

Family Handbook

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**About Marvin Academy**

**Philosophy**

Marvin Academy addresses each student’s differentiated learning styles and helps guide all students to success with a solid academic foundation, positive peer interaction, and essential life skills.

With small class sizes, cross-disciplinary assignments, and opportunities to complete independent practice at school, with teacher support as needed, the Marvin team strives to provide a nurturing educational and social environment.

**Mission and Beliefs**

Every student will develop the academic, social and, life skills necessary to lead them to a healthy and fulfilling life.  A partnership with parents/guardians is essential to support a student's education, and Marvin Academy encourages families to establish and develop a bond with the teachers and staff. With continued increases in class size among most traditional public schools, addressing all learning differences can be difficult. We design our curriculum to compliment the students rather than the students conforming to the curriculum. Our top priority is always to provide the best learning experience imaginable for each student.

**Vision**

Each student’s unique path to achievement is supported in an academically exciting and programmatically rich environment. Marvin Academy’s dynamic, diverse community of teaching professionals collaborate to innovate and inspire each other and their students. Additionally, students are encouraged to question and challenge ideas and participate as active citizens.

Various assessments are used to obtain a holistic view of student learning and growth over time; this information serves as a basis for how students, teachers, and parents/guardians, and administrators can continue to develop ongoing performance improvement plans.

A partnership with parents/guardians is essential to support a student’s education, and Marvin Academy strives to communicate timely and effectively so students and parents/guardians are confident of learning circumstances and needs.

**Academics**

**Curriculum**

Marvin Academy uses LifePac Christian Curriculum, as well as, Raz-Kids, Edgenuity, BrainPop, Discovery Learning, Montessori practices, homeschool methods, etc. The NC traditional state standards are also a part of our curriculum. Common Core is not followed at Marvin Academy.

**Grading Scale**

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60 – 69

F = 0 – 59

**Quarterly Grade Calculation:**

* **Daily: 40%**

Daily grades will vary by class and may include, but are not limited to, attendance, participation, class assignments, and independent work.

* **Formative: 30%**

Formative grades will vary by class and may include, but are not limited to, informal quizzes, short assessments, and small projects.

* **Summative: 30%**

Summative grades will vary by class and may include, but are not limited to, papers, tests, large projects, and final exams.

**Final Grade Calculation:**

Quarter 1 + Quarter 2 + Quarter 3 + Quarter 4 divided by 4 = Final Grade

**Homework/Incomplete Work**

Any classwork that is not completed during class time and or/assigned independent practice should be completed during the assigned homework time at the end of each class. If students are not utilizing their time appropriately they should finish assigned work at home.

**Report Cards**

Using <http://marvinacademy.quickschools.com>, parents/guardians may easily access grades online anytime. Report cards will be sent home at the end of each quarter for the signature of a parent/guardian.

**Honor Roll**

At the end of the year, a ceremony will be held to recognize students who earn A Honor Roll, A/B Honor Roll, and B Honor Roll. Parents and family members are welcome to attend but not required.

**Promotion Requirements**

A student must pass English/Language Arts and Math to be promoted to the subsequent grade. Additionally, sufficient attendance must be met, regardless of course grade, to receive a passing grade. Promotion ceremonies are held for Fifth, Eighth, and Twelfth Grade at the end of each year.

**Testing and Exams**

Midterms and final exams may be administered at the discretion of the teacher. These exams may be project based or take more of a format that contains a variety of questions and opportunities for students to demonstrate their mastery of learning in ways that best suit them. Additionally, grades 3, 6, 9 and 11 are required by the North Carolina Division of Non-Public Education to take an approved standardized end of year exam. Marvin Academy recommends that students in all grades take an end of year exam but are not required except for the grades mentioned above. Parents/guardians would need to include, on their child’s enrollment application, if they would NOT like for their child to receive an end of year exam. The current standardized test used at Marvin Academy is the IOWA Basic Skills Test (More detailed information is available at the front office).

**Course Failure and Grade Recovery**

A final course grade of 59% or below constitutes a course failure. As a result, a student may not be promoted to a subsequent course if the failed course is a prerequisite.

More than 14 unexcused class absences in a specific course could result in a failing course grade.

To make up for a failed course, Summer School and/or Saturday School MAY be offered; however, there will be a corresponding fee. Please understand that there is a possibility that Summer School and Saturday School will NOT be offered. It is essential to be in class to complete and submit all assigned work for one to receive earned credit. (More information is available in the ATTENDANCE section of this handbook).

