse or Oxford-Style (button down from top to bottom) and black skirt/pants**

**Boys and Girls – Black dress shoes.**



## K-8TH GRADE ADDITIONAL UNIFORM

**ANY HOODED OR ZIPPED ATTIRE, HATS AND SCARVES, VERY LARGE BOWS, HAIR TIES AND HEAD WRAPS ARE WORN OUTSIDE ONLY AND SHOULD BE REMOVED UPON ENTERING THE BUILDING.**

**\*\*ONLY QEA PARAPHERNALIA (HOODIES) MAY BE WORN INSIDE THE BUILDINGS.\*\***

- **SHIRT TAILS SHOULD BE TUCKED IN AT ALL TIMES (YOUNG MEN).**
- **WE WEAR THE APPROPRIATE SIZE PANTS AT OR ABOVE OUR WAISTLINES.**
- **WE WEAR SOLID STOCKINGS - BLACK, WHITE, NUDE OR NAVY.**

**IN ALL CASES WHERE IT IS NOT SPECIFICALLY SPELLED OUT, THE ADMINISTRATION WILL HAVE FINAL AUTHORITY IN WHAT IS APPROPRIATE DRESS AND PARAPHERNALIA.**



# QUALITY EDUCATION ACADEMY HIGH SCHOOL DRESS CODE

## YOUNG MEN AND YOUNG LADIES' DRESS CODE

We wear standard pants/trousers (this does not include: leggings/jeggings as pants). Some other styled pants (e.g. capris, cropped pants, culottes, etc.) may be allowed. See your school leader.

Solid, uniform-colored sweaters/vests/cardigans/shrugs do not replace our daily Business Jacket but may be worn underneath.

Footwear: We wear closed-toe tennis shoes and dress shoes (protecting feet and allowing scholars to walk quickly/run when needed); we do not wear slides, crocs, foam runners, sandals, or open-toed footwear.

**Shirt Tails:** Must be tucked in at all times. Administration or designee reserves the right to decide if a shirt can be worn “out” (e.g. ladies’ tailored blouse)

**\*Young ladies can wear business/professional earrings.**

**\*Young ladies and gentlemen are allowed to wear stud facial piercings and will remove ALL other piercings (loop or dangling nose/brow piercing, gauge, curved/captive bead/horseshoe barbell nose ring, etc.)**

**Students may wear small, business-professional piercings.**

**Other guidelines, as you learn the QEA interpretation of “business attire”:**

1. We wear the appropriate sized pants at or above our waistlines.
2. We wear hats outside the building only.
3. We wear solid pantyhose/stockings - black, white, navy, brown, or nude (we avoid fishnet-type hosiery).
4. We wear the appropriate sized business attire so that it fits as designed.
5. Only **official QEA crew necks** (no hoodies) and **official QEA paraphernalia** are allowed on Mondays, Tuesdays, and Thursdays.
6. We wear our hats, doo rags, scarves, bonnets, bandannas, and very large bows outside of the building only (headwraps, hijabs, etc. may be permitted on religious, cultural, or medical grounds).

**PLEASE NOTE: Our dress code will be adhered to strictly. The following actions will be taken when students need support dressing appropriately:**

1. Administrative Intervention (may include allowing scholars to change into an item borrowed from the school donation closet).
2. Parents will be notified via a uniform infraction form, email, and/or phone call, and asked to bring appropriate school attire to school for their child.
3. Students will be sent home.

Thank you families for helping keep our scholars safe, focused, neat, and unified!

## Quality Education Academy High School Condensed Uniform Policy

*ALL scholars follow the QEA uniform policy as printed in the Parent-Student Handbook*

### Blazers are to be worn Monday thru Thursday

black blazers or any shade of blue, brown, gray, maroon,

and forest green blazers are allowed, MONDAY, TUESDAY & THURSDAY.,

Along with short or long sleeve Golf/Polo shirts OR oxford style shirt:

Colors **SOLID** White, Purple, Maroon, Forest Green, Blue, Navy or Gold.

### QEA T-shirts can be worn everyday

WITH a Blazer. EXCEPT Wednesday)!



### Youngmen Casual Pants or Slacks

Colors for both: khaki, navy blue, black, maroon, forest green, brown, or gray

No JEANS or CARGO pants allowed



### Young Ladies' Casual Pants, Slacks or Skirts

No JEANS, LEGGINGS, CARGO or

STRETCH pants allowed



Boys and Girls: Solid color tennis shoes (white, black, or black and white)

Boots & shoes: (solid black, navy, or dark brown)



### Wednesday Attire: (FORMAL)

ALL Scholars wear BLACK blazers and BLACK dress shoes

along with-Young men's Attire- White, collared button-down

Oxford-Style dress shirt, black pants & neck tie or bow tie. Shirt

tails remain tucked.

Young ladies' attire - White, button down blouse or Oxford-Style

shirt and black skirt/pants, bow/tie is optional.



## ATTENDANCE POLICY

1. School doors open for free before school care at 7:30a. The school day for scholars begins at 8:30 am and ends at 4:15 pm. Breakfast is served from 8:00 am–8:30 am (K-12<sup>th</sup> grades). Scholars eating breakfast at school must arrive between these times in order to be served. **Arriving after 8:35am is considered tardy and will be recorded as such.**
2. Each scholar who is late to school must be signed in by a parent or guardian. **3 tardies equals 1 absence. Compulsive tardiness may affect your scholar's attendance record and grade level promotion due to excessive absenteeism.**
3. Scholars may not leave the school grounds during the day unless a parent or an approved parent representative has signed the scholar out and is waiting in the office. If it's an approved parent representative, the parent must send written notice.
4. If a scholar is to go home by different means than usual in the afternoon, parents should write a note to the teacher, or give notice by phone call.
5. Scholars who drive to school must show a doctor's note or written parent permission to sign out at the front office. Any scholar leaving campus without appropriate documentation will be written up as "skipping" school, which can result in NC DMV revocation of driving privileges. Any scholar parking on campus must pay a \$50.00 parking permit fee for the school year. Any vehicles in the parking lot without the proper parking permit will be towed at the owner's expense.

## ABSENCES

Each scholar who is absent from school must give to their teacher a signed excuse note upon returning to school. The note should include:

- Scholar's name
- Date(s) absent
- Reason for absence(s)
- Parent/Guardian's Signature

A scholar may be required to bring written verification from the appropriate agency's personnel before an absence can be excused. Any excused absence, other than those listed, may require authorization from the School Leader prior to the scholar's absence.

