



FAMILY GUIDE

A Handbook for
Student and Family
Expectations

August 2, 2021
EmerEAU: Bladen Board of Directors
995 Airport Rd.
Elizabethtown, NC 28337

The EMEREAU Family Guide

2021- 2022

Welcome to Emereau: Bladen Charter School! We are excited to have you as a part of our school community and look forward to partnering with you to build a strong school community. While this Emereau Family Guide is a working document, it will provide you with information regarding the school, it's policies and procedures for the ultimate success of your child(ren) at Emereau. Thank you for choosing Emereau: Bladen as your choice for educating your child(ren). We are committed to nurturing self-discipline and respect for all individuals. **Please read the entire Family Guide and discuss it with your child(ren). Also, please sign and return the acknowledgement page that was sent separately.**

Mission

**At Emereau, we illuminate to embark; we investigate to discover;
we innovate to transform; we cultivate to sustain;
we celebrate to thrive - realizing the potential within us –
we graduate. E=i³c²g!**

The Emereau Foundation, Inc. is a 501c(3), non-profit organization operating Emereau: Bladen as a North Carolina public charter school approved by The North Carolina State Board of Education. The Emereau Foundation, Inc. holds the charter and adheres to all laws and policies as set from in General Statute and as articulated by the North Carolina Department of Public Instruction and The North Carolina Office of Charter Schools.

School Leadership

- Elizabeth Cole, Executive Director
- Polly Hancock, Dean of Academic Initiatives
- Pam Taylor, Exceptional Children's Director

EMEREAU: Student Expectations

EMEREAU sets high standards for students, families and the Emereau Team. In order to graduate responsible citizens, we have designed a challenging, rigorous curriculum and seek to create a dynamic learning community. This will only be accomplished with the active participation of our entire educational community.

The following guidelines clarify expectations for our students:

- Students will focus on their academic responsibilities during school hours.
- Students will be respectful and kind to each other, to the Emereau Team, and to the greater community.
- Students will adhere to the uniform policy outlined in the EMEREAU charter.
- Students will attend class regularly, be on time, and engaged every day.
- Students will accept ownership for helping to maintain our school environment.

Code of Conduct

EMEREAU's discipline policy will support the attainment of the school's mission. The EMEREAU model leads to a nurturing school environment that sets the stage for engagement and academic

excellence. The Emereau Team will uphold high expectations and remain responsible for establishing a positive school climate that continuously identifies and acknowledges students for respectful behavior. The Emereau Team will model and identify appropriate behaviors in varying environments throughout the course of the school day and academic setting.

Learning behavior transitions in varying environments remains a valuable component of the socialization process of a productive citizen. The Emereau Team will be trained to support and implement a school-wide positive discipline model. The Emereau Team and students will work together to implement the EMEREAU model.

Behavior and Discipline

In most cases, the appropriate Emereau Team member/s, within the classroom setting, will manage discipline immediately and effectively. In some situations, either due to the seriousness or repetitive nature of the offense, intervention by the Executive Director is warranted. The Executive Director will be responsible for any action requiring probation, suspension or expulsion.

1. Less Serious Violations

Less serious violations will be managed by the classroom teacher or an Emereau Faculty Member responsible for student supervision. Such violations consist of disruptive classroom behavior, discourtesy, defacing property, roughhousing, profanity, etc. The attending Emereau Faculty Member may bring these situations to the attention of the Executive Director or appropriate classroom Emereau Faculty Member if disciplinary action is warranted or if these actions are repeated.

2. More Serious Violations

More serious violations such as unauthorized absence, smoking or use of tobacco products, or repeated lesser violations will be dealt with in a more formal basis. After school detention and silent lunch are a few of the penalties that may be assigned.

3. Major Violations

Major violations are those that are serious enough to require probation, suspension or expulsion. These violations will be immediately reported to the Executive Director. They include: physically threatening others, the use or possession of illegal or controlled substances, the use or possession of a weapon or any object being used as a weapon, academic dishonesty, theft or destruction of property and fighting which results in physical harm or injury. Any of these violations may result in probation, suspension, or expulsion.

Note: A detailed list of infractions and the range of resulting consequences is described herein. Additions, corrections, and deletions of these rules can ensue. Students and parents will be notified of changes or additions.

Student Expulsion and Exclusion Policy

A pupil shall not be suspended from school or recommended for expulsion unless the EMEREAU Executive Director determines that the student has:

- a) Caused or attempted to cause or threatened to cause physical injury to another person;
- b) Possessed, sold or otherwise furnished any (simulated or real)
- c) fire arm, knife, explosive, or other dangerous object, unless in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certified school employee, which is concurred by the principle or the designee of the Executive Director;
- d) Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of any controlled substance or alcoholic beverage or an intoxicant of any kind;
- e) Unlawfully offered, arranged or negotiated to sell any controlled substance or an intoxicant of any kind, and then either sold, delivered or otherwise furnished to any person another liquid, substance, or

material and represented the liquid, substance, or materials as a controlled substance, alcoholic beverage or intoxicant;

- f) Committed robbery or extortion;
- g) Caused or attempted to cause damage to school property or private property;
- h) Stolen or attempted to steal school property or private property;
- i) Possessed or used tobacco, or any products containing tobacco or nicotine cigarettes, smokeless tobacco, or chew packets or betel. This section does not prohibit use or possession by a pupil of his or her own prescription products;
- j) Committed an obscene act or engaged in habitual profanity or vulgarity;
- k) Unlawfully offered, arranged or negotiated to sell any drug paraphernalia;
- l) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, Administrators, school officials or other personnel engaged in the performance of their duties and/or
- m) Knowingly received stolen school property or private property.