**Transcripts and Records Requests**

To receive a student’s file, a parent/guardian must complete a Transcript Request Form, which is available from the office. Official transcripts will be sent directly to the other school(s), as directed by the student’s parent/guardian, unless the student will plan to be homeschooled.

**Field Trips**

At times, students may have the opportunity to experience material of study in an off-campus environment. A signed permission slip and payment of any associated fee will be required prior to any student leaving campus for a field trip. If a student is not able to attend the field trip, Marvin Academy will not be able to provide supervision, as all members of the staff will also be on the field trip. Students will be allowed to not attend school for this day as an excused absence.

**Appearance**

Appropriate dress and grooming can help to create an orderly learning environment. Every student plays a part in achieving an atmosphere of respect for self and others.

Students have a right to wear stylish clothes of their choice as long as those clothes are appropriate for school, are not dangerous to health and safety, and do not create a substantial and material disruption of the school.

Students have a responsibility to dress appropriately, to be clean, and well groomed. All students are expected to honor their responsibilities and dress in a way that respects the rights of others.

**Grooming/Hygiene**

Students are encouraged to bathe regularly and wear deodorant daily. On days when there is PE class, students should reapply deodorant both before and following PE class.

Age appropriate female students should feel free to address monthly menstruation needs with any female teacher or staff member; this information will be held confidentially. They should have their own supply of personal products in their book bags, purses, or bathroom cabinet. Administration will offer hygiene products for emergency purposes.

**Dress Code**

All students are required to dress in a manner that provides proper attention to health, safety and orderly conduct of activities of all students, to avoid disruption and the orderly administration of the school program. Students should be properly groomed and attired while on school property or participating in school activities. Clothing or accessories, which are inappropriate, suggestive, indecent, obscene and /or distracting to the overall educational process or are detrimental to the health or safety of students, faculty or staff, are expressly prohibited. In addition to the general policy just stated these specific policies will be enforced:

* Clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment is prohibited.
* Footwear must be worn at all times. However, bedroom shoes or slippers are not allowed.
* Revealing clothing or clothing that exposes the torso or cleavage is not allowed. Examples include, but are not limited to: tank tops or spaghetti straps without over blouses (long shirts) or jackets; see-through garments; miniskirts or mini-dresses; halters; strapless or backless dresses; jackets, shirts, or blouses tied at the midriff; and bare midriff outfits. All shirt straps must be at least 2 inches across. Muscle shirts or shirts with the sleeves cut out are not allowed unless another shirt with sleeves is worn underneath. Shorts, skirts and dresses that are more than four inches above the top of the kneecap are prohibited. Slits in dresses or skirts will be measured in the same fashion. Leggings are allowed when worn underneath appropriate shorts or skirts.
* Clothing which is not worn appropriately, is not properly fastened, or has tears that are indecent will not be permitted. There should be no holes or tears higher than 4 inches above the knee, regardless of whether there are leggings being worn underneath. All trousers, including oversized or low-hanging trousers, must be worn and secured at waist level.
* Garments including, but not limited to, pajamas, boxer shorts, and bloomers, which were traditionally designed as undergarments, sleepwear, or beachwear, may not be worn as outer garments. Bicycle racing attire is not allowed unless it is worn underneath dresses, skirts, or shorts of appropriate length. Appropriate T-shirts may be worn as outer garments.
* Clothing that exposes the upper thigh is not allowed. Shorts that are not shorter than 4 inches above the knee, including walking shorts, Bermuda shorts, and split skirts (culottes) are allowed.
* Trench coats and blankets are not to be worn or brought to school.
* Clothing, jewelry, buttons, haircuts, or other items or markings which are suggestive, revealing, or indecent, refer to exposure of private body parts and/or pictures or words with a sexual connotation, associated with gangs or cults, encourage the use of drugs, alcohol, tobacco, or violence, or support discrimination on the basis of age, color, disability, ethnicity, gender, linguistic differences, marital status, national origin, race, religion, socioeconomic background, sexual orientation, physical appearance, or on any other basis are not allowed.
* Head coverings including, but not limited to, caps and hats are not allowed unless they are necessary for safety in programs such as technology education, vocational education, and athletics or are worn for religious or medical reasons. Bandannas are not allowed.
* Curlers and other hair grooming aids are not allowed. Personal grooming including, but not limited to, combing, brushing, and/ or spraying hair, and applying cosmetics is allowed only in restrooms and/or designated areas.
* Sunglasses are prohibited unless a doctor’s authorization is on file.
* Any articles of clothing or jewelry that may cause injury including, but not limited to: items with spikes or sharp objects, wallet chains, and heavy link chains are not allowed.
* Clothing and shoes should be clean and in acceptable condition to the absolute best of the student’s ability. In extreme cases, a student whose clothing is unacceptably offensive either in odor or in cleanliness may be sent home to change.
* Certain attire that is prohibited in the guidelines above may be allowed for special school activities with approval of the school administration.