Attendance is extremely important. Excused absences are as follows:

- Illness or injury
- Quarantine
- Death in immediate family
- Medical or dental appointments
- Court or administrative proceedings
- Religious observances
- Educational opportunity

Travel is not an excused absence unless it relates directly to an educational opportunity pre-approved by the School Leader. A Notice of Excessive Absence letter is sent home when a child has accumulated three or more **unexcused** absences. Excessive absences may be grounds for retention and/or court proceedings.

**10 recorded unexcused absences is considered truancy and will be reported to the state and local agencies for legal action.**

### *1. Parental Approval for High School Exam Exemptions in the handbook*



**Students may not be exempt End of Course Test (EOC) under any circumstances.** However, Quality Education Academy does allow students to exempt non-EOC exams only if all the conditions listed below have been met for an individual course:

- Students must be in grades 9-12
- Students must have an 85 or above semester course grade in PowerSchool by Friday, May 29th, 2026
- Students may be exempt from non-EOC exams in courses that do not have an EOC for the second semester.
- A student may be exempt from a first-semester non-EOC exam in a course that only has a second-semester EOC

In addition to the criteria above, students may have no more than:

- Five or fewer unexcused tardies per course per semester
- Three unexcused absences per semester (counted by school attendance day, not by course)
- Three or fewer major referrals per semester for all classes combined.

### **TARDINESS**

Arriving at school on time is important in starting the day off right. Scholars may arrive on campus and enter the school building beginning at 8:00 am. Classes begin at 8:30 am. When scholars are distracted by late arrivals or any other interruptions, valuable time is lost and the ability for scholars to stay focused is greatly reduced. We request all parents have their children to school between 8:00 am and 8:30 am. Any scholar arriving after 8:35 am is considered late, must provide a reason for being late and be signed in by a parent or guardian. Children who miss a period will be required to make up their work per the teacher's schedule. This will maximize the learning environment. If you have concerns or questions about this policy, please feel free to call the school and schedule an appointment. We believe this will greatly enhance the ability of our children to succeed. **3 tardies equals 1 absence. Compulsive tardiness may affect your scholar's attendance record and grade level promotion due to excessive absenteeism.**

### **SIGN-IN/SIGN-OUT PROCEDURES**

We understand that urgent matters occur, and some appointments during the school day are unavoidable. In the wake of recent events across the country, and even in Winston-Salem, we are even more vigilant about keeping our children safe! We will continue to lock our main entrances after 8:35 am. We require parents to CALL AHEAD when they must pick up their child early from school. We will also verify the person calling is on our list of people with parental permission to pick up the scholar. If it is NOT the parent/guardian, that person must show his/her identification at pick up. The Office Associate will call for the scholar to be sent to the front office for pick up. Parents will follow our normal procedure and sign their child out in the front office area.

### **PARENT EXPECTATIONS**

1. Parents are expected to invest 4 hours a year in our school. Per the NC Department of Labor Parental Leave, four hours per year are granted to participate in your child's educational activities, without any negative repercussions from employers.
2. To maintain safety, adults are expected to proceed cautiously in parking lots and follow traffic staff directions. Parking regulations will be enforced.
3. All adults will conduct themselves as appropriate role models for scholars.
  - a. Appropriate attire will be worn on campus (avoid indecent attire).

- b. Avoid using profanity on campus, over the phone, or online. Use of profanity and/or threatening behaviors towards any staff or scholar will be grounds for removal/banning from all QEA facilities.
- c. Refrain from playing loud music in or on the campus.
- d. QEA is SAFE SCHOOL ZONE: drugs, tobacco, vaping, alcohol, concealed weapons, and acts of violence are all prohibited. Violators will be prosecuted to the fullest extent of the law.
- e. Parking is allowed in designated areas only. After two warnings of any parking violation, vehicles will be booted and towed. Boot removal will be at the motorist's expense. Any towing and storage fees that these services may require will be the responsibility of the motorist.

### **Parent Bill of Rights**

Senate Bill 49, known as the Parents' Bill of Rights, outlines the importance of parental involvement in the successful education of all students. Quality Education values the role and contribution of parents. At QEA, we believe that parents and guardians are essential partners in education. We are committed to respecting your rights, keeping you informed, and involving you in decisions that affect your child. For additional information please visit our website <https://www.qeschools.org/parent-bill-of-rights>

### **SCHOLAR EXPECTATIONS**

These procedures are for each scholar's protection at Quality Education Academy. Our goal is to help you learn as much as you can this year. Following these hints is an easy way to grow into a great learner.

#### **SERAPHIM WAY (KINDERGARTEN – 7<sup>TH</sup> GRADES)**

THE SERAPHIM WAY IS TO BE RESPECTFUL, ATTENTIVE, AND PREPARED

“We will be in control of our mind, body and behavior.”

WE WILL in the:

#### **ASSEMBLY**

1. Stay focused on the assembly.
2. Stay in our personal space.
3. Display posture, eye contact and a neat appearance.
4. Enter and dismiss as a class.

#### **HALLWAY**

1. Walk in a straight and quiet line on the right side of the hallway.
2. Keep our hands to our sides and our eyes focused ahead.
3. Keep our hands to ourselves.
4. Use good manners.
5. Be attentive.
6. Yield for adults.
7. Have a hall pass when alone.

#### **BATHROOM**

1. Use the bathroom quickly and quietly.
2. Wash and dry hands thoroughly.

3. Exit silently, get water and get back in line or return to class.

#### **CAFETERIA**

1. Stand in line silently and patiently.
2. Remain in our seats unless given permission.
3. Get all necessary items before sitting down.
4. Walk at all times.
5. Keep hands, feet and other objects to ourselves.
6. Use good manners.
7. Control our voice level.
8. Leave the tables, floors and seats clean.

#### **OFFICE/ENTRANCE**

1. Listen attentively during announcements.
2. Patiently and quietly wait to be acknowledged by office staff.
3. Politely greet office staff.
4. Show hall pass.
5. Be responsible.

#### **WAY OF THE PHARAOH (8<sup>TH</sup> – 12<sup>TH</sup> GRADES)**

THE WAY OF THE PHARAOH IS TO BE RESPECTFUL, ATTENTIVE, AND PREPARED  
WE WILL in the:

#### **ASSEMBLY**

1. Stay focused on the assembly.
2. Display good posture, eye contact and a neat appearance.

#### **HALLWAY**

1. Be attentive.
2. Yield for adults.
3. Have a hall pass when alone.

#### **BATHROOM**

1. Use the bathroom quickly and quietly.
2. Wash and dry hands thoroughly.
3. Practice proper bathroom hygiene.

#### **CAFETERIA**

1. Stand in line silently and patiently.
2. Get all necessary items before sitting down.
3. Walk at all times.
4. Use good manners.
5. Control our voice level.
6. Leave the tables, floors and seats clean.