Disciplinary consequences for behavior violation of the Student Code of Conduct:

Students and parents/guardians will understand that the following disciplinary actions may be implemented for acts enumerated in this section and related to school activities which occur at any time, including (but not limited to) any of the following:

1. While on school grounds;
2. While going to or coming from school;
3. During the lunch period whether on or off campus;
4. During, or while going to or coming from, a school sponsored activity.

Act of Violence

- Fighting is not allowed at EMEREAU. This action is considered one of the most severe infringements on the rights of others. It is also a direct attack on the educational process. Acts of violence, whether directed at another student, teacher or adult will carry a severe penalty. Possible disciplinary actions: On-campus suspension, home suspension or expulsion. Flagrant or repeat offenses may result in a maximum consequence of expulsion.
- Threatening to cause physical harm detracts from the educational setting and places students in fear. Thus, depending on the severity of these actions, the following disciplinary actions may result: On-campus suspension, home suspension or other recommendations to expel.

Weapons and Dangerous Objects

- a. Possession of any item defined as a weapon (simulated or real) will not be tolerated. Possession of a weapon will result in disciplinary action -- home suspension or expulsion.
- b. Possession of fireworks and explosives or the use of these items will also result in home suspension or expulsion.

Tobacco, Drugs, and Alcohol

- a. EMEREAU is a tobacco, drug and alcohol-free campus. Any possession or use of these substances is strictly prohibited. Offenses of the rule may result in off-campus suspension, exclusion, or expulsion. This rule, as all school rules apply, for after school events and school trips.
- b. Possession of these substances with the intent to distribute or sell will result in expulsion. The sale of look-alike drugs will result in home suspension for the first offense and expulsion for any subsequent offense.
- c. Drug paraphernalia, whether possessed for use or with the intent to sell or distribute, will be seen as an attempt to promote the distribution and use of illegal drugs and will result in suspension or expulsion.

Stealing, Robbery, or Extortion

- a. These offenses will result in on-campus suspension, work detail, home suspension or expulsion. The severity of the crime and the number of offenses will dictate the punishment.

Damage to Property

- a. Causing or attempting to cause damage to school property will result in the replacement of the damaged property by the student. The parent or guardian will also be held responsible for the replacement of the damaged property.
- b. Severe cases of damaging, defacing or mutilating school property such as arson, damage to windows, playground equipment, computers, etc. may result in the suspension (on-campus or home) or expulsion.

Profanity, Obscene Acts, Demeaning Racial Statements and Vulgarity

- a. These acts will be construed as an attack on the rights and privileges of other students who are attempting to receive an education and the rights of teachers to teach. Therefore, the attempt or act of projecting the above-named actions whether on clothes, written, verbal or through gestures is in violation of school policy. The resulting disciplinary action will require: changing offensive clothing, work detail, on-campus suspension, home suspension, expulsion or a combination of any of these actions.

Willful Disobedience

- a. Willful disobedience is the intentional defiance of Emereau Team, faculty, and/or staff. Such action may be exhibited while coming to and from school, on the bus, during the normal school day or on fieldtrips. For the safety of the student and other students and the establishment of a nurturing learning environment, respect for faculty, staff, and parents is necessary. All students will come to understand this policy. It may take more time, patience and understanding to illuminate the younger children; however, student safety and a positive educational environment must be maintained. Therefore, timeout, work details, and on-campus suspension or off-campus suspension may be employed. Repeated disobedience may result in a request to have a student evaluated by other behavior professionals. Every attempt will be made to correct the in appropriate behavior before actions of home suspension and expulsion are considered.
- b. Students are expected to demonstrate good citizenship and act in an appropriate manner. Failure to do so will result in a reprimand, detention, or suspension. Public displays of affection fall under this category.

Discrimination, Harassment and Bullying

It is the policy of Emereau that students should not be subjected to forms of unlawful discrimination, harassment, bullying, or hazing, while at Emereau or school-sponsored activities. Furthermore, the policy's intent is to address the issue in a proactive manner through the establishment of a system for educating students and staff at Emereau regarding the identification, prevention, intervention, and reporting of such anti-social acts. Emereau acknowledges the dignity and worth of all students and strives to create a safe, orderly, caring and inviting school environment to facilitate student learning and achievement. Emereau prohibits discrimination on the basis of race, color, national origin, sex, disability, age or any other classifications prohibited by law. Emereau will not tolerate any form of unlawful discrimination, harassment or bullying in any of its educational or employment activities or programs.

A. DEFINITIONS

For purposes of this policy, the following definitions apply:

1. Discrimination

Discrimination means any act or failure to act that unreasonably and unfavorably differentiates treatment of others based solely on their membership in a socially distinct group or category that is

protected by law, such race, color, national origin, sex, disability, or age or by association with a person who has or is perceived to have one or more of these characteristics. Discrimination may be intentional or unintentional.

2. Harassment

a) Harassment is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication that:

1) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or

2) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits. "Hostile environment" means that the victim subjectively views the conduct as harassment or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is harassment or bullying. A hostile environment may be created through pervasive or persistent misbehavior or a single incident, if sufficiently severe. Harassment and bullying include, but are not limited to, behavior described above that is reasonably perceived as being motivated by any actual or perceived differentiating characteristic that is protected by law or motivated by an individual's association with a person who has or is perceived to have a differentiating characteristic that is protected by law, such as race, color, religion, national origin, sex, disability or age. Examples of behavior that may constitute bullying or harassment include, but are not limited to, verbal taunts, name-calling and put-downs, epithets, derogatory comments or slurs, lewd propositions, exclusion from peer groups, extortion of money or possessions, implied or stated threats, 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 harassment or bullying. Harassment, including sexual or gender-based harassment, is not limited to specific situations or relationships. It may occur between fellow students or co-workers, between supervisors and subordinates, between employees and students, or between non-employees, including visitors, and employees or students. Harassment may occur between members of the opposite sex or the same sex. b) Sexual harassment is one type of harassment. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

a) submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's academic progress or completion of a school-related activity;

b) submission to or rejection of such conduct is used in evaluating the student's performance within a course of study or other school-related activity; or

c) such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance, limiting a student's ability to participate in or benefit from an educational program or environment, or creating an abusive, intimidating, hostile or offensive educational environment. Sexually harassing conduct includes, but is not limited to, deliberate, unwelcome touching that has sexual connotations or is of a sexual nature, suggestions or demands for sexual involvement accompanied by implied or overt promises of preferential treatment or threats, 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, sexual violence, or the display of sexually suggestive drawings, objects, pictures or written materials. Acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex, but not involving sexual

activity or language, may be combined with incidents of sexually harassing conduct to determine if the incidents of sexually harassing conduct are sufficiently serious to create a sexually hostile environment. Gender-based harassment is also a type of harassment. Gender-based harassment may include acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex or sex-stereotyping but not involving conduct of a sexual nature.

3. Bullying

Bullying means unwanted, aggressive behavior that involves a real or perceived power imbalance. Bullying may also place a student in actual and reasonable fear of harm to his or her person or damage to his or her property. Bullying behavior is often repeated, or has the potential to be repeated, over time. Bullying includes intentional actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose or any action that involves a real or perceived power imbalance. Bullying can also include behavior that constitutes harassment or sexual harassment and can include cyberbullying. For **Cyberbullying**: See the Technology Use and Internet Use policy sections.

4. Hazing

North Carolina law makes it unlawful for any student in attendance at any school in the State to engage in hazing, or to aid and abet any other student in the commission of this offense. For the purpose of this section hazing is defined as follows: "to subject another student to physical injury as part of an initiation, or as a prerequisite to membership into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group."

Sexual Harassment

- a. Prohibited sexual harassment includes, but is not limited to; unwelcome sexual advances, request for sexual favors, and other verbal, visual or physical conduct of a sexual nature.
 1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status or progress;
 2. Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting the individual;
 3. The conduct has the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment; and
 4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities at or through the school.
- b. Other types of conduct that are prohibited and may constitute sexual harassment include:
 1. Unwelcome leering, sexual flirtations or propositions;
 2. Unwelcome sexual slurs, epithets, verbal abuse, derogatory comments or sexually degrading descriptions;
 3. Graphic verbal comments about an individual's body, or overly personal conversation;
 4. Sexual jokes, stories, drawings, pictures or gestures;
 5. Spreading sexual rumors;
 6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class;
 7. Cornering or blocking of normal movements;
 8. Displaying sexually suggestive objects in the educational environment;
 9. Any act of retaliation against an individual who reports a violation of the school's sexual harassment policy or who participates in the investigation of a sexual

harassment complaint.

10. Purposefully limiting a student's access to educational tools; and

11. Touching an individual's body or clothes in a sexual manner.

Enforcement

The Executive Director or his/her designee shall take appropriate actions to reinforce the board's sexual harassment policy. These actions may include:

1. Removing vulgar or offending graffiti;
2. Providing staff in-service training and student instruction or counselor
3. Taking appropriate disciplinary action to include reprimand, detention, on-campus suspension or home suspension.

Act of Hate Violence

Causing, threatening, or attempting to cause or participate in an act of hate violence can be defined as willfully interfering with or threatening another person's personal or property rights because of race, ethnicity, national origin, religion, disability or sexual orientation. Speech that threatens violence, when the perpetrator has the apparent ability to carry out the threat, may be considered an act of hate violence. These offenses may call for reprimand, suspension, community service and/or expulsion.

Other Harassment

Intentionally engaging in harassment, threats or intimidation against a student or group of students when the harassment is severe and pervasive and disrupts classes or creates disorder or an intimidating or hostile educational environment will not be tolerated. These offenses may call for a reprimand, suspension, community service and/or expulsion.

Academic Dishonesty

Academic dishonesty is often a difficult concept to define. EMEREAU strives to increase a student's ability to work independently and collaboratively, while realizing this only clouds the issue of academic dishonesty. We realize that valuable social skills and learning come through group projects, collaboration, and cooperation.

Students should do as much of or all of their own homework, but students should be willing to give assistance to fellow students when the learning experience can be enhanced. In some situations, testing is required to be independent of any outside help. Students will be made aware of this and will be expected to act accordingly.

Plagiarism

Plagiarism is a serious issue in academe. Students must give credit to the appropriate individuals for their research and writing. It is often difficult to distinguish what should be duly noted and what is common knowledge. It is the job of the faculty to bring this issue into a clearer focus for the students so that students will learn proper citation processes. Through their own research and writing, the constitution of plagiarism will become better defined for the student. Students will begin learning the principles and process of research and writing in early elementary school. Over the course of the year, older students will be using the APA system for documenting paraphrased and quoted material.

Dress Code: School Uniforms

To support the establishment and consistency of an effective learning community all students at EMEREAU will wear uniforms. The uniforms are selected by the Board and school leadership, for each academic year.

The uniform policy is in effect every school day, including any off-campus trips. Advance notice will be publicized for any events which a specific uniform or events that do not require a uniform.

Emereau: Bladen students are required to dress in proper uniform attire at all times. All student uniform items must be purchased from the approved vendor as follows:

Leinwand's

132 E Broad Street

[\(910\) 862-3772](tel:(910)862-3772)

Elizabethtown, North Carolina 28337

or through Emereau: Bladen pre-approved uniform sales (Examples include approved athletic, special event, or organizational wear). No other vendors are allowed.

