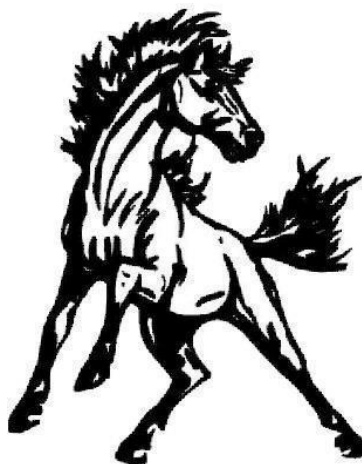


Howard Learning Academy Parent-Student Handbook

2022 - 2023



Creating Culture, Changing Mindsets!!!!!!

1608 Camden Road
Fayetteville, NC 28306
(910) 483-5434

School Colors: Blue and White

School Mascot: Stallions

Ms. Ayanna Q. Richard
Principal

Mr. Donald McAllister
Assistant Principal

PRINCIPAL'S WELCOME

Welcome to Howard Learning Academy, Cumberland County's premier non-traditional school! We at Howard Learning Academy are here to support and nurture the work of reshaping mindsets to help with reintroduction into the comprehensive school setting. Collaboration is key and along with Howard Learning staff, we look to partner with students and families to ensure growth both socially and academically. We are here to provide opportunities for each student to grow and reach their highest potential. Our expectations are high for all members of our staff, students, and community. As a student, there is an expectation that you come to school with an open mind willing to contribute successfully to your overall learning each day. This starts the first day you enroll at Howard Learning Academy. As parents, we need you to partner with us to ensure your child grows academically and socially.

We are committed to building relationships and fostering growth for all our students. Howard Learning Academy provides a redirection program that focuses on self-discipline, motivation, and academic excellence while modifying behavior through social-emotional learning. We strive daily to create a safe and nurturing environment of the highest quality.

Our doors are always open to every student and parent we serve. The goal is to build a relationship with all students, parents and community. All our stakeholders are important to us and we welcome your constructive feedback and any ideas on how we can better serve.

Yours in Educational Service,
Ayanna Richard, Principal

Howard Learning Academy
Student / Parent Handbook

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**SCHEDULE
2022-2023**

8:00- 8:15a	Arrival
8:15 - 9:09a	Homeroom/1 st Period
9:12 - 10:02a	2 nd Period
10:05 - 10:55a	3 rd Period
10:58 - 11:33a	4 th Period Enrichment/Modification
11:36 - 12:46p	5 th Period/ Lunch
12:49 - 1:39p	6 th Period
1:42- 2:33p	7 th Period
2:35 - 3:25p	8 th Period
3:25 p	Dismissal

INTRODUCTION

The policies and procedures contained in the student handbook are designed to provide incoming students with pertinent information needed to be successful at Howard Learning Academy. Each student is responsible for reading and understanding the school expectations and regulations as outlined. The staff at Howard Learning Academy is eager to help students achieve success. All students will sign a statement of understanding during the intake process to indicate that they have clear understanding of the handbook.

Along with the parent-student handbook, students are expected to comply with all policies in the 2022-2023 Cumberland County School Code of Conduct as approved by the Board of Education.

MISSION STATEMENT

The Mission of Howard Learning Academy is to provide a safe and nurturing environment to equip students with strategies that enable successful outcomes in all areas of the student’s social-emotional, behavioral, and academic development.

Students are assigned to Howard Learning Academy by the Associate Superintendent of Student Services upon the recommendation of the comprehensive principal as a result of a behavioral violation to the Cumberland County Schools Student Code of Conduct. At the end of their assignment, students may be considered for recommendations back to their referring school.

VISION

Our vision at Howard Learning Academy is:

- Students are encouraged to accept responsibility for their behavior and learning through their personal actions and choice by critically assessing situations.
- Students will think independently and creatively through the use of knowledge gained from real life experiences and educational instruction.
- Guardians/care takers will be actively involved in their child's education by communicating frequently with teachers, attending conferences, and positively reinforcing the importance of education at home.