#### **OFFICE/ENTRANCE**

1. Patiently and quietly be seated and wait to be acknowledged by office staff.
2. Politely greet office staff.
3. Show my hall pass.

#### **POLICY ON DISCIPLINE**

\*CORPORAL PUNISHMENT IS NOT ADMINISTERED AT QUALITY EDUCATION ACADEMY\*

Quality Education Academy utilizes exclusion as a disciplinary consequence under its code of conduct and abides by the due process required under N.C.G.S. § 115C-218.60 and its Charter Agreement. Procedures by which students can be excluded from the charter school are outlined in the school's discipline policies and code of conduct.



Quality Education Academy will follow all North Carolina state law requirements regarding the specific rules and due process relating to serious disciplinary matters, short- and long-term suspensions, and exclusion under Article 27 of Chapter 115C of the General Statutes. The school will follow these rules in such instances.

Our school does consider any existing federal guidance for the discipline of students with disabilities as well as other guidance on school discipline practices issued by the United States Department of Education

**TYPE I BEHAVIORS - ILLEGAL AND/OR VERY SERIOUS MISCONDUCT - LIFE OR HEALTH THREATENING** - A scholar charged with behavior which is classified herein as Type 1 shall be:

(a) removed from the school immediately; (b) present at a hearing; (c) recommended for exclusion from the School System.

- **Possession or Use of Weapons, Facsimile of weapon or Dangerous Instruments** -

Definition: Possessing, transmitting or using any kind of firearm, knife, razor, club, chain or other similar object which can reasonably be considered a weapon or dangerous instrument . This includes bringing such items into the school (or function), for another person or having such items in one's desk or placing them in a cubby or hiding place on school property. Knives, weapons, or illegal objects of any kind are prohibited on school property.

- **Sale, Use, and/or Possession of Drugs or Alcohol** - Definition: Selling, using, possessing or distributing any narcotic drug or controlled substance of any kind or tobacco, including vapes, alcoholic beverage or other intoxicant on school property or at school functions. This includes bringing such items into the school (or function) for another person or having such items on one's desk or placing them in a locker or hiding on school property.

- **Assault/Battery** - Definition: Intentionally causing or attempting to cause serious physical injury; or intentionally behaving in such a way as could reasonably cause serious physical injury, to a scholar or other person. (Any act committed on the basis of a 'reasonable belief' that it was necessary to defend oneself or another person shall not be considered an intentional act under this definition.)

- **Rape/Forced Sexual Acts** - Definition: Committing, or attempting to commit, the acts of forcible rape or forcible sodomy. (Under this definition, the terms forcible sodomy have the same meanings as used in the Revised Statutes of North Carolina.)

- **Arson** - Definition: Setting fire, or attempting to set fire, to a school building or property located on school grounds or any property belonging to, rented by or on loan to the school district, or property (including automobiles) or persons employed by the school or in attendance at the school.

- **Other Illegal and Very Serious Misconduct** - Definition: Any other offenses which constitute criminal conduct under federal, state or city laws which are life or health threatening. This includes sending pictures and/or videos of a sexually-explicit nature.

- **Bomb Threats** - Legislators are so concerned about the seriousness of these threats that they enacted a law in 1999 that puts serious penalties on scholars and others who make bomb threats or hoaxes and holds parents liable for their child's actions. You need to be aware of this law and its potential impact on you and your children. The law makes it a serious felony, Class H, for people who make school-related bomb threats or hoaxes.

The law requires an automatic suspension of 365 days for any scholar who makes a false report or perpetrates a hoax. Parents or legal guardians will be held liable for costs resulting from the disruption or dismissal of school or school activities. Parents will have to pay up to \$25,000 for hoaxes and up to \$50,000 if a firearm, bomb or other explosive device is discharged if it is determined that their supervision of the minor is negligent. Also, scholars and adults can lose their driver's licenses for making these threats.

- **False Report/Misuse of Say Something App** -False reporting and/or abuse of the Say Something application platform is considered a false threat. This may involve outside agencies and legal ramifications. Furthermore, the parents of scholars who abuse this system will be held liable for all expenses/costs associated with the damages caused.
- **Deliberate Defacing or Damaging School Property** – Intentionally writing on school property, breaking items or furniture on school property or scarring school property.

**Penalty for all Type 1 Behaviors** – Recommendation for Exclusion.

## **TYPE 2 BEHAVIORS - ILLEGAL AND/ OR VERY SERIOUS MISCONDUCT - NOT LIFE OR HEALTH**

**THREATENING** - A scholar charged with behavior which is classified therein as Type 2 shall be subject to the below-listed disciplinary actions which are maximum for the offense. This means that lesser penalties may be assessed depending upon the facts and circumstances but no greater penalty than that listed shall normally be applied. However, if the misbehavior is of such a serious nature that the maximum penalty listed seems to be insufficient or if the scholar's past record is such that a more severe penalty seems warranted, a recommendation for a greater penalty may be made.

- **Inappropriate Use of any Portable Electronic Communications Device** - Definition: Possessing, transmitting or using any type of portable electronic communications system on school premises or any QEA school-sponsored event. This includes beepers, cell phones, walkie-talkies, etc. Scholars will be subject to search and seizure, if deemed necessary. These devices will be confiscated and turned over to the police department
- **Sexual Misconduct** – Definition: Touching of the area of the genital, anus, or breasts of any person or any touching through the clothing.
- **Indecent Exposure** – Definition: Knowingly exposing the genitals, breasts or buttocks under circumstances in which such conduct is likely to cause an affront or alarm.
- **Theft** – Definition: Stealing or attempting to steal the money or property of another.
- **False Fire Alarm** – Definition: Activating the fire alarm system on school property or reporting a fire when none exists.
- **Extortion/Coercion** – Definition: Obtaining or attempting to obtain money or property of value from an unwilling person or forcing an individual to act by either physical force or intimidation (threat).
- **Gambling** – Definition: Playing any game of chance or skill for money or anything of value.
- **Fighting** – Definition: Physical conflict between two or more persons.
- **Trespassing** – Definition: Being in or around a school building or in a particular place on school grounds without permission or refusing to comply with a request to leave school premises.
- **Vandalism** – Definition: Willful destruction or defacing of school property or equipment.
- **Disruption** – Definition: Acting in a manner that severely disrupts the peace of the school.
- **Tobacco/Vaping Use** – Definition: Use of tobacco and/or vaping products on school premises. As QEA is a tobacco-free facility, this action is strongly prohibited.
- **Cyberbullying**-Definition: Any Use of electronic communication (such as texts, emails, social media, or online platforms) to harass, threaten, or harm others. Cyberbullying—whether on or off campus—is strictly prohibited and will result in disciplinary action up to and including suspension, exclusion, and/or referral to law enforcement. All incidents should be reported immediately to school administration.

**Penalties for all Type 2 Behaviors are as follows:**

- First Offense - Short-term Suspension (4-10 days)
- Second Offense - Long-term Suspension (11-90 days)
- Third Offense -Recommendation for exclusion

**TYPE 3 BEHAVIORS**

It is expected that School Leaders and Support Staff will establish consequences and discipline procedures for Type 3 Behaviors. Examples of Type 3 Behaviors include:

- **Insubordination/Disrespect** – Definition: Unjustifiable and knowing refusal to comply with reasonable school rules or with reasonable instructions of school authorities. This shall include profanity and verbal abuse (as defined below) which is directed toward other scholars, teachers or staff members.
- **Disorder** – Definition: A disturbance that distracts, causes confusion or chaos within the classroom, library, or on a school vehicle.
- **Forgery** – Definition: Writing the name of another person or faking times, dates, grades, passes or permits.
- **Profanity** – Definition: Swearing, cursing or making obscene gestures.
- **Refusal to Identify Self** – Definition: Failure to give correct name when requested to do so by a staff member or using the name of another person or fictitious name.
- **Verbal Abuse** – Definition: Willfully intimidating, insulting or in any other manner verbally abusing another scholar, teacher or staff member.
- **Class Cutting/Tuant** - Definition: Unexcused absence from class and/or school grounds

**Penalties for all Type 3 Behaviors which can be used to correct misbehavior include but are not limited to:** Verbal reprimand; Special assignments (constructive); Schedule changes; Notifying parent by phone or letter of scholar's misbehavior; Conference with parents; Transfer to another class; Temporary separation from peers; Loss of class or school privileges.

All efforts to return the scholar to the classroom setting will be made prior to resorting to an out-of-school suspension. Multiple infractions of any Type 3 Behavior can result in a recommendation for suspension from school as follows:

- 1.) 2nd or 3rd Infraction – 1 day suspension
- 2.) 3rd or 4th Infraction – 2 day suspension
- 3.) 4th or 5th Infraction – 3 day suspension with recommendation to transfer enrollment to a different setting

**TYPE 4 BEHAVIORS - BUS OR VAN RELATED OFFENSES**

- Throwing objects on bus
- Throwing objects out of window
- Tampering with emergency door
- Refusal to stay seated
- Pushing/Shoving while aboard
- Yelling out of bus
- Hand/head out of bus window
- Eating/drinking on bus (unless explicitly allowed by administration)
- Other bus-related

**Recommended Penalties for all Type 4 Behaviors are as follows:**

- First Offense - Depending upon the nature of incident, conference with scholar and/or parent; telephone call to parent; letter to parent

- Second Offense – One-time Suspension from privilege of riding bus/van
- Third Offense – Multi-day up to permanent suspension from privilege of riding bus/van

### **Additional Note in Regards to Fighting**

Fighting at Quality Education Academy will not be tolerated! No one wins! Everyone loses! Fighting may be grounds for immediate exclusion. “But my parents said if someone hits me, to hit them back. They said not to let anyone push me around.” That may be okay at home, but not at school. Choices at home and school are not always the same. At school, we choose not to fight. Do not hit back. If someone is pushing you around, talk with your teacher. He or she will help you resolve the issue.

## **GRIEVANCE PROCEDURES**

### **Steps to Resolve Concerns**

Board policy sets out a hierarchy of contact. Concerns should be addressed in the follow order:

- 1.) Teacher/Dean of Students
- 2.) School Level Leader
- 3.) Advocacy and Review Committee
- 4.) Chief Executive Officer
- 5.) Grievance Committee of the QEA School Board

### **Formal Grievance Procedures**

1. If there is a concern, the concerned party will discuss the matter with the Teacher and/or Dean of Students first and then the School Leader if necessary.
2. If the concerned party wishes to appeal a disciplinary decision by a School Leader, a meeting will be arranged with the concerned party and the Disciplinary Review Committee within three (3) days of the request for appeal. Requests must be submitted in writing either to the Front Office or by email to [qualityeducation@qeschools.org](mailto:qualityeducation@qeschools.org). The concerned party will receive the decision of the Disciplinary Review Committee in writing within one (1) day of the meeting. The method of communication (letter sent by postal mail or email) will be agreed upon before the conclusion of the meeting.
3. If the concerned party wishes to appeal a disciplinary decision by the Disciplinary Review Committee, a meeting will be arranged with the concerned party and the Chief Executive Officer within two (2) days of the request for appeal. Requests must be submitted in writing either to the Front Office or by email to [qualityeducation@qeschools.org](mailto:qualityeducation@qeschools.org). The concerned party will receive the decision of the Chief Executive Officer in writing within one (1) day of the meeting. The method of communication (letter sent by postal mail or email) will be agreed upon before the conclusion of the meeting.
4. If the concerned party wishes to appeal a disciplinary decision by the Chief Executive Officer, the concerned party must submit a written request to bring the matter before the School Board Grievance Committee. This request must be submitted within two (2)

days of receipt of the Chief Executive Officer's decision. Written requests should be addressed to the Chief Executive Officer of Quality Education Academy and submitted to the Office Associate in the Front Office or by email to [qualityeducation@qeschools.org](mailto:qualityeducation@qeschools.org). A meeting will be scheduled with the School Board Grievance Committee at the first available date and time for all Committee Members.

**Any disciplinary decision by Quality Education Academy's School Board Grievance Committee is considered final.**

## **POLICY ON HARASSMENT, INTIMIDATION, BULLYING AND DISCRIMINATION**

### **Policy Statement**

It is the policy of the State Board of Education and Quality Education Academy to maintain a safe, orderly, and caring learning environment in the public schools; an environment that is free from harassment, intimidation, bullying and discrimination and is inclusive of all scholars. This policy includes, but is not limited to, the following types of acts: harassment, bullying and discrimination based on an individual's race, color, sex, religion, creed, ethnicity, political belief, age, national origin, linguistic and language differences, sexual orientation, gender identity/expression, socioeconomic status, physical characteristics, marital status, or disability.

Quality Education Academy prohibits acts of harassment, intimidation, bullying, or discrimination. A safe and civil environment in school is necessary for scholars to learn and achieve high academic standards. Like other disruptive or violent behaviors, harassment, intimidation, bullying or discrimination is conduct that impedes both a scholar's ability to learn and a school's ability to educate its scholars in a safe environment; and since scholars learn by example, administration, faculty, staff, and volunteers are to be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, bullying, or discrimination.

### **Definitions**

Harassment, intimidation, bullying or discrimination means any gesture or any written, verbal, or physical act that takes place on the Internet, on school property, at any school-sponsored function, or on a school vehicle and that:

- a. A reasonable person should know, under the circumstances, will have the effect of harming or humiliating a scholar or damaging the scholar's property or of placing a scholar in reasonable fear of harm to his/her person or damage to his/her property; or
- b. Has the effect of insulting or demeaning any scholar or group of scholars in such a way as to cause substantial disruption in, or substantial interference with the learning process and/or the orderly operation of the school.

### **Harassment Defined**

Harassment can be a type of unlawful discrimination. Harassment is unwanted, unwelcomed, and uninvited behavior that demeans, threatens, or offends the victim and results in a hostile environment for the victim. Harassing behavior may include but is not limited to epithets, derogatory comments or slurs and lewd propositions, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons. Legitimate age-appropriate pedagogical techniques are not considered harassing behavior.

The hostile environment can be created through pervasive or persistent misbehavior or a single incident, if sufficiently severe. It is possible for harassment to occur at various levels: between fellow scholars or co-workers, between supervisors and subordinates, between employees and scholars, or between non-employees, including visitors, and employees and/or scholars.

### **Bullying Defined**

Bullying is deliberately hurtful behavior repeated often over a period of time or on isolated occasions, by which somebody deliberately intimidates or harasses another. Some acts of bullying are simply one scholar or group of scholars exercising power and control over another scholar or group of scholars either in isolated incidents or through patterns of harassing or intimidating behavior. Bullying, which is the repeated abuse of a scholar over time or in isolated incidents by other scholar(s), can take many forms including any combination of physical, emotional, and verbal abuse.

Specific acts of bullying may include but are not limited to name calling, teasing, physical abuse (e.g. hitting, pushing, pinching, or kicking), taking of personal possessions, sending abusive text messages, instant messages, social media posts/comments/pictures etc., e-mails, and phone messages; forcing others to hand over money, forcing others to do things against one's will, ignoring or leaving others out, attacking others in any way due to religion, gender, sexuality, disability, appearance, or racial or ethnic origin.

Specific reasons that motivate bullying acts may include but are not limited to the following: racist bullying, sexual bullying, bullying about sexual orientation, bullying about socioeconomic status or disability.

### **Intimidation Defined**

Intimidation is the use of fear or threat(s) to make others do what one wants. This may be fear of physical abuse, humiliation, loss of property, or the fear of harm to friends or loved ones. Some instances of bullying exemplify intimidation (e.g. stronger person makes weaker one fearful). Intimidation can be a threatening act or communication.

### **Discrimination Defined**

Discrimination involves making distinctions between individuals or groups so that preferential treatment is given or denied. Types of discrimination include preferential treatment based on race, gender, religion, personal characteristics, national origin, sexual orientation, behavior, age and political views.

### **Sexual Harassment**

All persons associated with the school system, including, but not necessarily limited to, the Board, the Administration, the Staff, and the Scholars, are expected to conduct themselves in the performance of their duties so as to provide an atmosphere free from sexual harassment. It is possible for sexual harassment to occur at various levels: between fellow scholars, between co-workers, between supervisors and subordinates, between employees and scholars, or imposed by non-employees, including visitors, on employees and/or scholars.

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, academic progress or completion of a school-related activity;
2. Submission to or rejection of such conduct is used as the basis for employment decisions affecting such individual, or in the case of a scholar, submission to or rejection of such conduct is used in evaluating the individual's performance within a course of study or other

school-related activity; or, such conduct is sufficiently severe, persistent or pervasive so that it has the purpose or effect of unreasonably interfering with an employee's work or performance or a scholar's educational performance; limiting a scholar's ability to participate in or benefit from an educational program or environment; or creating an abusive, intimidating, hostile, or offensive work or educational environment. Examples of sexually harassing conduct include, but are not limited to: deliberate, unwelcome touching of a sexual nature or that takes on sexual connotations, such as patting, pinching or constant brushing against another's body; suggestions or demands for sexual involvement accompanied by implied or overt promises of preferential treatment or threats concerning, for example, one's grades or employment status; pressure for sexual activity; continued or repeated offensive sexual flirtations, advances or propositions; continued or repeated verbal remarks about an individual's body; sexually degrading words used toward an individual or to describe an individual; or, the display of sexually suggestive objects or pictures. Individuals who instigate sexual harassment will be subject to disciplinary action, including reprimand, suspension, demotion or removal.

### **Expectations**

The Administration shall oversee the development and implementation of a school plan, as part of the School Improvement Plan, to identify, to prevent, and to notify parents of acts of harassment, intimidation, bullying, or discrimination. This school plan shall address consequences, effective interventions, reprisals, retaliations, or false accusations associated with acts of harassment, intimidation, bullying, or discrimination. Discrimination is illegal and will not be tolerated at Quality Education Academy; and furthermore, all forms of abuse are unacceptable in our schools.

Active or passive support for bullying is prohibited. All school employees are required to report and act upon alleged acts of bullying. Scholars are encouraged to walk away from observed acts of bullying, constructively attempt to stop them, or report them to the designated authority.

### **Consequences and Remedial Actions for Scholars Who Commit Acts of Harassment, Intimidation, Bullying or Discrimination**

In determining the appropriate response to scholars who commit one or more acts of harassment, discrimination, or bullying, Administration shall consider the following factors: the developmental and maturity levels of the parties involved, the degree of harm, the surrounding circumstances, the nature of the behaviors, past incidences or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred.

Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances. It is only after meaningful consideration of these factors that an appropriate consequence should be determined, consistent with case law, Federal and State statutes, regulations and policies, and school policies and procedures. Consequences for scholars who commit acts of bullying may range from positive behavioral interventions up to and including suspension or exclusion.

### **Procedures for Reporting an Act of Harassment, Intimidation, Bullying or Discrimination**

At the school, an Administrator or the School Counselor is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to Administration. Since some acts of bullying may be bias-related acts and potentially hate or bias crimes, school officials must report to law enforcement officials either serious acts or a pattern of acts.

The initial report can be oral, but the formal report shall be written and include the written statement of the targeted individual(s) and the alleged perpetrator(s), and the time, location, and context of the incident including the names and statements of witnesses and/or those involved. Patterns of harassment, intimidation, bullying, or discrimination, if they exist, should be included in the report.

All members of the school community, including scholars, parents, volunteers, and visitors, are encouraged to officially report, orally, in writing, or anonymously, any act that may be a violation of this policy to the appropriate School Leader. All reasonable efforts shall be made to authenticate anonymous reports, but formal disciplinary action requires more than an anonymous report.

### **Prompt Investigation of Reports of Harassment, Intimidation, Bullying or Discrimination**

The Administration is responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the administrative staff shall conduct a prompt, thorough, and complete investigation of the alleged incident.

### **School Response to Acts of Harassment, Intimidation, Bullying or Discrimination**

Some acts of bullying may be isolated incidents requiring only that the school respond appropriately to the individuals committing the acts. Other acts may be so serious or part of a larger pattern of bullying that they require a response either at the classroom, school building, or school level or by law enforcement officials. Consequences and appropriate remedial actions for scholars who commit an act of bullying may range from positive behavioral interventions up to and including suspension or exclusion. The Board recommends consequences that rise to the level of the infraction. Administrators shall report harassment, intimidation, bullying or discrimination as such in reports to the Chief Executive Officer either on a case-by-case basis (if warranted) or in the annual disciplinary data report.

In considering whether a response beyond the individual level is appropriate, the Administrator should consider the nature and circumstances of the act, the level of harm, the nature of the behavior, past incidents or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred.

Any or all of the following responses may be appropriate:

- Individual responses can include positive behavioral interventions (e.g. peer mentoring, short-term counseling, life skills groups) and punitive actions (e.g. suspension, exclusion).
- Classroom responses can include class discussions about an incident of bullying, role-playing activities, research projects, observing and discussing audio-visual materials on these subjects, and skill-building lessons in courtesy, tolerance, assertiveness, and conflict management.
- School-wide responses can include theme days, learning-station programs, parent programs, and information disseminated to scholars and parents.
- Institutional (i.e. classroom, school building, school district) responses may include school and community surveys, mailings, focus groups, adoption of research-based bullying prevention program models, training for certified and non-certified staff, participation of parents and other community members and organizations, small or large group presentations for fully addressing the actions and the school's response to the actions in the context of the acceptable scholar behavior and the consequences of such actions, and involvement of law enforcement officers.



- Other responses may include community involvement in policy review and development, professional development programs, adoption of curricula and coordination with community-based organizations (e.g. mental health, health services, health facilities, law enforcement and faith-based). Resources (e.g. counseling) will be made available to individual victims of bullying and responding to victims will be done in a manner that does not stigmatize victim(s).

### **Retaliation or Reprisal**

Retaliation or reprisal against any person who reports a harassment, intimidation, bullying, or discrimination incident(s) is strictly prohibited. Likewise, scholars and staff are prohibited from knowingly or willfully falsely accusing one another of harassment, intimidation, bullying, or discrimination as a means of retaliation or reprisal. The consequence and appropriate remedial action for a person who engages in retaliation or reprisal shall be determined by an Administrator or his/her designee after consideration of the nature and circumstances of the act, in accordance with case law, Federal and State statutes and regulations, and school policies and procedures.

### **Consequences and Remedial Actions for False Accusations**

Consequences and appropriate remedial action for a scholar found to have falsely accused another as a means of retaliation or reprisal range from positive behavioral interventions up to and including suspension or exclusion. Consequences and appropriate remedial action for a school employee found to have falsely accused another, as a means of retaliation or reprisal, shall be disciplined in accordance with school policies, procedures, and agreements.

Consequences and appropriate remedial action, including reports to appropriate law enforcement officials, for a visitor or volunteer found to have falsely accused another, as a means of retaliation or reprisal, shall be determined by the Administration after careful consideration of the nature and circumstances of the act.

### **Policy Dissemination**

The policy shall be disseminated annually in the Scholar-Parent Handbook, along with a statement explaining that the policy applies to all acts of harassment, intimidation, bullying, or discrimination that occur on school property, at school-sponsored functions, or on a school vehicle. The Administration or designee shall develop an annual process for discussing with scholars the school policy on harassment, intimidation, bullying, or discrimination.

## **AFTER SCHOOL POLICY**

Scholars will be released at 4:00 p.m. and should be picked up by 4:15 p.m. Walkers will also be dismissed at 4:00 p.m. Bus riders will catch the bus at the time closest to dismissal time.

If scholars are participating in sports, chess, eSports, band, etc. after school, scholars must be with a teacher/club advisor during the after school activities. Any scholar not participating in an after school activity, will be dismissed at 4:00 p.m. If scholars remain after school with a teacher for tutoring, the scholar must remain with that teacher at all times and are not allowed to wander throughout the building.

During home games or any after-hours school-sponsored event, scholars must exit the school building and return when the event begins. If any scholar is found in any part of the building other than the designated places during event times, they will be dismissed from the event.

### **MONEY AND PERSONAL BELONGINGS**

1. Scholars are not to bring excessive amounts of money, jewelry or valuables as the school will not replace them.
2. Scholars may not buy, sell or trade items at school with other classmates.
3. Scholars may not ask for money from classmates.
4. The school is not responsible for the theft, loss or damage of the following (but not limited to): cell phones, tablets, iPads, video games, laptops, etc.

### **TELEPHONE/CELL PHONE/ELECTRONIC DEVICE USE**

1. Scholars are allowed to use the school phone for emergencies only. Office staff reserves the right to determine if a phone call is necessary for an emergency.
2. The school phones are used for school-business only.
3. In accordance with the **North Carolina statewide cellphone mandate (2025)**, scholars are not permitted to use personal cell phones or accessories (AirPods, EarBuds, Beats, Smart Watches, etc.) during the school day. **No phones are allowed during instructional time**, unless expressly authorized by Administration for instructional use or health/emergency needs. Consequences for violation of policy-see Type 3 behaviors.
4. Students must use artificial intelligence (AI) tools responsibly and only when permitted by teachers or school guidelines. Unauthorized use of AI for completing assignments, exams, or projects is considered academic dishonesty. Any AI-generated content must be clearly cited, and students are accountable for verifying its accuracy. Misuse of AI, including generating harmful, offensive, or misleading content, may result in disciplinary action.

## **Quality Education Academy Internet Safety Plan**

### **A. Introduction of Board Policy**

It is the policy of the board to: (a) prevent user access via its technological resources to, or transmission of, inappropriate material on the Internet or through electronic mail or other forms of direct electronic communications; (b) prevent unauthorized access to the Internet and devices or programs connected to or accessible through the Internet; (c) prevent other unlawful online activity; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) comply with the Children's Internet Protection Act.

### **B. Technology Protection Measure**

#### ***Technology Protection Measure***

The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors.