The daily required uniform of polo shirts, jumpers, lab coats, sweaters, gray and or black shorts, pants, and skorts may be purchased at Leinwand's to provide consistency and availability to our families.

It is the responsibility of the parent(s) or guardian(s) to ensure compliance with the Emereau: Bladen Uniform Policy. Should the student arrive at school wearing items other than the specified uniform, the parent or guardian will be called to bring proper uniform items to school. Students will be required to wait in the school office until the parent/guardian arrives with the proper uniform item(s). The student will be marked absent from any classes they miss. Teachers and school administrators will conduct random checks to ensure uniform policy compliance.

Reasons for requiring a Uniform Policy:

- Promotes a positive student and school image
- Promotes pride and a sense of belonging
- Lowers cost by reducing number of outfits
- Helps in quick identification of students at off-site events and school trips
- Creates more serious classroom atmosphere
- Reduces peer pressure
- Helps break down socioeconomic barriers
- Helps improve student conduct
- Assists in the ease and convenience of daily wardrobe selection

Kindergarten – 8th Grade Uniform Policy

Students may mix and match their choice of the following uniform items to be purchased from Leinwand's:

K- 8

- Gray shorts
- Gray pants
- Black pants
- Black shorts
- Black sweater vest
- Black skort (Girl's)
- Gray skort (Girl's)
- Jumpers (Girl's)
- Polo style dress (Girl's)- monogrammed with "Emereau"
- Emereau Green polo shirt- monogrammed with "Emereau"
- White polo shirt- monogrammed with "Emereau"
- Black polo shirt- monogrammed with "Emereau"
- White Lab Coat- monogrammed with "E= i³ c² g!" (**K-5 ONLY**- you have until October 11th to get this)

- Footies, Socks and Tights- school colors only; socks must be worn at all times
- Hair accessories- school colors only
- Belts – black only; required with pants, shorts, or skorts that have belt loops
- All shorts/ skorts must be no shorter than four (4) inches above the knee
- Form-fitting spandex material, nylon, denim, blue jeans, and Jeggings are prohibited.

HEALTH AND PHYSICAL EDUCATION CLASS ATTIRE

- Approved gray top at Leinwand's
- Approved black shorts at Leinwand's- must maintain length of no shorter than four (4) inches above the knee
- "Spirit Shirt" purchased from Emereau: Bladen (gray, green, or white)- long sleeve or short sleeve t-shirt
- Tennis shoes (white, gray, black, or Emereau green accents are acceptable)

***Free alterations are available at Leinwand's**

OUTERWEAR

- All outerwear (jackets, coats, raincoats, and sweaters) must be Emereau green, gray, black or white.
- Approved outerwear is available at Leinwand's, but may be purchased at any retail location.
- The "Spirit Hoodie" purchased from Emereau: Bladen (gray, green, black or white) is also approved as outerwear and may be worn daily. However, hoods must NOT be worn in the building. Sweaters and jackets of non-approved school colors may not be worn in the building.

General Information:

Shirts

Polos must remain tucked in at all times while on campus or while attending any off campus school programs or events.



Tights/ Full-length Leggings

Girls may wear only solid gray, solid white, and solid black tights or full-length leggings under skirts and/ or skorts. They are not permitted to be worn as pants. They are not permitted as P.E. attire. Multicolored or patterned and other colors are not allowed on the leggings.

Physical Education

Grades K-8 are required to wear black physical education uniform shorts and t-shirts purchased from Leinwand's or the "Aviator Spirit Shirt" purchased from Emereau: Bladen (school colors).

SHOES

Emereau green, white, black or gray athletic shoes No other color is allowed anywhere on the shoe, including the logo and laces. Shoes must be soft-soled (rubber or leather) in solid black or solid white. Heels may not be over 1" high. ***Students **may not** wear sandals, flip-flops, clogs, Crocs, toe-shoes, mules, high-tops or boots. Shoes must completely cover the foot, must be securely tied at all times and must fit properly.

Additional Information:

- Long sleeved shirts may not be worn under short-sleeved shirts.
- Earrings for girls are limited to two pair in the lobe area only.
- Jewelry items: Students may only wear one bracelet (not multi-coiled) and one necklace, thin chain, and no longer than 20 inches in length.
- No additional buttons or pins are permitted to be worn unless provided by Emereau.
- Students may not wear visible "body piercing" jewelry.
- Caselt, bookbags, lunch boxes and purses may not have inappropriate writing (Subject to discretion of school administration), dangling keys, chains, etc. on them. Please keep school colors in mind when making purchases.
- Students are not allowed to draw or write on themselves or other students.
- Visible tattoos are not permitted.
- Color appropriate hats, scarves and gloves are allowed in winter while students are outside. Keep school colors in mind.
- **Exception on head coverings:** medical reasons; religious observance; or spirit days where hats may be allowed.
- Blankets, pillows, and wraps may not be brought to school.

Administration reserves the right to request removal of any accessory items.

Medical Exceptions

Any request to alter uniform wear due to a medical condition must be supported by documentation from a medical specialist with detail of the diagnosed condition of the student, along with the requested length of time for the exception. The request, with supporting documentation, must be submitted to school administration for consideration.

Please PRINT your child's name on all uniforms, lunch boxes, Case-It binders and book bags in order to return, if found!

Protection of Religious Expression

Students may display religious messages or artifacts (such as necklaces, bracelets, earrings, rings), but not on clothing. If wearing particular attire during the school day is part of a student's usual religious practice, under the Religious Freedom Restoration Act, the school will not prohibit the wearing of such items. Parents must discuss any potential situations with the Executive Director.