PROCEDURES AND POLICIES

ACADEMIC EXPECTATIONS

Students are expected to maintain high academic expectations by working toward the completion of assignments, taking part in activities, using technology appropriately as an academic tool and to refrain from classroom disruptions as they work towards achieving academic success.

ARRIVAL

Students should arrive at school no earlier than 8:00 a.m. Car riders should be dropped off at the multi-purpose building entrance, using the Fair Street parking lot school entrance. Students should report directly into the building and follow the check-in procedure as outlined in this handbook. Students arriving after 8:25 a.m. should enter through the front door at the main office, sign in, and follow the published check-in procedures.

ATTENDANCE

State law and Board policy require students to attend school daily and be present for all classes. Regular and punctual attendance is mandatory for all students and critical to student success in school. During school hours, students are expected to be in their classroom or other assigned areas.

As stated in School Board Policy Code 4400, absences are excused only for (1) student illness and injury, (2) quarantine, (3) death in the immediate family (grandparent, parent, and brother, sister), (4) medical or dental appointments, (5) court or administrative proceedings, (6) religious observance, or educational opportunity.

All other absences are unexcused and require a note from a parent or guardian.

Attendance records of students will be used to enforce the Compulsory Attendance Law of North Carolina. If truancy is suspected, the case will be investigated by school personnel and may be

referred to the school Social Worker. After a good faith effort has been made by the school to improve the student's attendance, any continued violations may be in violation of the Compulsory Attendance Law provided in G.S. 115C-378.

PUNCTUALITY

Promptness to school and class is very important. Students should be in their seats and ready to work at the beginning of each class period. Any student who is late to school should report to the office to check in, unless he/she rides a bus then he/she is given a pass upon arrival. If the student is not in his seat ready for class to begin when the tardy bell rings, they should be considered tardy.

BOOK BAGS and POCKET BOOKS

Students may not permitted to bring book bags, purses or pocket books to Howard Learning Academy.

BUS CONDUCT

The state of North Carolina and the Cumberland County Board of Education provide bus transportation for students. The drivers of these buses have been trained and instructed in safe and efficient driving of the bus. Students are expected to be at their designated stop 5-15 minutes prior to the bus's arrival. Drivers are not required to wait for late students. It is the student's responsibility to get to school if they miss the bus. If a student does not ride for three (3) consecutive days, then the bus will not go back to stop unless the parent notifies EC Transportation or school staff notify EC Transportation for the bus to start back.

Please take notice of these regulations listed in the Bus Driver's Handbook for passengers:

1. For the safety of all students, the driver should not be distracted.
2. Seats will be assigned to students.
3. Students will remain seated.
4. Profanity is not allowed.
5. Eating and drinking are not allowed except for medical reasons.
6. Use of tobacco products is not allowed.
7. Violence is not allowed.
8. Destruction of property is prohibited. Students violating this rule will be subject to disciplinary action and required to pay restitution.
9. Hands and heads should remain inside the bus.
10. Students must follow the directions of the driver at all times.

The safety of students is the major concern while transporting students. For that reason students are expected to follow all bus rules. Any offense committed on a

school bus shall be handled in the same manner as if the offense has been committed on the school campus. Failure to follow the rules may result in removal from the bus for a defined number of days and may include permanent expulsion from the bus. The principal or designee has the authority to take appropriate action to ensure the safety of all bus riders.

Students will only be transported to and from the home address unless the school receives an updated CCS 9 Form (Transportation Form) from the parent.