### ***Harmful to Minors***

The term "***harmful to minors***" means any picture, image, graphic image file, or other visual depiction that:

- a. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- b. 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
- c. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

### ***Child Pornography***

The term "child pornography" means any visual depiction, including any photograph, film, video picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:

- a. the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct
- b. such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
- c. such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct

### ***Sexual Act; Sexual Contact***

The terms "sexual act" and "sexual contact" have the meanings given such terms as to any contact between two or more persons by penetration of the body part, contact orally with a body part or genitalia, with a body part such as hand or finger or touching of one's self.

### ***Minor***

For purposes of this policy, the term "minor" means any individual who has not attained the age of 17 years.

## **C. Access to Inappropriate Material**

To the extent practical, technology protection measures (or "Internet filters") will be used to block or filter access to inappropriate information on the Internet and World Wide Web. Specifically, blocking will be applied to audio and visual depictions deemed obscene or to be child pornography or harmful to minors. Student access to other materials that are inappropriate to minors will also be restricted.

The board has determined that audio or visual materials that depict violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose are inappropriate for minors. The Chief Executive Officer, in conjunction with a school Technology Director and the Digital Teaching and Learning Team, shall make a determination regarding what other matters or

materials are inappropriate for minors. Quality Education Academy personnel may not restrict Internet access to ideas, perspectives, or viewpoints if the restriction is motivated solely by disapproval of the viewpoints involved.

A student, teacher, or employee must immediately notify the appropriate school official if the student or employee believes that a website or web content that is available to students through the school system's Internet access is obscene, constitutes child pornography, is "harmful to minors" as defined by CIPA, or is otherwise inappropriate for students. Students must notify a teacher or the School Leader; teachers must notify the Technology Director or Chief Executive Officer or designee. Due to the dynamic nature of the Internet, sometimes Internet websites and web material that should not be restricted are blocked by the Internet filter. A student or teacher who believes that a website or web content has been improperly blocked by the school system's filter should bring the website to the attention of the Technology Director or School Leader. The School Leader shall confer with the Technology Director to determine whether the site or content should be unblocked. The School Leader shall notify the student or teacher promptly of the decision. The decision may be appealed through the school system's grievance procedure. Subject to staff supervision, technology protection measures may be disabled during use by an adult for bona fide research or other lawful purposes.

#### **D. Inappropriate Network Usage**

All users of Quality Education Academy technology resources are expected to comply with the requirements established in this policy

##### **Technology Responsible Use**

In particular, users are prohibited from:

- (a) attempting to gain unauthorized access, including "hacking" and engaging in other similar unlawful activities; and
- (b) engaging in the unauthorized disclosure, use, or dissemination of personal identifying information regarding minors.

#### **E. Education, Supervision, and Monitoring**

To the extent practical, steps will be taken to promote the safety and security of users of the school system's online computer network, especially when they are using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. It is the responsibility of all school personnel to educate, supervise, and monitor usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act. Procedures for the disabling or otherwise modifying any technology protection measures are the responsibility of the Technology Director or the Chief Executive Officer.

The Technology Director or Chief Executive Officer shall provide age-appropriate training for students who use the school system's Internet services. The training provided will be designed to

promote Quality Education Academy's commitment to educating students in digital literacy and citizenship, including:

1. The standards and acceptable use policy of internet services for Quality Education Academy
2. Student safety in regard to safety of the Internet, appropriate behavior while online, including behavior on social networking websites and in chat rooms, and cyberbullying awareness and response
3. Compliance with the E-rate requirements of the Children's Internet Protection Act.

Following receipt of this training, the student must acknowledge that he or she received the training, understood it, and will follow the provisions of policy.

The Chief Executive Officer or Technology Director shall develop any regulations needed to implement this policy and shall submit any certifications necessary to demonstrate compliance with this policy. In ordinance to the following:

Children's Internet Protection Act, 47 U.S.C. 254(h)

Neighborhood Children's Internet Protection Act, 47 U.S.C. 254(l)

Protecting Children in the 21st Century Act

Staff Handbook: Acceptable Use Policy

Adopted this 15th day of May 2023 at a public meeting, following normal public notice.

Jefferson R Caruthers Jr., Board Chair-Quality Education Academy

### **PUBLIC DISPLAYS OF AFFECTION**

Being overly affectionate in school creates an environment that is not conducive to concentration and learning. Therefore scholars should refrain from inappropriate, intimate behaviors on campus or at school-related events and activities. Scholars are expected to show good taste and conduct themselves respectfully at all times. The expression of feelings of affection toward others is a personal concern between two individuals and not of others surrounding them. Therefore, respect for others is the guideline for appropriate behavior. Distracting displays of affection may include hugging, kissing, sitting in one's lap, sharing a seat or other distracting gestures/touch. This behavior will result in a parent conference and possible suspension if inappropriate behavior continues. Consequences will follow those of Type 3 Behavior (pg.17).

### **CARE OF SCHOOL PROPERTY**

We take pride in our school by doing our part to care for the campus, including the buildings, grounds, and classroom resources. As a QEA Scholar, we expect you to do the same. Scholars should take care of furniture, walls, chairs and all school property. Damage fees will be charged for defacing school property. If you lose or destroy school books and/or materials, you will be required to pay for them. Please help our teachers in every possible way to keep our school and campus clean. Vandalism of school property is a Type 2 Disciplinary Behavior and will result in disciplinary actions up to and including exclusion (see Type 2 Behaviors, pg. 17).

### **ADDRESS/PHONE/EMAIL CHANGES**

Please inform the office of changes in address, phone numbers or email addresses, as soon as possible. We often need to contact parents or guardians throughout the school day; therefore, we must have a current, working phone number in the event of an emergency or sickness.

### **EMERGENCIES AND ADMINISTRATION OF MEDICATION AT SCHOOL**

If an accident or illness occurs, every effort will be made to contact a parent or guardian as soon as possible. The form entitled “Permission to Secure Medical Care” has been provided within your enrollment application. If medication must be given at school, written authorization from a parent or guardian and physician is required before school personnel can administer medication.

- Non-prescription medication cannot be administered by school personnel.
- Elementary Scholars cannot self-administer medication.
- The medication should be in its original bottle and clearly labeled as to its content and dosage.
- If medication is needed for bee stings and such, the medicines can be stored at school and parental permission and physician’s forms must be on file at school in order for us to administer the drug.

The school wishes to assist with the health of your scholar and request your cooperation in following the procedures described. Please notify the school of any known health conditions such as allergies, diabetes, epilepsy, etc.

### **IMMUNIZATION**

No child may attend any school, whether public or private, unless a certificate of immunization indicating that the child has received the immunizations required by G.S. 130A-152(s) is presented to the school. The law allows parents of a child who is not immunized 30 calendar days after the child’s first day of attendance at school to present proof of immunizations, proof that the child is on a schedule to receive immunizations, or proof that the child has a medical or religious exemption from receiving immunizations. After 30 days, the child must be suspended from school for non-compliance until proof of immunizations is presented to the school. Scholars entering Kindergarten will also be required to show proof of a physical examination within the current calendar year.

### **CONFERENCES**

Teachers and parents working together can help a child reach his/her potential; therefore, we encourage and welcome conferences. Parent conferences may be scheduled at any time before or after the instructional day. Contact your child’s teacher through e-mail or voicemail if you would like to request a conference. Scheduled parent conferences will be held before school or after school by appointment only. Teachers will not be interrupted to receive phone calls during the school day.

### **ATHLETIC PROGRAMS**

Scholars given the privilege of participating on an athletic team should be prepared to accept certain responsibilities. The more obvious responsibilities are to regularly attend practices and games, demonstrate a positive attitude, and support their teammates at all times. Equally important is the scholar's responsibility to himself/herself to maintain a consistent level of performance in the classroom. Scholars are required to maintain a minimum of a C average to participate in team sports/activities.

### **VOLUNTEER PROGRAM**

Volunteers are important to the overall success of our instructional program. You do not have to be a trained teacher to be a school volunteer. Parents, grandparents, senior citizens or neighbors – anyone who has a genuine interest and love for children – are outstanding volunteer candidates. A volunteer must be approved through our Business Office. A complete background check is required for each volunteer applicant. Volunteers are scheduled at a time convenient to both the volunteer and the school.

### **PROGRESS REPORTS/REPORT CARDS**

Ensuring Parents/Guardians remain informed of their scholar's progress is key to keeping each scholar on track for success. Progress reports and report cards are the most effective way to communicate this information throughout the year. Progress reports will be distributed half-way through each quarter of the school year. Report cards are distributed at the end of every school quarter. Dates for Progress Report and Report Card distribution are included on the yearly school calendar.

### **RETENTION**

Retention may occur if a scholar is not experiencing appropriate success with grade level content. Scholars are promoted or retained based on growth demonstrated in scholar portfolio, formative and summative assessments. The teacher will notify the parent concerning a possible need for retention by the second reporting period. Scholars must attend school at least 150 days to be promoted.

### **EARNING COURSE CREDIT (CLASSES INCLUDED ON HIGH SCHOOL TRANSCRIPT)**

Scholars must complete 18 weeks of course work and earn a passing grade to earn credit for each course taken. The teacher will notify the parent concerning a possible need for repeating a course within the first nine weeks.

### **SNOW/SEVERE WEATHER PROCEDURES**

Sometimes snow or other severe weather conditions require that we close school for the safety of our children. We will make the announcement as soon as the decision is made to close school. Parents and scholars can help by following these suggestions:

- In the event of inclement weather, the following channels will have information regarding the school's delay or closure status: WXII 12, WFMY NEWS 2, FOX 8 or ABC 45.
- Quality Education Academy will also send out phone calls/emails using our All-Call System and make posts to our social media pages (Facebook, Instagram, Twitter)
- If school is closed for the next day, a definite announcement will be made by 6:30 a.m.
- If there is no announcement, school will open as usual.
- Quality Education Academy does not follow the Winston-Salem/Forsyth County School closings for inclement weather. Watch specifically for Quality Education Academy for school closings.

Occasionally, very bad weather develops during the day. We monitor weather information continuously and will close schools early if conditions are becoming hazardous. If this seems likely, please listen to your radio or watch your television for instructions. School officials will stay at school until all scholars are picked up or sent home by whatever prearranged plans are made by parents for such occasions.

## **CONFIDENTIALITY AND ACCESS TO RECORDS**

### **What information is confidential?**

Most of your child's education records are considered confidential. This includes grades, test scores, medical records, discipline records, special education records and other personally identifiable records. For records maintained by Quality Education Academy, you may request a copy from the school by calling (336) 744-7138. Please allow a 24 - 48 hour turnaround time for all records requests.

### **What information is not confidential?**

**Directory information:** The following information may be included in annuals, programs for sporting events, school newsletters and other publications: a scholar's name, age, place of birth, height, weight, grade level, honors, awards, activities, and photograph.

**Mailing Lists:** The Chief Executive Officer does not allow lists of scholar names and addresses to be given to anyone without written approval from the Chief Executive Officer or designee.

**Class Lists:** Teachers may produce a list of scholars in the class with names and email addresses so scholars may contact each other for homework, to discuss class projects or arrange activities. The lists are given only to the members of the class.

**Parent Group:** A list of scholar names, parents/guardian's names, and email addresses may be provided to our parent group, with the consent of the parent/guardian.

**Delivery Service:** QEA may provide a list of scholar and parent addresses to delivery services (ie. US Postal System) for the purpose of delivering school publications to each scholar's home. The list does not include scholar or parent names or telephone numbers. The delivery service may not share the address list with anyone else.

You have a right to object to release of directory information. If you do not want any of the directory information described above to be released, please notify the School Office in writing within ten (10) days of receiving this handbook. You may inspect your child's educational records at any time. The Family Educational Rights and Privacy Act (FERPA), a federal law, give parents (and scholars over 18 years of age) the right to see the education records maintained about your child. If you would like to see or copy your child's records or transcript, please call the main office. There is a fee of \$5.00 for each transcript requested by a parent/guardian or scholar. Transcripts requested directly from a College/University do not require a fee.

**\*PLEASE DETACH THIS PAGE AND TURN IN TO YOUR CHILD'S TEACHER\***

### **Parent Agreement**

I have received a copy of Quality Education Academy's 2025 - 2026 Scholar-Parent Handbook. I have read it and seek to follow its policies. By signing this agreement with QEA:

- I will accept the primary responsibility of ensuring that my scholar adheres to QEA's Policy on Discipline.
- I will abide by all procedures and policies and will support the decisions of QEA and will do so with a positive and appropriate attitude.



- I will treat all scholars, 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 any conversation that does not edify our school.

---

Parent/Guardian Name (Print)

---

Signature

---

Date

---

### **Scholar Agreement**

I have received a copy of Quality Education Academy's 2025 - 2026 Scholar-Parent Handbook. I have read it and seek to follow its policies. By signing this agreement with QEA:

- I will accept responsibility for ensuring that I adhere to QEA's Policy on Discipline.
- I will abide by all procedures and policies and will support the decisions of QEA and will do so with a positive and appropriate attitude.
- I will treat all scholars, faculty, and staff in a courteous, respectful manner. If I have any concerns regarding school policies, procedures, or actions, I will address them in a courteous and respectful manner.
- I will refrain from malicious, destructive behavior including any conversation that does not edify our school.

---

Scholar Name (Print)

---

Signature

---

Date