This code contains the general guidelines for student apparel. However, it is recognized that elementary school students may wear apparel appropriate for younger children that do not necessarily adhere to the dress code. The decision of school administrators will be final in determining whether any student’s clothing, jewelry, or accessories are deemed inappropriate, unsafe, or disruptive. Changes in clothing trends will not override the dress code policy.

**PE**

Each student may opt to either change for PE class or wear his/her PE attire all day on the day designated for PE class. The required PE attire is short-sleeve or long sleeve t-shirt and exercise pants or shorts. Sweaters and sweatpants are allowed in colder months. Sneakers with socks are also required. No open-toe shoes, flip flops, or sandals will be allowed, regardless of the type of sole.

**Attendance**

The school day begins promptly at 9:00 a.m. and ends at 3:00 p.m. on Mondays – Fridays. To receive maximum benefit from school, it is essential that students arrive to school 10 to 15 minutes before 9:00 a.m. so they can organize their materials and prepare for the day. Further, students arrive to all classes timely prepared so that they do not miss vital material to the overall course and individual assignments. The maximum number of total absences is 14 per course for a student to receive credit for a course, despite earning a passing grade.

**Absences**

**Excused**

Absences will be excused for illness, medical appointments, death in the family, and any government-mandated appearances. For an absence to be considered as excused by the administration, a parent/guardian must email the school at admin@marvinacademy.org or the student must provide a written document from a parent/guardian, doctor’s office, etc. All work missed due to excused absences may be made up and submitted to teachers following a student’s return to school. Two days per each excused absence will be allowed for submission of make-up work.

Absences for any reason other than those listed above require approval from administration. The maximum number of total absences (excused or unexcused) is 14 per course for a student to receive credit for a course, despite earning a passing grade.

**Unexcused**

Absences that are not due to illness, medical appointments, death in the family, government-mandated appearances, or previously approved by the administration are considered unexcused. All work for unexcused absences must be made up and submitted to each teacher one day following a student’s return to school.

The maximum number of total absences (excused or unexcused) is 14 per course for a student to receive credit for a course, despite earning a passing grade.

**Early Dismissal**

At times, leaving class early may cause class disruption, so it is best to inform administration in advance so teachers can remind the student, provide the student with needed materials or class information, and minimize disruptions for the class at large.

A student will never be released to an unauthorized adult. Thus, if a student must leave prior to the end of the school day, he/she must have a preapproved parent/guardian arrive and then sign out the student. If a student is asked to leave school early by administration due to disciplinary action, he/she will receive unexcused absences for the classes missed during the rest of the school day.

If a student must leave school early, a parent/guardian should email admin@marvinacademy.org or send in a note with the student at the beginning of the day.

**Inclement Weather**

During inclement weather, student and faculty safety is the utmost importance. Administration will use all available technology and personal discretion to determine whether school should close. Marvin usually follows Union County schools to help in its decision. If school will be closed for the day, families will be notified by text and/or email by 5:30 a.m. Any closing will also be posted on the school website and social media.

**Tardy**

Students must arrive prepared for each class prior to the bell sounding; this means that if a student needs to leave the class to retrieve an item from another room after the bell sounds, he/she is unprepared for class. The student will be marked tardy and will have deducted participation points for that class.

If the restroom has a line, students may avoid a class tardy by arriving early to his/her class and informing the teacher of the expected delay; teachers must know where students are at all times. If the teacher is occupied with another student when one needs to inform of a restroom delay, the student may grab a restroom pass (if available) or take a seat in class and then ask for permission to leave once the bell rings.

If a student is kept after class by a teacher, the student will be provided with a note to give their next teacher.

If a student is tardy more than three times per class during one quarter, the parent/guardian will be notified.

If a student arrives to school after 9:00 a.m. he/she is required to report to the appropriate class immediately. A parent/guardian must sign in their child at the front desk and as well as email admin@marvinacademy.org, or the student must provide a written document from the parent/guardian, doctor’s office, etc. In the event the school is not provided documentation in any form, the third unexcused tardy arrival to school will result in disciplinary action.

**Withdrawal or Dismissal**

Financial responsibility is incurred for the entire school year upon agreement and signature of the Marvin Academy Enrollment Contract. No adjustment of annual charges will be made by Marvin Academy for absences, withdrawal, or dismissal. This policy is necessary because Marvin Academy contracts significant expenses on a yearly basis on behalf of all the students. Prior to the beginning of school, teachers are hired based upon total numbers enrolled in each grade. In order to plan and maintain services for the year, Marvin Academy must be able to count on a stable income from tuition charges.

Only in the event that a student’s actual and legal residence is removed from the areas served by Marvin Academy, including the counties of Mecklenburg, Cabarrus, Union and Lancaster, THEN AND ONLY THEN may tuition be refunded on a prorated basis. Transfer from Marvin Academy to another private, public, public charter, or homeschool within the above listed counties requires the remaining tuition to be paid in full or arrangements to be made with Marvin Academy for a payment plan to satisfy all remaining debt before any records being released to the new school.

**Code of Conduct**

It is important for students to know their rights and responsibilities, which include, obeying teachers and all other school employees. Students are expected to honor their responsibilities and behave in ways that respect the rights of all. There will be consequences for unacceptable behaviors.

**Expected Behaviors**

* Treat others with respect and honesty
* Prepare for class by bringing paper, pencil, pen, books, and other needed supplies
* Complete all class work and homework
* Use class time properly
* Take home and return necessary forms
* Follow rules and regulations
* Take care of and return all textbooks, library books, or other school-owned materials
* Act responsibly on campus, on buses, on field trips, and at all school-sponsored events, regardless of location

**Unacceptable Behavior**

**Minor Infractions (Level I)**

* **Bringing unauthorized articles to school** – student brings an article to school that is forbidden by school or classroom rules without receiving prior approval of the Head of School or teacher
* **Disruption caused by cell phone or electronic device** – student causes a minor disruption with their cell phone or electronic device
* **Dress code violation** – wearing any clothing or other item that violates the dress code
* **Food or drinks in the classroom or school building** – bringing food or drink items to areas of the school where these items are prohibited
* **Minor class disruption** - student causes a minor disruption of the learning process in the classroom. The misconduct does not involve insubordination, aggression, or violence.
* **Minor class disobedience or disrespect** – student exhibits minor misbehavior toward the teacher or other school personnel that involves disobeying a directive or talking to the adult in an inappropriate manner. The misconduct does not involve insubordination, aggression, or violence.
* **Minor disorderly conduct** - student causes a minor disruption of the orderly process of the school environment. The misconduct does not involve insubordination, aggression, or violence. This generally involvesincidents that occur outside the classroom.
* **Minor disruption at a school function** - student exhibits minor misbehavior at a school function. The misconduct does not involve insubordination, aggression, or violence.
* **Minor disruption in the cafeteria** - student exhibits minor misbehavior in the cafeteria. The misconduct does not involve insubordination, aggression, or violence.
* **Tardy to class** – student is not in the assigned classroom when the bell rings to signify that time for class change has ended

**Intermediate Infractions (Level II)**

* **Giving false information** - student gives information upon request of school personnel that is intentionally misleading or not true
* **Leaving class without permission** - student leaves the classroom without receiving permission from the teacher or other school personnel in charge of the class
* **Minor profanity or obscenity** - student uses inappropriate language, exhibits obscene gestures or pictures, or creates obscene documents or pictures. It is not directed at another student in an aggressive manner or directed at school personnel.
* **Minor stealing** - student takes items valued at less than $100.00 that is not his/her property
* **Minor technology violation** – student violates technology rules in a minor fashion. This could include minor damage to a technology device, minor alteration of an electronic document, etc.
* **Public display of affection** – student exhibits an inappropriate display of affection such as kissing another student, etc.
* **Recording a fight** – using an electronic device (cell phone, camera, video recorder, etc.) to record a fight.
* **Skipping class** - student does not report to his/her assigned class
* **Skipping detention** – student does not appear in the assigned area to serve a detention period

**Major Infractions (Level III)**

* **Battery** – student engages in the willful and unlawful use of force or violence upon another student
* **Bullying** – student systematically and chronically inflicts physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted purposeful written, verbal, nonverbal or physical behavior, including, but not limited to, any threatening, insulting, or dehumanizing gesture, by an adult or student, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the individual’s school performance or participation, is carried out repeatedly and is often characterized by an imbalance of power. Bullying may involve, but is not limited to:
* Unwanted teasing
* Threatening
* Intimidating
* Stalking
* Cyber bullying
* Cyber stalking
* Physical violence
	+ Theft
	+ Sexual, religious, or racial harassment
	+ Public humiliation
	+ Destruction of school or personal property
	+ Social exclusion, including incitement and/or coercion
	+ Rumor or spreading of falsehoods
* **Extortion** - student threatens or intimidates another student with the intent to obtain money, information, services, or items of material worth
* **Failure to report to the office** - student does not report to the office as instructed by a teacher or other school personnel
* **Fighting** – student engages in a physical altercation with another student
* **Gambling** - student participates in betting or games of chance to gain money or other items of value
* **Gang activity or paraphernalia** - student exhibits indicators of gang activity that may include wearing or possessing gang identification of any kind, wearing clothing or colors in a manner designed to show gang membership, displaying hand signals or other non-verbal signs for the purpose of showing gang membership, writing or displaying items showing gang insignias, possessing or distributing gang literature, expressing comments, phrases, or words reflecting gang membership, etc. This policy does not apply to uniforms signifying that the student belongs to established organizations such as the Boy Scouts, Band, or other similar types of civic or fraternal organizations.
* **Harassment** – student makes any threatening, insulting, or dehumanizing gesture through any means including use of technology, computer software, or written, verbal or physical conduct directed against a student or school employee that:
* Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property
* Has the effect of substantially interfering with a student’s educational performance, an employee’s work performance, or either’s opportunities or benefits
* Has the effect of substantially negatively impacting a student’s or employee’s emotional or mental well-being
* Has the effect of substantially disrupting the orderly operation of a school
* **Improper use of a computer or electronic device** - student uses a computer or electronic device at school to create an inappropriate document, send an improper or threatening electronic mail message, or access inappropriate sites on the Internet. This infraction also includes actions in which a student intentionally damages, alters, or disables any computer hardware or software.
* **Inciting a fight** - student causes other students to fight through intentional verbal or physical means
* **Major class disruption** - student causes a major disruption of the learning process in the classroom. The misconduct involves insubordination, aggression, or violence.
* **Major disorderly conduct** - student causes a major disruption of the orderly process of the school environment. The misconduct involves insubordination, aggression, or violence. This generally involvesincidents that occur outside the classroom.
* **Major disruption at a school function** - student exhibits major misbehavior at a school function. The misconduct involves insubordination, aggression, or violence.
* **Major disruption in the cafeteria** - student exhibits major misbehavior in the cafeteria. The misconduct involves insubordination, aggression, or violence.
* **Major profanity or obscenity** - student uses inappropriate language, exhibits obscene gestures or pictures, or creates obscene documents or pictures. It is directed at another student in an aggressive manner.
* **Major stealing or theft** - student takes items valued at more than $100.00 that is not his/her property
* **Major technology violation -** student violates technology rules in a major fashion. This could include major damage to a technology device or network, major alteration of an electronic document or school records, etc.
* **Possession or use of tobacco products** - student possesses, uses, distributes, or sells any tobacco product on the school grounds, on the school bus, or at a school function
* **Possession of unauthorized medication** – student is in possession of any unauthorized medication. Any medication authorized by a doctor or a parent must be brought to the nurse upon arrival at school. This includes prescription and over-the-counter medications. Any student found to possess medication belonging to another student or an adult will be treated as if he/she were in possession of illegal drugs.
* **Sexting** – student uses any electronic device, including cell phones, to send or receive sexually suggestive or explicit texts, pictures, videos, or other materials.
* **Sexual harassment** – student makes an unwelcome sexual advance, requests a sexual favor, makes sexually motivated physical conduct, or makes communication of a sexual nature. Sexual harassment includes, but is not limited to, the following behaviors:
	+ Unwelcome statements of a sexual nature
	+ Unwelcome solicitation or pressure for sexual activity
	+ Intentional brushing against, patting, or pinching of another’s body
	+ Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, unwanted physical contact, and blocking movements
	+ Leering with sexual overtones, gestures, display of sexually suggestive objects, posters, or cartoons o Indecent exposure
* **Threatening or intimidating another student** - student verbally or physically threatens to do harm or violence to another student or to the property of another student
* **Vandalism or destruction of property** - student willfully and/or maliciously defaces or destroys school property or the property of another person

**Severe Infractions (Level IV)**

* **Arson** - student burns or attempts to burn school property, contents in or on school property, or personal property of others
* **Assault and/or battery on school staff or students** - student threatens, touches, or strikes a school system employee, another student, school volunteer, visitor to the school, or a citizen present at a school-sponsored activity
* **Bomb threat** - student affects any communication threatening an explosion on school property, on a school bus, or at any school function
* **Burglary** – student unlawfully enters a school building with the intent to commit a crime
* **Habitual truancy** - student violates state attendance laws by not attending school on a regular basis
* **Leaving campus without permission** - student leaves the school grounds without receiving permission from school personnel. Students are not allowed to leave campus without permission. This includes the parking lots, gyms, any outside areas, and/or ball fields belonging to any school to which the student is not assigned at that time.
* **Possession or distribution of alcoholic beverages** - student is in possession or under the influence of alcoholic beverages or distributes them to other students on school property, while riding a school bus, or at any school function
* **Possession or distribution of drugs and/or controlled substances** - student is in possession or under the influence of drugs and/or controlled substances or distributes them to other students on school property, while riding a school bus, or at any school function
* **Possession of explosive devices** - student prepares, possesses, or ignites an explosive device including fireworks on school property, while riding a school bus, or at any school function
* **Profanity or obscenity directed to school staff or public** - student uses inappropriate language, exhibits obscene gestures or pictures, or creates obscene documents or pictures. It is directed at a school system employee, school volunteer, visitor to the school, or a citizen present at a school-sponsored activity.
* **Possession of weapons or firearms** - student brings, possesses, or uses any dangerous instrument (whether operable or inoperable, loaded or unloaded) which could be used to cause harm, injury, or death to another person. This may include a gun, knife, razor, club, chain, explosive device, martial arts apparatus, chemical weapon, etc. The infraction may include toys or objects that resemble weapons if it is used or displayed as a weapon. This policy also includes any commonly used tool that can also function as a weapon including pocket knives, box cutters, razor blades or any other similar device.
* **Robbery** - student takes or attempts to take money, property, or possessions from another person against his/her will through the use of force, violence, or fear
* **Severe bus safety violation** – student commits an act of misconduct while riding a school bus that is listed in this code as a severe infraction
* **Sexual battery** - a physical act of aggression for the purpose of inappropriate and unwelcome sexual activity
* **Threatening to bring or use a weapon** - student threatens to bring or use any dangerous instrument that could cause harm, injury, or death to another person
* **Willful disobedience or defiance of authority** - student willfully refuses to comply with authority or exhibits contempt or open resistance to a direct order from an authority figure

**Cheating**

If a student cheats on a school assignment as determined by their teacher or other adult staff member, the student will receive a score of zero on the assignment. This is considered an academic violation and not a discipline issue.

**Electronics**

Computers are part of the learning process in many courses. Students will be provided with a computer device at the start of their enrollment. Because iPads are more appropriate for consuming information and not creating information, iPads have been found unsuitable for classroom use. Computers are to be used only as directed by the teachers and administrators; any student who deviates from teacher or administrator directions will lose his/her computer privileges.

Cell phones and other handheld devices are not permitted during the school day. Students are required to leave their personal handheld devices in a designated area during the day. If a student needs to talk with a parent/guardian, he/she should request permission from a teacher or administrator. Any phones or other personal devices that are not in a designated area(s) will be confiscated, and a parent/guardian will be required to come to the office to retrieve it.

**Hate Crime**

Hate Crime refers to an attack or offense against an individual or his/her property in which the individual is intentionally selected because of his/her race, color, religion, national origin, gender, disability, or sexual orientation. The attack or offense may range from racial remarks or graffiti on school walls to threats of physical harm, intimidation, hate mail and hate e-mail, vandalism, arson, physical assault, etc. Students who believe they have been victims of a hate crime must immediately report the act to a teacher and/or school administrator.

**Searches**

If an administrator has reasonable suspicion to believe that a student is in possession of contraband or anything deemed inappropriate for school, he/she shall request the student submit to a search of his/her person or belongings. If the student refuses, the head of school may call the appropriate law enforcement agency and/or the student’s parents or guardians. Strip searches of students by school staff are prohibited.

**Disciplinary Actions**

Marvin Academy will make every reasonable effort to correct student misbehavior through school-based resources, and to support students in learning the skills necessary to enhance a positive school environment and avoid negative behavior. The vast majority of disciplinary issues should be addressed at the classroom level by teachers. Each teacher must maintain discipline in his/her class, and every teacher must contribute to the overall school atmosphere by taking action in any situation that may call for disciplinary measures. Preventative action is always more effective than remedial. In all instances, school discipline should be reasonable, timely, fair, age-appropriate, and should match the severity of the student’s misbehavior. Any disciplinary or prosecutorial action taken against a student who violates this code must be based on particular circumstances of the student’s misconduct. It will not be necessary to use each consequence or to use consequences in the order listed below. However, certain rule violations do require specific consequences. Marvin Academy has the flexibility to handle discipline issues in a fashion that they believe best for all involved.

**Possible Interventions and/or Consequences of Misbehavior**

* **Verbal Reprimand** - any member of the school staff may verbally correct a student for misconduct in the classroom, hallways, on the school grounds, going to and from school, or at any school function.
* **Timeout** – teacher or school personnel isolates student in a section of the classroom
* **Student conference** - student involved in misconduct may be given counsel and direction in a conference with a school staff member or administrator. The misconduct is discussed and future expectations are outlined.
* **Restitution** - students defacing, destroying, or stealing school property or property of others will be assessed for payment of damages or replacement. Parents or guardians will be held responsible to assure payment.
* **Work detail** - work details require students to perform minor work tasks like sweeping, mopping, collecting trash, etc. The work detail will not endanger the health or safety of a student.
* **Detention** - student is detained before or after school hours with a designated staff member. Activities may include written assignments or work detail. A parent or guardian will be notified of the detention date(s). It will be the responsibility of the parent or guardian to arrange transportation.
* **Parent contact or conference** - school personnel communicates with the student’s parent or guardian. This may come in the form of a phone call, email, written communication, or a conference at school. Parents and school personnel will work together to form a plan to correct the student’s behavior.
* **Behavior contract** - student agrees to an oral or written contract with a teacher, administrator, or other school personnel that outlines specific strategies and time frames for improvement of behavior. Parental involvement is highly recommended.
* **Confiscation** – taking custody of any item that is illegal, violates school policies, or is causing a disruption to school activities. A parent may be required to retrieve the item.
* **Removal from class by teacher** - a teacher may remove a student from his/her class whose behavior the teacher determines interferes with the teacher’s ability to effectively communicate with other students in the class or with the ability of the student’s classmates to learn
* **Referral to administrator** – teacher refers student to the principal or assistant principal after exhausting all efforts to control or correct the student’s behavior
* **Administrative referral to outside agencies or counseling programs** – student is referred to an agency or counseling program outside the regular school setting. These programs may include, but are not limited to, the Department of Children and Families, the Department of Juvenile Justice, CDS Family and Behavioral Health Services, Meridian Behavioral Healthcare, etc.
* **Out-of-school suspension (OSS)** - student is temporarily removed from the regular school program not to exceed ten school days on any one act of misconduct. During the suspension, the student is not allowed on the school grounds or at any school function. This may come in the form of a phone call, email, written communication, or a conference at school.
* **Expulsion from school** - student is denied the right to attend Marvin Academy due to repeated or severe misconduct. Marvin Academy has the right to expel a student from school for any major or severe infraction as defined in this booklet. If a student is expelled from school, parents will still be financially responsible for the remaining tuition and balances.
* **Report to law enforcement** – student commits a violation of the code of conduct that is also a criminal act as defined by North Carolina law. These violations must be reported to the Union County Sheriff’s Office.

**Zero Tolerance**

Students found to have committed one of the following offenses on school property, school sponsored transportation or during a school sponsored activity shall be expelled, with or without continuing educational services, from the student’s regular school for a period of not less than one (1) full year and be referred to the criminal justice or juvenile justice system:

* Bringing a firearm or weapon to school, to any school function, or onto any school-sponsored transportation or possessing a firearm at school.
* Making a threat or false report involving school or school personnel’s property, school transportation or a school-sponsored activity.
* Assault or battery on any school employee.

**Digital Code of Conduct**

Computers, networks, and online communications and information systems such as the Internet and e-mail are becoming more commonplace in classrooms and media centers every year.

While these systems deliver an extensive number of resources to our classrooms, their ability to serve students and teachers depends on the responsible and ethical use of every device and system.

Use of technology and/or software for any unauthorized purpose is prohibited. This includes the unauthorized use of a computer/technology, including, but not limited to, accessing or breaking into restricted accounts or networks, creating, modifying or destroying files/records without permission, copying software, entering, distributing or printing unauthorized files/records, uploading to the Internet and/or sharing or distributing, offensive or inappropriate material, including video and music.

**Rights**

* Students have a right to use appropriate online communications and information systems, the Internet and networks to increase their access to information and resources.
* Students have a right to use appropriate online communications and information systems, the Internet and networks to obtain information, create intellectual products, collaborate and communicate for educational purposes.
* Students have a right to use appropriate online communications and information systems, the Internet and networks without the fear that their products or their personal reputation will be violated, misrepresented, tampered with, destroyed, or stolen.

**Responsibilities**

* Students have a responsibility to understand the difference between appropriate and unacceptable uses of online communications and information systems, the Internet and networks.
* Students have a responsibility to use online communications and information systems, the Internet and networks in a responsible, efficient, ethical, and legal manner in accordance with their educational mission.
* Students have a responsibility to recognize that the use of online communications and information systems, the Internet and networks is a privilege that can be withdrawn if they engage in unacceptable or illegal use of this resource.

**Policy**

Students are expected to use technology responsibly. This policy describes how computers and networks must be used to support research and instructional activities in our classrooms, labs, and media centers. First, it promotes the use of technology as a powerful educational tool that is increasingly becoming a common part of every student’s day. Second, it provides those students who use these computers, and the networks to which they are connected, to act in accordance with prescribed rules and behavioral codes detailed in the policy. Several major provisions are noted below.

* Use of computers, networks, the Internet and online communication and information systems must be related to students’ educational activities
* Students must recognize that computers, networks, and equipment used to support online learning are shared devices and agree to use them in ways which will maintain their continued operability for all users
* No illegal activity may be conducted using the District’s computers, networks, or online communication and information systems
* Students must not access or distribute offensive, obscene, inflammatory, or pornographic materials, or participate in sexting
* Students shall not intentionally spread, or attempt to spread computer viruses, vandalize data, infiltrate systems, or degrade/disrupt computer and/or network performance
* All users of computers, networks, and online communications and information systems shall adhere to laws regarding copyright
* During testing, possession of any electronic device that reproduces, transmits, calculates, or records is cause for invalidation. Schools will direct students on the appropriate storage of electronic devices during testing
* It is strongly advised that you do not bring a cell phone or any other prohibited electronic device to any testing environment. If your electronic device makes any noise, or you are seen using it at any time – including breaks

– you may be dismissed immediately, your scores may be canceled, and the device may be confiscated

* Illegally using school technology and/or software to alter information is a felony. Misusing school technology and/or software to transmit insulting, profane, racially or sexually offensive written language, or to make obscene remarks or gestures is unacceptable behavior that will lead to disciplinary action. Using technology including, but not limited to, computers, networks, online telecommunication systems, cellular telephones, and camera telephones to bully, extort, or libel another student or staff member is a violation of the Code of Student Conduct and will result in disciplinary action.

**Financial Policies**

Under the terms of the Marvin Academy Enrollment Contract, financial responsibility is incurred for the entire school year upon signature and payment of fees. No adjustment of annual charges will be made by Marvin Academy for absences, withdrawal, or dismissal. This policy is necessary because Marvin Academy contracts for significant expenses on a yearly basis on behalf of your child(ren) prior to the beginning of school, and teachers are hired based upon total numbers enrolled in each grade. In order to plan and maintain services for the year, we must be able to count on a stable income from tuition charges for which you are assuming responsibility.

Tuition accounts must be kept current. Payments are due the 1st of each month. Payments received after the 5th of each month are delinquent and late fees are assessed. A late fee of 1.5% will be added to the unpaid balance. For 30 day delinquencies, a warning letter will be sent from the business office. Should accounts become delinquent 60 days, students will not be able to attend class until the past due amount is paid. Report cards and transcripts will not be issued until the student’s account is current. