

East Voyager Academy



2018-2019 Parent-Student Handbook

Letter from the Principal

(To be inserted by Principal)

East Voyager Academy does not discriminate on the basis of race, religion, color, national origin, sex, disability, age, immigrant status, English-speaking status, or any other characteristic protected by applicable federal or S.C. law in its programs or activities.

East Voyager Academy

Mission Statement

The mission of East Voyager Academy is to graduate its students with English-Chinese bilingual proficiency, strong academics, and cultural diversity awareness.

Vision

East Voyager Academy recognizes the value of the whole school language immersion model as the most efficient platform for children to achieve bilingual proficiency. We firmly believe that allowing children the opportunity to learn a second language while they are young not only produces stronger students academically, but also teaches them the value of their global citizenship.

CONTACT INFORMATION:

School Phone:

- _____, Principal
Email:
- _____, Administrative Assistant
Email:
- _____, Curriculum Specialist
Email:

Management

East Voyager Academy is a NC public charter school under the NC department of public instruction. EVA's Board of Trustees are responsible for creating policies that govern the school. East Academies Management has been engaged by the Board of Trustees to provide professional support for board training and guidance, as well as offer assistance for the school's educational and business needs. The board is responsible for hiring a principal who oversees the day-to-day routines of the school.

Sample of a Daily Schedule

East Voyager Academy Sample Daily Schedule									
Grade	Homeroom	Time	Courses	Minutes	Language	Average Daily Instructional Time		Chinese-English Ratio	
						Chinese	English		
K-1	Chinese	8:00-8:30	Morning Reading	30	Chinese	291 minutes	99 minutes	75/25	
		8:30-10:00	Math	90	Chinese				
		10:00-10:40	Science/Social Studies	40	Chinese				
		10:40-11:10	Lunch	30					
		11:10-12:40	Language Arts (English)	90	English				
		12:40-13:10	Recess/ Physical Practice	30	Chinese				
		13:10-13:55	Special Rotation Classes	Chinese (PE, Art, Music, Dance)	45				
				English (Media)					
13:55-15:00	Language Arts (Chinese)	65	Chinese						
2-3	English (Students will switch classrooms according to A-B schedule)	8:00-8:30	Morning Reading	30	English	232.5 minutes	135.5 minutes	60/40	
		8:30-9:45	Language Arts (English)	75	English				
		9:45-10:30	Science/Social Studies	45	English				
		10:30-11:15	Special Rotation: PE, Art, Music, Dance, Science Lab	45	Chinese				
		11:15-11:45	Lunch						
		11:45-12:15	Recess/ Physical Practice	30	Chinese				
		12:15-13:45	Math	90	Chinese				
		13:45-15:00	Language Arts (Chinese)	75	Chinese				
	Chinese (Students will switch classrooms according to A-B schedule)	8:00-8:30	Morning Reading	30	Chinese				
		8:30-9:45	Language Arts (Chinese)	75	Chinese				
		9:45-11:15	Math	90	Chinese				
		11:15-11:45	Recess/ Physical Practice	30	Chinese				
		11:45-12:15	Lunch						
		12:15-13:00	Specials Rotation: PE, Art, Music, Dance, Science Lab	45	Chinese				
		13:00-13:45	Science/Social Studies	45	English				
		13:45-15:00	Language Arts (English)	75	English				

Curriculum and Instructional Design

East Voyager Academy strives to serve families across Mecklenburg region who desire the rich experience offered through a culture and language immersion education. Our education plan is a whole school Chinese immersion model. Unlike the traditional method of teaching a second language, the basis of an immersion program requires the target language (EVA has selected Mandarin Chinese) to be taught through content rather than as a foreign language. Certain subjects, such as mathematics and science, are specifically taught in the targeted language. Students gain a working knowledge of Mandarin as they are studying subject content. This is the same natural process that occurred as they learned their native language. In the Mandarin instructed classes, no spoken English will be allowed as students are totally immersed in the targeted language.

Research data has shown that a well-designed whole school language immersion model not only offers the most efficient platform for children to achieve bilingual proficiency, but also produces better academic results from its students than traditional one language programs. A second language stimulates different parts of the brain such that bilingual students gain additional cognitive benefits (Cummins 1998). EVA takes advantage of this fact by aiming for rigorous academic standards. The use of the immersion model gives our students an advantage that will help them better attain the NC standards. Moreover, rich cultural content will be naturally integrated into our program as students learn the new language.

Student Conduct

East Voyager Academy recognizes that an orderly environment must be in place for learning to take place. Working together, the school and parents can clearly define expectations and help students to be successful. The School's *Code of Conduct* clearly defines expectations for all in the EVA learning community. Students are encouraged to develop habits that reflect good character. Parents can serve to reinforce this learning by talking about such habits and encouraging students to model them at home.