CHECK-IN PROCEDURES

Immediately upon arriving on campus, all students are expected to follow the check-in procedure. We request **consistent cooperation** with this procedure as it ensures the safety of all students and staff. The following procedures will be used:

1. Enter the building when released from transportation in sets of 3-5 students
2. Jackets off
3. All hand carried items (i.e. notebooks, books, and lunch containers) are to be placed on the table in a bin and checked
4. Pockets emptied and pulled out
5. Take off belt and shoes; then checked
6. Walk through metal detector
7. Student wanded if metal detector is triggered
8. After all screening is completed, all students will be offered breakfast and should report to their homeroom.

All unauthorized items taken will be confiscated. Jewelry will be collected and returned after 1st offense. Continued disregard for jewelry expectations will require a parent/guardian conference and pick-up of jewelry. All students arriving to school after 8:25a will be screened in the main office by a designee.

Cellular phones and other wireless communication devices are not allowed at Howard Learning Academy. These items will be taken and returned only to parents/guardian on the first offense. These items will only be returned at the end of your child's assignment here at Howard Learning Academy, or at administration discretion. These items will be bagged with your child's name on them and secured by the Safe School Coordinator.

DISCIPLINE GUIDELINES

In order for students to have a successful experience in school, Faculty and Staff of Howard Learning Academy will provide an environment that is the best suited for

teaching and learning. If student behavior is counter-productive to the instructional environment the student will be held responsible for their actions.

Students who choose not to adhere to Howard Learning expectations will receive interventions which will always include parent contact. Other methods designed to modify behavior will be used to support Howard Learning students, which may include but are not limited to Restorative Justice Center, out-of-school suspension, expulsion, and/or referral to the appropriate law enforcement agency.

The following are some behavioral expectations for which intervention and modification may be assigned if not followed:

1. Students will follow through with all written or verbal academic and behavioral expectations.
2. Students will perform tasks as defined by teachers and other adults.
3. Students will speak appropriately to staff and peers.
4. Students will refrain from using profanity as well as threatening, abusive, racist, or bigoted comments to peers, teachers, or other adults.
5. Students will come to school prepared to learn.
6. Students will not bring tobacco, tobacco products, or paraphernalia such as matches or lighters on campus or on the bus. **If these items are brought to school, they will be confiscated and destroyed.**
7. Students will not engage in any physical contact with another student i.e. hugging, kissing, or handshaking and slap-boxing.

Mandatory Offenses Reportable to Law Enforcement:

1. Assault resulting in serious injury
2. Assault involving use of a weapon
3. Assault on school personnel (not resulting in serious injury)
4. Bomb threat
5. Burning of a school building
6. Death by other than natural causes
7. Kidnapping
8. Possession of alcoholic beverage
9. Possession of controlled substance in violation of law
10. Possession of a firearm or powerful explosives
11. Possession of a weapon (excluding firearms and powerful explosives)
12. Rape
13. Robbery with a dangerous weapon
14. Robbery without a dangerous weapon
15. Sexual assault (not involving rape or sexual offense)
16. Sexual offense

17. Taking indecent liberties with a minor

DISMISSAL FROM SCHOOL

Dismissal will be initiated by a bell ring at 3:25 PM. Students will then be dismissed from classes at the end of the school day by bus assignments. Assigned teachers will escort their students to the multi-purpose room and then to their student's designated bus for departure. Students will be supervised until the departure of all buses. Car riders will be dismissed after buses have departed.

APPEARANCE GUIDE

Students are expected to wear school uniforms. The purpose of this policy is to promote academic excellence. For the 1st infraction a call home will be made to request a change of clothing or shoes, and the student will remain with designated staff. All students will wear the school uniform as follows:

- WHITE, NAVY or BLACK Shirts with collar (*logos or color of any kind are not allowed*)
- WHITE, NAVY or BLACK crewneck sweatshirts may be worn with a collar shirt underneath sweatshirt
- All undergarments must be solid and neutral colored. (**under shirt sleeve, must not be longer than outer shirt sleeve**)
- BLACK, NAVY or TAN pants, skirts, jumpers or shorts. (*Cargo, Capri, or Short Shorts not allowed*)
- Skirts, shorts or jumper lengths must extend below the fingertips when arms are straight down along the sides (*stretch or tight fitting material are not allowed*).
- Belts (*black, tan or brown*) must without decorative buckles may be worn with clothing with belt loops (chain belts, spikes, sashes)
- WHITE/ BLACK base Tennis Shoes. (*Shoes must be tied at all times*).
- May wear one pair of small stud earrings and a watch.
- Smart watches , *rings or necklaces or body piercing are not allowed*).
- Pants must be worn at full length (*roll ups or oversized clothing is not allowed*).
- Pants must be worn at the waist (*sagging or exposed undergarments are not allowed*).
- Hats or head covering are not permissible
- Clothing must be slogan and logo free of all writing. (*Absolutely no offensive language or symbols*).
- Gang emblems, signs, symbols, clothing, bandanas or colors are prohibited.
- Tattoos must be covered at all times.
- Personal hygiene is a must – *students should be clean, neat and well-groomed at all times*.
- Students may not wear extra clothing under their uniform This is to include no shorts, legging and thermal pants under uniform pants.
- Brushes, combs or picks are not allowed.

- Students are not allowed to have anything over \$3 on their person; anything over will be confiscated and returned to the parent in a sealed envelope.
- Students may not wear extra clothing under their uniform. This is a dress code violation.
- Administration will have the final authority in determining the appropriateness of dress.

Student Dress Down Option

Dress down options are only given by administration as a way to reward compliant behavior at certain times of the school year. Students are only allowed to dress down when determined by administration. Formal notification will be given to parents/guardian prior to the dress down occasion. Students are to refrain from trading any clothing.

EARLY DEPARTURES

Students leaving school before dismissal time must be signed out in the main office by 2:30 p.m. daily. Students must have parent or guardian permission with verification by school personnel to leave school grounds. Parents should meet students in the main office and sign them out before leaving. If someone other than a parent or guardian will be picking up a student, the parent/guardian must send a note or call the school to let school personnel know. That person must be on the student's checkout authorization list. All notes and calls will be verified and identification will be required for anyone the staff does not recognize. Students will not be released if the office has not been properly notified, proper authorization cannot be verified, or if there is any question about the early release of the student. Every minute counts!

EMERGENCY DRILLS

Emergency drills will be held at regular intervals. These are important and should be taken seriously. Students are to follow the specific instructions given by the staff for each drill.

Emergency evacuation plans are adhered to. For fire, tornado, and earthquake drills, the signal will be a continuous sound of the alarm. Lockdowns will be announced by administration as needed.

Students and staff members are expected to move quickly to the nearest exit in case of a fire alarm. An "all clear" signal will be used when it is safe to re-enter the building.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of students' educational records and gives parents certain rights with

respect to their children's records. All agencies are required to have a release form on file prior to visiting students or requesting records.

FOOD SERVICE

Breakfast and lunch will be free for all students at Howard Learning Academy for 2022-2023 school year. Students may bring a complete lunch, or snack for lunch, open containers or soft drinks are not permitted for students to bring to school. Studnet should not participate in any sharing of lunches brought from home.

GANG ACTIVITY

Gang activity will not be tolerated at Howard Learning Academy. A gang is any on-going organization, association, or group of three (3) or more persons, whether formal or informal having as one of its primary activities the commission of criminal acts and having a common name or common identifying signs, colors, or symbols.

The policies of the Cumberland County schools prohibit the following:

1. Wearing, possessing, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, or other items that indicate a student's membership in or affiliations with a gang.
2. Communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.) to convey membership or affiliation in a gang.
3. Defacing school property or personal property with gang-related graffiti, symbols, or slogans including drawing symbols on one's self or someone else.
4. Requiring payment of protection, insurance, or otherwise intimidating or threatening any person related to gang activity.
5. Inciting other students to intimidate or to act with physical violence upon any other person related to gang activity.
6. Soliciting other for gang membership.
7. Committing any other illegal act or other violation of school district policies that relates to gang activity.

GRADES

The grading scale at Howard Learning Academy is the same as any other school in the Cumberland County School District.

Grades are assigned as follows:

A 90-100 **B** 80-89 **C** 70-79 **D** 60-69 **F** Below or equal to 59

Progress reports will also be issued to each student on the published dates during each grading period. Students and parents are encouraged to discuss academic progress at

any time with the teacher or check student progress at any time through the PowerSchool Grading System.

GRIEVANCE PROCEDURES TITLE IX

Students who believe that they have been mistreated because of sex discrimination in the public school may appeal to the person designated in each school as the one responsible for hearing said complaints. If after appealing to this designated official, the student is dissatisfied; He/she may submit a request in writing to the superintendent for a review of the case. The Superintendent or his designated representative will arrange a conference with the student and make a decision regarding the grievance. If the decision rendered by the Superintendent is unsatisfactory to the student, the student shall within ten days, give written notice to the Superintendent and request a review by the Cumberland County Board of Education. The Board shall render its decision within thirty days of receipt of the grievance.

RESTORATIVE JUSTICE CENTER (RJC) EXPECTATIONS

1. Students will be escorted by designated staff and report to the RJC room at the beginning of the day or period assigned.
2. Students who miss any RJC time due to early dismissal, tardiness, absence, or emergency school closing will make-up the time missed on the next day of attendance.
3. Students are expected to comply with RJC programming which may include community/school service.
4. Restroom breaks are provided periodically.
5. Students eat lunch at an administrative designated time and place.
6. Student must complete all necessary assignments while in RJC.
7. All schoolwide expectations apply while in RJC.
8. Students will remain seated in designated seats and complete modification/academic assignments, complete ABE Intervention Program as assigned, or any other assigned task.
9. Talking or interfacing with other students, sleeping, lounging, and eating or drinking at any time other than lunch is not allowed.
10. Violation of RJC expectations will result in an administrative referral and be subject to disciplinary actions deemed appropriate by administration.

MAKE-UP WORK

All missed assignments from classes due to absences can be made up. In collaboration with the classroom teachers students will have an opportunity to make up all missed assignments from any missed instructional time and turn them in within five (5) school

days. Students receiving Out-Of-School Suspension will be allowed to makeup assignments.

MEDICATION / ACCIDENT GUIDELINES

All medications are kept in the Med Clerks office. Minor first aid such as soap and water, Ice packs, and band aids will be used in the event of an minor incident. If an accident occurs on campus and the student needs any other medical treatment, a parent/guardian will be notified, emergency personnel will be contacted (if needed) and proper reports will be filed. (Items to include by not limited to; ointments, alcohol wipes, peroxide, etc.)

If medicine must be taken during the school day, the following should be done:

- *Complete the “Physicians School Medication Form” (forms available in the office).
- *Parent must bring the medication and give it directly to the appropriate personnel. (Medicine has to be counted in your presence and signed for).
- *Medicine must be in the prescribed container.

See CCS Protocol for Administration of Medications for specific details (Policy Code 6120).

MONEY

Students at Howard Learning Academy are not allowed to bring more than \$3.00 to school on any given day. Any amount that exceeds the \$3.00 limit will result in the parent/guardian being contacted and arrangements made for return only to parents. This money will be bagged and secured by the Safe School Coordinator.

NETWORK AND INTERNET POLICY

In compliance with the Cumberland County School Board Policy, guidelines have been established to provide electronic resources to all students and staff. These resources must be used for educational purposes under active supervision by school staff in a manner consistent with ordinary ethical obligations. Cheating, stealing, plagiarism, vandalism, making false or deceiving statements, and harassment are ethically unacceptable. Users must not attempt to interfere with the normal operation of any computing systems or attempt to subvert the restrictions associated with Internet and Network usage. Transmission of any material in violation of an U.S. or state regulation is prohibited. Designated staff has the authority to review files at any point necessary and users are to assume no rights of privacy.