Non-Compliance

Students who choose not to comply with the Uniform Policy will be asked to remain in the school office until a parent/guardian is contacted to bring them a change of clothing. Parents are asked to be in concert with and enable faithful adherence to the dress code policy.

Acceptable Computer Use Policy

Privileges

EMEREAU provides Internet access for students and the Emereau Team. The Internet offers vast, diverse, and unique learning resources to students, families and educators. Computer and network-based technologies at EMEREAU, including Internet access, are provided to further educational goals and objectives. With access to computers and people all over the world, also comes the availability of material that may not be considered to be of educational value in the context of the school setting. EMEREAU will take precautions to restrict access to such materials. However, on a global network, it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the school.

Responsibilities

The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that students and families are aware of the responsibilities they are about to acquire. Students and families are expected to abide by this Acceptable Computer Use Policy as well as all current local, state, and federal laws. If an EMEREAU student violates any of these provisions, he or she may lose any and all computer access privileges (including use for school work) for a period of time based on the severity of the violation and/or face other disciplinary consequences. Severe violations and/or violations of state or federal laws will incur more serious consequences in accordance with those policies of school and the law. The signatures on the Family Guidebook Acceptance form are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

Risks and Limitation of Liability

The Internet serves as a powerful and essential educational tool. However, students and parents must be informed of the potential dangers that exist on the Internet, including (but not limited to) child/sexual predators, scam artists, and hate-biased materials. The EMEREAU school-based computer use policies have been developed to protect against these dangers, and student use will be monitored by school staff to enforce these policies. In addition, data that track individual student Internet activity can be made available to parents upon request. Students are hereby warned against giving out any personal information over the Internet, including physical description or photo of self, name, age, address, school attended, or any times when the student will be home alone (including after school before parents have returned from work). Students should never meet one-on-one with someone they have met on the Internet without first seeking permission from their parent/guardian.

Personal Student Devices

Personal student devices, including but not limited to laptops, iPads, iPods, tablets, electronic gaming devices, video equipment, cameras, MP3 players, etc., are not permitted at school or school-related events. The possession of such devices constitutes the consent to the search and confiscation of the devices by school personnel. Students are permitted to have cell phones in their possession at school. Cell phones should be turned off, kept in backpacks, and are not to be taken out, seen, heard or used during school hours, unless there is an emergency. Students abusing this policy may have their cell phones confiscated. After a certain number of violations, the school may no longer permit the violator to bring a cell phone to school for any reason for the remainder of the year. Violators of the policy will have their personal devices and/or cell phones confiscated and held in the Assistant Director's office (or area designated by the Assistant Director). The school shall not be responsible for any items lost or damaged while in its possession. Parents/guardians will be notified of the confiscated items and asked to pick them up at the end of the school day.

Unlike home-based Internet usage which may be for entertainment and other purposes, Internet usage at EMEREAU is for educational purposes only. EMEREAU makes no warranties of any kind, whether expressed or implied, for the service it is providing. EMEREAU:

- reserves the right to block or filter Internet content that has no educational purpose, is obscene, contains pornography, or is harmful to minors.
- makes no guarantee that the functions of services provided by or through the EMEREAU network will be error-free or without defect.
- will not be responsible for any damages a user may suffer including but not limited to loss of data, delays, non-deliveries, miss deliveries, or service interruptions caused by provider/user negligence, errors or omissions.
- is not responsible for the accuracy or quality of the information obtained through or stored in the system or network.

- will not be responsible for financial obligations arising through the unauthorized use of the system. Use any information obtained via the Internet at your own risk.

Cyber-bullying

Neither the school's network nor the broader Internet (whether accessed on campus or off campus, either during or after school hours) may be used for the purpose of harassment. All forms of harassment in cyberspace, often called cyber-bullying, are unacceptable.

Cyber-bullying includes but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs). Often the author (sender or poster) of the inappropriate material is disguised (logged on) as someone else.

Members of the EMEREAU community who feel that they have been the victims of such misuses of technology should not erase the offending material from the system. They should print a copy of the material and immediately report the incident to a school official (any Faculty Member or member of the Technology Staff). All reports of harassment in cyberspace will be investigated fully. Sanctions may include, but are not limited to, the loss of computer privileges, detention, suspension or expulsion from school.

Supervision and Monitoring

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. School leadership reserves the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

Network Access Terms and Conditions

- A responsible student user of the EMEREAU Network:
- MAY USE the Internet to research assigned classroom projects.
- MAY USE the Internet to research/develop educational materials.
- UNDERSTANDS that NONE of his or her communications and information accessible through the Network is considered private or confidential.
- UNDERSTANDS that his or her Internet activity may be tracked and monitored and made available for parental review.
- UNDERSTANDS that EMEREAU Leaders may be silently observing his or her workstation and network activity at any time, and may intervene in the activity at any time.
- AGREES that he/she will NEVER disclose his or her password to any other student.
- AGREES to NEVER disclose his or her personal information or private information about another person over the Internet either by posting or by disclosing this information to another person met on the Internet.
- UNDERSTANDS that security on any computer system serving many users is critical, and it is the responsibility of all users to help safeguard the integrity of the system. This responsibility includes the reporting of any potential security breach such as unauthorized or prohibited use. If you feel you can identify a security problem on the network, you must notify a teacher or an administrator.
- UNDERSTANDS that if any provision of the Acceptable Computer Use Policy is violated, the student may not be allowed to use the network and disciplinary action may be taken.
- UNDERSTANDS that if he or she loses the privilege of using the network, there shall be no obligation to provide a subsequent opportunity to access the network. This means that the student may receive failing grades on subsequent in-school activities requiring network

access.

Workstation Violations:

A student is to leave the computer exactly as he or she finds it unless given specific permission from an instructor. Prohibited changes include, but are not limited to

1. Installing unauthorized software on any workstation or anywhere on the network
2. Logging on as another user or allowing another individual the use of one's account or user ID
3. Stealing, vandalizing or defacing hardware (including keyboards, monitors, and headphones).
4. Not reporting computer vandalism that you are aware of
5. Removing or replacing hardware or cables without authorization.
6. Changing the screensaver or desktop backgrounds of a lab or classroom computer.
7. Moving, adding, deleting, or changing icons on the desktop, including printer icons of a lab or classroom computer.
8. Setting themes or sounds; or changing the screen resolution of a lab or classroom computer.
9. Tampering with operational settings including the Start menu.

Usage Violations:

Use of the computer must be in support of education and research and consistent with the educational objectives of EMEREAU. The student is responsible, at all times, for its proper use. Improper use of the network is prohibited. Uses of the network that are prohibited include, but are not limited to

1. Use of school technologies in support of any illegal purposes.
2. Intentionally uploading, creating, or spreading computer viruses or worms.
3. Attempting to gain unauthorized access to the EMEREAU network, or any other network, or to
4. Any secure data is considered hacking activity and thus is prohibited. Hacking activity includes students attempting to logon to the network/Internet as a faculty member or an administrator.
5. Possessing and/or using or attempting to use hacking tools, including keystroke loggers, wireless crackers, port scanners and password/encryption tools.
6. Not reporting a known potential security breach or vulnerability such as unauthorized or prohibited use.
7. Not reporting network security violations or potential violations that you are aware of. If you become aware of a problem, do not demonstrate the problem to other users.
8. Downloading and storing files on the network without authorization (as a student you are authorized to store only course-related documents in your home directory folder or as directed by An EMEREAU Leader).
9. Connecting any non-EMEREAU hardware (including personal laptops and PDA devices and cell phones) to the network without specific advance permission from Technology Staff.
10. Providing access to the EMEREAU network to unauthorized individuals via one's own account, another's account, or otherwise.
11. Using profanity, obscenity or language that is considered offensive or threatening. This includes retrieving, viewing, producing, posting, or sending (or attempting to post or send) material that
 - is profane, obscene, lewd, sexually explicit or suggestive or pornographic in purpose.
 - advocates or engages in illegal acts, threats, hate or violence.
 - potentially disrupts, causes damage, threatens or endangers students or staff.
12. Spamming: Distributing mass e-mail messages and chain letters or sending e-mail to school address lists or other large numbers of people or a large volume of messages to one or more individuals for the purpose of causing annoyance.
13. Posting personal or private information about yourself or other people on the Internet. Violating any aspect of a student's right to privacy by disclosing confidential information including but not limited to a student's grades or test scores.
14. Posting, sending, or disclosing over the Internet information that insults, defames, or harasses.

15. "Re-posting" or forwarding personal communications without the author's prior consent.
16. Chat rooms and instant messaging are off-limits during school hours except with prior specific permission. Arranging or agreeing to meet with a person you have met online without specific advance permission from a parent or teacher is prohibited.
17. Using EMEREAU technology to copy commercial software in violation of state, federal, or international copyright laws.
18. Using the EMEREAU network for financial gain or for the transaction of any business, commercial or lobbying activities.
19. Using technology to cheat; to misrepresent another's work as one's own or to pass one's work on to another for the purpose of cheating.
20. Plagiarizing (claiming another person's writings as your own) any information gained on or through the network or from the Internet. (This includes the downloading of reports or term papers purchased on the Internet and passing them off as one's own). EMEREAU will implement software that identifies plagiarized copy purchased by students over the Internet. NEVER SUBMIT ANY WORK THAT IS NOT YOUR OWN without proper attribution.

Conduct Violations:

The use of the computer is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges and severe disciplinary action. The school administrators will deem what is inappropriate use, based on the explicit and implicit guidelines in the Acceptance Computer Use Policy.

1. You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - Do not be rude or abusive in your messages to others.
 - Use only appropriate language. Do not swear or use vulgarities or any other inappropriate or offensive language.
2. Using technology for off-task activities during class (playing games, videos, music, or visiting websites not instructionally related) is prohibited.
3. You may not visit chat rooms, bulletin boards, newsgroups or translator services at any time during class without your instructor's permission.
4. You may not instant message or check your email, or send email or chat messages during class unless your instructor gives you permission to do so.
5. You must report any unsolicited or inappropriate web site that pops up on your screen without your consent to your Emereau Faculty Member, technology leader, or school leadership.
6. If you experience any problems with your workstation (you can't log on, you can't print, you can't get on the network or to the Internet, your CD is stuck, etc.), you must report these problems to your Emereau Faculty Member, technology leader, or school leadership.
7. It is your responsibility to keep your password confidential. IF YOUR PASSWORD IS COMPROMISED, YOU MUST CHANGE IT IMMEDIATELY! If you forget your password, see your Academic Leader who will help you create a new password. Choose a password you can easily remember. Your password must follow specific guidelines for a secure password. It must contain at least eight characters. It must also include a symbol, and a number. It may not contain all or part of your username. During the year, you will be required to change your password every 90 days to ensure the security of your account and your data. You may not use any previous passwords. You will be notified when your password is about to expire.

Consequences for Violations of Terms and Conditions

Workstation and Usage Violations such as those listed above are SERIOUS violations with SEVERE consequences. Workstation and Usage violations can incur suspension of computer privileges as well as

disciplinary action and including school suspension and notification of a student's parents. Reinstatement will require parental signature and/or conference.

Conduct Violations also have the consequence of disciplinary action which may include suspension of computer privileges. Repeated conduct violations will be treated as a serious violation (see above) and parents will be notified.

Academic Consequences of Violations

Violations of the Acceptable Computer Use Agreement may carry serious academic consequences. If you lose your computer privileges, you may not use ANY EMEREAU computer. You may NOT bring a personal laptop to school to use for the duration of the violation. If you have access to the necessary hardware/software at home, you may complete computer-related assignments at home. Otherwise, you must complete your assignment at a public library or some other public computing facility. You may propose alternate, non-technology assignments to your Emereau Team. Your Emereau Team will decide whether your proposal constitutes an acceptable alternative for meeting the learning objectives of the original computer-based assignment. If there are no valid alternatives in computer-based courses, the result may be that you would fail the assignment.

The following applies to all violations:

1. If the school year ends before the computer suspension, the remainder of the suspension will carry over to the next school year.
2. Acts of vandalism that require the replacement of equipment will require financial recompense by the student or the student's parents.
3. Any violation of this agreement may result in additional disciplinary action in accordance with school policies, local, state and federal laws.

Arrival and Departure

EMEREAU: BLADEN ARRIVAL AND DEPARTURE PLAN

Please review the following information regarding school hours, arrival and departure procedures, and safety procedures. Once you have read, please sign the second sheet confirming and return to your child's homeroom teacher.

2021 - 2022 EMEREAU: BLADEN SCHOOL HOURS

7:45 A.M. – 3:45 P.M.

**ANY ARRIVALS AFTER 7:50 WILL BE COUNTED AS TARDY, A PARENT OR GUARDIAN MUST SIGN THEIR CHILD IN, AT THE FRONT DESK, IF HE/SHE IS TARDY. (Unless there are changes due to state guidelines)

**ANY EARLY CHECK-OUTS MUST OCCUR NO LATER THAN 3:00 P.M. THIS IS TO ENSURE THE BUSES CAN GET INTO PLACE AND DEPART ON TIME. A DRIVER'S LICENSE WILL BE REQUIRED FOR ANYONE PICKING UP A STUDENT BEFORE DISMISSAL – NO EXCEPTIONS!

**ANY CHANGES TO TRANSPORTATION MUST BE SUBMITTED IN WRITING TO THE SCHOOL OR MADE NO LATER THAN 2:30 P.M. BY CALLING THE SCHOOL AT – 910-247-6595.

ARRIVAL PROCEDURES:

Students arriving in cars – Arrival begins, promptly, at 7:30 a.m. and continues until 7:50 a.m. All students disembark in the breezeway of the school between the 2 buildings where an Emereau Team Member will open the car door.

Students arriving by bus – Students will disembark on the right side of the building at the direction of the bus driver. Students will enter the side doors and proceed to their classrooms.

DEPARTURE PROCEDURES:

Students departing by cars – Departure begins at 3:45 p.m. for car students. All students will exit the building through the breezeway and will enter their vehicles at the direction, and with the assistance, of an Emereau Team Member. When approaching the breezeway of the building, please make sure you are moving as forward as possible. Also, be sure *not* to park on the pedestrian crosswalk. If an Emereau Team Member is waving you forward, please comply.

Students departing by School Bus – All children riding a school bus will begin boarding at 3:30 p.m. All Emereau buses will depart once all children are accounted for and sitting safely in their seats.

FOR THE SAFETY OF OUR STUDENTS, WE ASK THAT ALL ADULTS ADHERE TO THE FOLLOWING:

- Cell Phone usage is not permitted by drivers during arrival and departure. Please note that this is a reminder from Emereau *and* the Sherriff's Department.
- The speed limit on campus is **8 miles per hour**.
- Emereau is a smoke-free campus, smoking is not permitted on campus, including in any vehicles while on campus.
- In an emergency, drivers must move to the left lane, or as close as possible to the left lane. Emergency vehicles will utilize the right lane in the event of an emergency.
- Parallel parking in the right lane is permitted in front of the main building between the hours of 8:30 a.m. and 2:45 p.m. ONLY.
- If a parent or guardian has an emergency during arrival or departure, please call the front office at 910-247-6595.
- Please do not drive on the grass or cut across the parking lot.

Attendance

Attendance to class is critical for academic success. Students who are ill should remain at home to recover. However, parents and students should be aware that frequent absences often result in academic difficulties. We encourage scheduling of appointments and travel during non-school hours and scheduled breaks.

In case of an absence, parents/guardians should *call the school before 10 a.m. on the morning of the absence* in order to help insure the safety of our students. We would appreciate calls as early as possible so as not to unnecessarily burden our Administrative Associate.

Upon returning to school he or she must submit a note to the appropriate Administrative Associate from a parent or guardian explaining the absence. This written confirmation is necessary for state auditing purposes.

If a student plans to be absent for an educational opportunity, he or she should come to the office one week before the absence to be approved by an administrator. The administrator will provide the necessary information and expectations to the student.

The NC Department of Public Instruction considers absences for these reasons to be lawful:

- Illness or injury: When absence results from illness or injury which prevents the student from being physically able to attend school
- Quarantine: When isolation of the student is ordered by the local health official or the State Board of Health
- Death in the immediate family: When absences results from the death of a member of the immediate family of the student
- Medical or Dental appointments
- Court or administrative proceedings
- Religious observance
- Educational opportunity: approval must be granted by an administrator one week PRIOR to the absence.

Compulsory Attendance Law Reporting

The Executive Director will notify parents and take all other steps required by G. S. 115C-378 for excessive absences from school.

After a student has accumulated three unlawful absences, the Executive Director or his/her designee shall notify the parent/guardian of the child's excessive absences. After not more than six unlawful absences, the Head shall notify the parent/guardian that he/she may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies of the state and the Board of Education. Once the parents are notified, the school social worker/counselor may work with the child and his/her family to analyze the causes of the absences and determine the steps to eliminate the problem. The school social worker may request that a law-enforcement officer accompany him/her if the counselor believes that a home visit is necessary.

After 10 accumulated unlawful absences in a school year, the Executive Director will review any reports to or investigations produced by the school social worker pursuant to G. S. 115C-381. The Head/Dean shall confer with the student and his/her parent/guardian to determine whether the parent/guardian has been notified of the student's absences and has made a good faith effort to comply with the law.

If the Executive Director determines that the parent/guardian has not met his/her obligations, the Executive Director or designee may notify the district attorney and/or the director of social services of the county where the child resides. Evidence that shows that the parent/guardian was notified and that the child has accumulated 10 absences which cannot be justified under the Board's established attendance policies shall constitute a *prima facie* case that the child's parent/guardian is responsible for the absences. If the Executive Director determines that the parent has met his/her obligations the Head may file a complaint with the juvenile court counselor indicating that the student is habitually absent from school without a valid excuse.

Lower School: Grades K - 5

Students at EMEREAU are required to be in attendance at least 94% of the school year in order to be in compliance with North Carolina Attendance Law for students between the ages of seven (or younger if enrolled) to be promoted to the next grade. A student absent more than ten days shall be referred to the Executive Director for possible retention. Upon the sixth absence (lawful or unlawful) the Executive Director will notify the parent of the school's concern and of interventions necessary for student success. If the Executive Director determines retention is necessary based on attendance, the parent/guardian will be notified in writing. The parent/guardian will have five days to appeal the Executive Director's decision. Written documentation

must be provided to the Executive Director and must be based on appropriate reasons for the absences and completion of make-up work.

Middle School: Grades 6 - 8

As an EMEREAU promotion standard, a Middle School student may not miss more than 10 days of school a year or must be present more than 94% of the school year. When a student has been absent for more than 10 days, he/she will be referred to the Executive Director as a candidate for retention. The Executive Director will notify the parent of the school's concern and will inform the parent of the attendance requirements regarding the EMEREAU promotion standard. If the Executive Director determines retention is necessary based on attendance, the parent/guardian will be notified in writing. The parent/guardian will have five days to appeal the Executive Director's decision. Written documentation must be provided to the Executive Director and must be based on appropriate reasons for the absences and completion of make-up work.

Parents/Guardians who feel that extenuating circumstances have resulted in their child missing more than 10 days may request an attendance waiver through the school office. Waiver request forms must be completed at least three weeks before the end of the school year. The waiver period may be extended at the discretion of the Executive Director who will review the waiver requests and determine if the student will receive course credit.

Late Arrival to School or Class

Tardiness has a negative impact not only on the tardy student's education, but also on that of his or her classmates. Students should make a point to arrive to class on time and to be ready to participate.

If students arrive at school after the signal for class to begin (7:50am), they must provide a note from a parent or guardian explaining the tardiness and must sign-in in the office. Administrative Associates will give the student an admittance form to enter class. On the following day, students should show that form to any teacher whose class was missed.

Early Departure

If students must leave school early, they should bring a note from a parent or guardian explaining the reason for the departure. This note should be given to the appropriate Administrative Associate upon arrival to school. The student/parent must then sign-out before leaving the building. The student/parent must sign back in if the student returns to school later the same day. In order to prepare for a safe departure, students leaving school early MUST be checked out by an authorized adult PRIOR to 3:00pm.

If a student gets sick during the school day and needs to leave school, the student should go to the office and call a parent or guardian. Administrative staff will speak to the parent or guardian before the student is allowed to sign-out.

Completion of Assignments

Students are responsible for completing assignments when they are absent. Students should work with their teachers to make arrangements to complete assignments, tests, and quizzes in a timely fashion. Students who are absent, or anticipate being absent for two or more days, should arrange to obtain assignments from their Emereau Team at school or via email. When that arrangement is not possible, students or parents may request assignments through the office. Students who have been suspended from school will be permitted to make up missed work. All missed work is due upon return to school.

Report Cards

Beginning with the 2015/16 school year, the North Carolina State Board of Education required all public high schools in North Carolina to convert to the ten (10) point grading scale, and lowered GPA weightings for Honors and Advanced Placement courses.

To remain consistent with public schools across the state, it is the policy of Emereau: Bladen to follow these criteria with the school's goal of attaining a 100% graduation rate:

- 90-100 = A
- 80-89 = B
- 70-79 = C
- 60-69 = D
- 59 and below = F

At Emereau, Kindergarten – 2nd Grades will utilize a Reporting System that identifies strengths and weaknesses, using Satisfactory, Needs Improvement, and Unsatisfactory. Beginning in 3rd Grade, student reports will reflect Letter Grades.

Visitors

All visitors to Emereau, including parents, must sign in with the Administrative Associate of the building they are visiting to obtain a visitor pass. Students who attend other schools are not permitted to visit Emereau unless accompanied by a parent or guardian. Parents who need to meet with teachers are expected to make an appointment.

Inclement Weather

Should the weather interfere with the school's normal schedule, please check announcements made to all families via email. All decisions will be made the night before (if possible) or by 6:00 a.m. on the day of the inclement weather. Emereau decides independently of surrounding school systems if the school's normal schedule will be altered. A message will also be sent out via our automated phone system and posted by classroom teachers notifying all families of any closings or delays.

Emergency Procedures

At Emereau, we have developed and continue to refine procedures, policies, and drills that make up our Safe School Plan. If a crisis should arise, it is our goal to do everything necessary to maintain the safety of all students. A crisis could be defined as any situation or event that affects the functioning of the regular school day; when normal procedures become impossible to maintain. All Academic Partners have a primary responsibility for the welfare of our students (NC GS 115C-325).