Please read the *Code of Conduct* thoroughly, discuss it with your child. **The last page has a form that needs to be signed and returned to your child's homeroom teacher; indicating you understand and agree to the school's rules and expectations.** Students are also asked to sign the form. This *Code of Conduct* is a contract among students, parents, and School staff. The principal will make appointments to discuss the *Code of Conduct* with any parents who do not return signed copies of the form.

The EVA 3 R's
Being an EVA students means being:

R – Respectful
R – Responsible and
R – Ready

We need parental support to create a safe and orderly learning environment.

Parent Involvement and Communications

Quality Assurance

We want parents to feel welcomed in our school. Your input is appreciated and desired. If you need to voice a concern please take the following steps:

Step 1- Contact your child's teacher to discuss the problem. Email is the quickest way to get a reply from teachers. They are teaching during the day and not usually able to take phone calls until the afternoon. Our teachers are readily available to discuss concerns regarding your child.

Step 2- Contact the school's principal. Parental concerns that cannot be resolved by the teacher should be redirected to the school's principal. Your principal is qualified and possesses the decision-making skills to solve most problems that may arise.

Volunteering

Parents are encouraged to participate in school-related activities, including those pertaining to curriculum and instruction, such as tutoring and storytelling. Volunteers may also help as office helpers, classroom assistants, school project or event director. Monitors are needed on the playground and at student drop-off and pick-up. Other opportunities will arise during school events, extracurricular activities and community outreach projects.

If you are an employee of a business or a member of an organization that would like to volunteer to partner with our school, please contact the school office. Volunteer partnerships involve direct and indirect support to students, teachers and schools through donated time and resources.

A log of volunteer hours is kept in the school office. Volunteers are recognized annually.

Field Trips

We love to have parents participate on our field trips. Volunteers are welcomed to serve as chaperones. Parent chaperones are vital to ensure the safety of our students. We ask all chaperones remain vigilant and attentive to all students throughout the trips. Due to insurance requirements, babies and children who are not enrolled at EVA may not attend field trips.

Parent Teacher Organization

EVA's PTO is important to supporting student learning and the overall success of the school. The PTO provides school leaders with ongoing input on the operation of the school and serves as a vital link between the school and parents. Your membership helps to create a stronger school community. All are encouraged to participate. For more information, contact the school.

Parent Conferences

Formal parent/teacher conferences are held after first quarter and before third quarter to facilitate open communication between parents and teachers regarding students' progress.

Refer to the school calendar for specific dates. Dates are set in the months of October and February.

East Voyager Academy has an open door policy. We want you in our school and encourage you to visit your child's classrooms. For student safety and to keep disruptions at a minimum, please sign in at the front office. Conferences with teachers and administrators can be scheduled at any time during the year.

Online Community/Newsletters

Announcements of upcoming events and school-wide activities can be found in our online school community and our online school newsletter. Hard copies can be requested through the school office.

Progress Reports and Report Cards

Progress reports/Report Cards will be sent out each quarter to keep parents informed of student achievement.

Textbooks and Supplies

East Voyager Academy provides textbooks and instructional materials that remain school property. Fees for lost or damaged books will be required before new books are issued. Classroom supply lists will be furnished by EVA teachers.

School Uniforms

Please see the current dress code adopted by the EVA Board of Trustees. School administration will determine if a student's dress is in compliance. Parents of students out of compliance will be contacted by the school.

Attendance

Tardiness

Class begins **promptly** at **8:00 a.m.** In order to get the required number of instructional minutes required by law, it is critical that all students be prepared to begin instruction on time. Students may enter the building beginning at 7:30 a.m. Students must arrive at school before 8:00 a.m. A late student disrupts instruction in the classroom and requires extra administrative actions. Please be respectful of others and arrive on time.

A parent/guardian must come to the office to sign in any student who arrives after 8:00 a.m. The student will be considered tardy and the incident will be recorded. If a student is tardy four times, the problem will be regarded as chronic, and it must be reported to begin set up an attendance intervention plan. Students will not be dismissed early, unless for special circumstances. On most days, important information on assignments is given at the end of class. Students leaving early are put at a disadvantage. Being at school on time in the morning and staying in school until the end of the school day is important to receive a good

education. **If a student is picked up early more than four times, this will be handled in the same manner as chronic tardiness.**

Absences

Parents must contact the school office by phone whenever a child is absent, and send a written excuse to the school office when the child returns to school. All absences will be considered unexcused unless accompanied by a medical leave notice or bereavement documentation. Other conditions may apply if prior permission is granted by the principal.

Admission, Re-enrollment, Transfers

Admission

East Voyager Academy is open to all NC students as long as space is available. East Voyager Academy does not discriminate on the basis of race, religion, color, national origin, sex, disability, age, immigrant status, English-speaking status, or any other characteristic protected by applicable federal or S.C. law in its programs or activities.

Admission to EVA is granted only on availability. No tests or interviews are required to enroll. After our maximum enrollment has been met, students desiring to enroll will be placed on a waiting list.

Priority enrollment reflecting the NC laws will be given to siblings of current students.

Re-Enrollment

To assure your student's seat at East Voyager Academy for the upcoming school year, parents must complete an intent to enroll form by the last day in February. Forms that are received after the deadline may require the student to be placed on a waiting list depending on space-availability.

Transfers

When possible, parents are asked to notify the school of transfers at least two weeks in advance. This will allow us to have appropriate student files prepared to distribute to the new school.

Student Records and Confidentiality

Confidentiality

East Voyager Academy adheres to the Family Educational Rights to Privacy Act (FERPA) to protect student confidentiality. Student progress will only be shared with parents/guardians, appropriate school faculty and staff, and educational consultants hired for the purpose of improving instruction. All public data pertaining to school performance will not include information that identifies individuals.

The school will not provide student and/or parent contact information to organizations and clubs (i.e. PTO, Scouts, 4H, etc.) that are led by those other than school personnel. This information must be provided by parents at the request of the organization or club.

East Voyager Academy's unique instructional program generates significant public interest and some media coverage. If you have objections to your child appearing in the media, please indicate this on the media form in your enrollment packet.

Enrollment Forms

Parents are required to complete and submit an EVA enrollment packet for each student enrolled. (translated copies are available when requested).

Updating Information

Please notify the school immediately of any changes such as: student name, contact information, emergency contact information, and custodial parent. Documentation must be provided for any legal changes, such as custody changes, name changes.

Health and Safety

Students' health and safety is the school's foremost concern. The following information describes the precautions taken to protect the well-being of all students. If your child has any specific health, safety, or security needs, please inform the school so that appropriate accommodations can be made. East Voyager Academy is regulated by the State Department of Health Services. All facility inspection reports are available upon request.

Medication

The school office must be informed of any **prescription medication** that a student is required to take at school. To dispense medication the school must receive a written order from the student's doctor and a permission slip from the student's parent. All medication must be brought to the office in its original prescription container, labeled with the student's name, the name of the medication, the date of expiration, and the proper dosage. If medication needs to be administered to the child when the principal is not present, a staff member trained by the principal will administer the medication.

Non-prescription medications: If, during the course of the school day, it is necessary for a student to receive common, non-prescription medication (e.g., Tylenol), the parent/guardian must fill out a Medicine Administration Form. Parents/guardians must inform the school of

any allergies to or restrictions on non-prescription medication that their children might have. Parents/guardians are required to notify the principal in writing if your child has a chronic illness that may affect his or her performance at school.

Accidents

The principal or a trained staff member will administer initial treatments of minor injuries. The student's emergency contact will be notified immediately by phone whenever medical treatment is administered to a student, and an Incident Report will be kept in the student's permanent file. In such cases, it is especially crucial that the school has working phone numbers for students' parents and for alternate contacts in the event that a parent is unavailable. Please be vigilant in keeping the school's records for your child up-to-date.

Visitor Identification

To help ensure a safe and secure learning environment for your children, all visitors to East Voyager Academy are welcome during active business hours. All visitors are required to sign-in at the school office and to wear a visitor's pass. Faculty and staff have been instructed to escort anyone not having a pass immediately to the office for identification.

Fire Drills/Evacuations

The school will have at least one fire drill per month within the school hours. Specific signals and procedures have been established for all types of disaster drills, and safety areas have been designated. Teachers are equipped with instructions, and all drills will be practiced with students on a regular basis. The entire school will practice weather and security lockdowns. During these drills, no one will be allowed to enter or leave the school. Please be patient and understanding of this important rule. Your child's safety is our number one concern.

Student Arrival and Departure

Parents should thoroughly familiarize themselves with the map depicting designated pick-up and drop-off points and visitor parking areas at the school, and carefully follow the school's instructions for operating a motor vehicle in the vicinity of the school and its students.