The following uses are **prohibited**:

1. Violating copyright laws.
2. Illegally copying, or modifying the files of others without their explicit permission.

3. Use of social network sites i.e. Facebook and other personal email sites;
4. Accessing, copying, or modifying the files of others without their explicit permission.
5. Publishing, accessing, sending, displaying, or using profane, pornographic, obscene or sexually offensive language, pictures, graphics, or other materials; and phone calls.
6. Using another person's ID and/or password without permission.
7. Using a school issued device for recording any material.

Misuse of the internet or network, which may be required for completion of class requirements, will result in referral to administration. Misuse of the internet or network such as hacking and illegally downloading and/or storing files may also result in legal action.

SECTION 504/AMERICANS WITH DISABILITIES ACT

No otherwise qualified individual with a disability shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination from any program or activity of the school. Qualified persons who believe the person in the school designated to hear said grievances. If still unresolved, grievances may then be appealed to the school district Student Services Department.

Student Services
Cumberland County Schools
Post Office Box 2457
Fayetteville, NC 28302
Phone: 910-687-2433

SCHOOL SUPPLIES

- Students may bring a 3-ring binder (without zippers).
- Colored pens and mechanical pencils are not allowed at Howard Learning Academy. Teachers may require additional school supplies for students in accordance with their class supply list.
- Students are to bring paper and pencils daily.
- Small 3-hole pencil bags are permitted to house writing materials and female hygiene items.

SUSPENSIONS

The principal and/or the assistant principals have the authority to suspend a student on a short-term suspension for a period of ten (10) days or less for a violation of the established expectations by Howard Learning Academy and Cumberland County

Board of Education. A student who is suspended shall be given an opportunity to make up his or her work and to take any quarterly, semester, or grading period exams missed during the short-term suspension.

The principal and/or the assistant principals also have the authority to recommend to the Associated Superintendent of Student Services to suspend a student on a long-term suspension for a period in excess of ten (10) school days or recommendation for expulsion.

Long-term suspensions must be approved by the Associate Superintendent of Student Services.

While assigned to Howard Learning Academy students are not permitted to return to their home campus or any Cumberland County campus to attend any event held at their home school or any sponsored events including but not limited to sporting events, club meetings, dances, etc.

VANDALISM

Any student who defaces, damages, or destroys school property will be required to repair, clean, or replace the damaged item and may also face further disciplinary action. Except in cases of unavoidable accidents, students are liable for all damage done to school property. This also applies to any damages done to school buses.

VISITORS AND VOLUNTEERS

All visitors and volunteers at Howard learning Academy should report to the main office, sign-in, receive a visitor's pass or volunteer badge, and are assisted by a staff member. They should wear a visitor pass while in the building and return it back to the main office prior to signing out before leaving. These guidelines will help to ensure a safe environment and fewer disruptions to instructional time. We encourage parents to volunteer and support our work here at Howard Learning Academy.

All volunteers must complete a background check prior to volunteering.

- Complete the [CCS Mentor/Volunteer Registration](#) (criminal background check)
- Complete [Community Volunteer Training](#). This training can be completed at the school site on a CCS computer with Internet access.

When a parent volunteers or visits our classrooms, they should see quality teaching, organization, and student behavior/activity being managed effectively.

Any grievances with staff members or students should be directed to the principal and/or assistant principals for resolution. Community service providers must follow the same procedures as visitors and volunteers.

Howard Learning Academy School Dress Code



Cardigan Sweaters Black, Navy Blue, white



Solid Black or White Sneakers



***Long or short sleeves Polo Style Shirts
(Navy Blue, White, Black)***



***Pullover Sweatshirt
(Navy Blue, Black)***



Oxford White Shirt



Khaki (tan), Black, Navy Blue or Black Uniform Pants or shorts