Money and Other Valuable Property

Students are encouraged to leave all money and other valuable property at home, especially cell phones. **The School assumes no responsibility for the loss or theft of such articles.**

Candy, Gum, and Toys

Students may not bring candy, toys, cell phones or other non-school related items to school unless approved by the principal. The student assumes responsibility for any items brought from home. Toy weapons are strictly prohibited, and no cell-phones, headphones, radios, games, virtual pets, electronic gaming devices, etc., are allowed and will be confiscated and only returned to a parent. Gum is **NEVER** allowed in school. Please help us keep our school beautiful!

EAST VOYAGER ACADEMY

CODE OF CONDUCT

Introduction

The faculty and staff at East Voyager Academy are dedicated to providing the School's students with the skills necessary to reason, communicate, and live with dignity in a civil society. EVA recognizes that a strong school community must be characterized by the highest standards of honesty, integrity, fairness, truthfulness, trustworthiness, and respect for the rights of others.

The school's *Code of Conduct* assists all school employs in structuring a learning environment safe that supports academic achievement and student growth.

The *Code of Conduct* establishes a system of positive behavior reinforcement and promotes discipline as part of character education. Support and corroboration from home helps to assure that the school, our students and our staff are successful each day.

Roles and Responsibilities

IN THE CLASSROOM

Character Education is the backbone of our schoolwide behavior expectation. Teachers will establish these expectations as rules for each classroom and the school as a whole. Teachers will express behavior expectations to students and parents. Classroom interactions will center around teaching appropriate conduct and implementing classroom consequences when necessary.

Re-occurring issues will require the parent to be notified. Additional assistance from other staff members may also, on occasion be warranted.

IN THE COMMON AREAS

The school's common areas include but are not limited to the playground, hallways, restrooms, and cafeteria. Staff will continuously encourage appropriate behavior in the school's common areas through positive and friendly interactions with students. Students will be expected to:

1. Sit or stand in assigned area.
2. Follow directions
3. Use activity appropriate voices
4. Walk when moving from space to space
5. Keep hands and feet to self

Verbal praise will be used to recognize students who exercise courtesy, safety, and respect.

EXPECTATIONS OF STUDENTS

Being Respectful, Responsible and Ready, students will take pride in following classroom rules and the schoolwide behavior expectations.

EXPECTATIONS OF PARENTS

Parent support of the school environment is one of the number one indicators of student success. A positive home environment that reinforces students being: Respectful, Responsible and Ready will help strengthen a student's positive behaviors at school.

EXPECTATION OF ADMINISTRATION

The principal will insure that all staff understand the *Code of Conduct*. When needed, the principal will assist with implementing strategies to maintain schoolwide behavior expectations.

In certain cases, appropriate staff members will initiate time-out periods, parent conferences, in-school suspensions, out-of-school suspensions, or other severe consequences.

The policies and procedures for the discipline of students with disabilities shall be consistent with federal laws and regulations. Discipline issues concerning students with IEPs require the staff member in charge to be aware of anything in the IEP related to behavior. Any questions or concerns should be directed to the school's special education teacher to assure all portions of the IEP are being followed during disciplinary procedures.

Most misbehavior will be handled by the principal or the principal's designee. Discussion or the use of mild consequences will be used for minor infractions. Severe misbehavior such as insubordination, physically dangerous behavior or illegal behavior will be met swiftly with equally severe consequences. Suspension and expulsions proceedings will be conducted according to NC Public School Law 115C-391.

EVA recognizes that students are not learning if they are not attending class. Therefore, school officials will first use a full range of responses to violations of disciplinary rules, such as conferences, counseling, peer mediation, behavior contracts, instruction in conflict resolution and anger management, detention, academic interventions, community service, and other similar tools that do not remove a student from the classroom or school building. (GS_115C-390.2)

EVA will not suspend or expel students without due process. The EVA charter school board may expel a student based on disciplinary codes adopted. The principal may suspend a student pending expulsion but that decision (expulsion) is ultimately made by the charter school board. However, EVA may refuse admission to any student who has been expelled or suspended from a public school under G.S. 115C-391 until the period of suspension or expulsion has expired.

Short-term Suspension

§ 115C-390.5.

(a) The principal shall have authority to impose short-term suspension on a student who willfully engages in conduct that violates a provision of the Code of Student Conduct authorizing short-term suspension.

(b) If a student's short-term suspensions accumulate to more than 10 days in a semester, to the extent the principal has not already done so, he or she shall invoke the mechanisms provided for in the applicable safe schools plan adopted pursuant to G.S. 115C-105.47(b)(5) and (b)(6).

(c) A student subject to short-term suspension shall be provided the following:

(1) The opportunity to take textbooks home for the duration of the suspension.

(2) Upon request, the right to receive all missed assignments and, to the extent practicable, the materials distributed to students in connection with the assignment.

(3) The opportunity to take any quarterly, semester, or grading period examinations missed during the suspension period. (2011-282, s. 2.)

Long-term Suspension

§ 115C-390.7.

(a) A principal may recommend to the superintendent (Charter School Board) the long-term suspension of any student who willfully engages in conduct that violates a provision of the Code of Student Conduct that authorizes long-term suspension. Only the superintendent (Charter School Board) has the authority to long-term suspend a student.

(b) Before the superintendent's (Charter School Board) imposition of a long-term suspension, the student must be provided an opportunity for a hearing consistent with G.S. 115C-390.8.

(c) If the student recommended for long-term suspension declines the opportunity for a hearing, the superintendent (Charter School Board) shall review the circumstances of the recommended long-term suspension. Following such review, the superintendent (Charter School Board)

(i) may impose the suspension if it is consistent with board policies and appropriate under the circumstances

(ii) may impose another appropriate penalty authorized by board policy, or

(iii) may decline to impose any penalty.

(d) If a teacher is assaulted or injured by a student and as a result the student is long-term suspended or reassigned to alternative education services, the student shall not be returned to that teacher's classroom unless the teacher consents.

(e) Disciplinary reassignment of a student to a full-time educational program that meets the academic requirements of the standard course of study established by the State Board of Education as provided in G.S. 115C-12 and provides the student with the opportunity to make timely progress towards graduation and grade promotion is not a long-term suspension requiring the due process procedures described in G.S. 115C-390.8. (2011-282, s. 2.)

Expulsion

§ 115C-390.11

(a) Upon recommendation of the superintendent, a local board of education may expel any student 14 years of age or older whose continued presence in school constitutes a clear threat to the safety of other students or school staff. Prior to the expulsion of any student, the local board shall conduct a hearing to determine whether the student's continued presence in school constitutes a clear threat to the safety of other students or school staff. The student shall be given reasonable notice of the recommendation in accordance with G.S. 115C-390.8(a)

(b), as well as reasonable notice of the time and place of the scheduled hearing.

(1) The procedures described in G.S. 115C-390.8(e)(1)-(8) apply to students facing expulsion pursuant to this section, except that the decision to expel a student by the local board of education shall be based on clear and convincing evidence that the student's continued presence in school constitutes a clear threat to the safety of other students and school staff.

(2) A local board of education may expel any student subject to G.S. 14-208.18 in accordance with the procedures of this section. Prior to ordering the expulsion of a student, the local board of education shall consider whether there are alternative education services that may be offered to the student. As provided by G.S. 14-208.18(f), if the local board of education determines that the student shall be provided educational services on school property, the student shall be under the supervision of school personnel at all times.

(3) At the time a student is expelled under this section, the student shall be provided notice of the right to petition for readmission pursuant to G.S. 115C-390.12.

(b) During the expulsion, the student is not entitled to be present on any property of the local school administrative unit and is not considered a student of the local board of education. Nothing in this section shall prevent a local board of education from offering access to some type of alternative educational services that can be provided to the student in a manner that does not create safety risks to other students and school staff. (2011-282, s. 2.)

EAST VOYAGER ACADEMY **CODE OF CONDUCT PLEDGE**

East Voyager Academy requires all students to abide by the EVA *Code of Conduct*. Upon admission, students are expected to sign the pledge and conduct themselves accordingly while a student at EVA. The success of East Voyager Academy's *Code of Conduct* depends on the support of each member of the school community. Working together, faculty and staff, parents, and students can promote academic achievement and good character, and ensure the success of students at the school and throughout life. East Voyager Academy expects all students to act with the highest standards of honesty, integrity, fairness, truthfulness, trustworthiness, and respect for the rights of others.

East Voyager Academy is dedicated to ensuring that communication between the school and parents is continual, on-going, and uniform. On behalf of the administration, management, faculty, and staff of East Voyager Academy, I pledge to fulfill the responsibilities and uphold the expectations outlined in the Code of Conduct.

Principal

Your signature in the appropriate space below will indicate your commitment to helping fulfill the school's dedication to excellence.

As the parent of _____ I pledge:

- to maintain high expectations for my child and the school
- to demonstrate consistent interest in my child's progress at school
- to support my child's best efforts
- to model school expectations and encourage their use as described in the *Code of Conduct*
- to support and work with school staff to promote my child's learning

I have read the *Code of Conduct* and support the rules and expectations outlined herein.

Signed: _____ Date: ____ / ____ / ____

As a student at East Voyager Academy, I pledge:

- to project a positive attitude in all I do
- to be responsible for my achievements and my mistakes
- to make smart choices
- to stay on task at all times
- to respect myself and others in the school community

Signed: _____ Date: ____ / ____ / ____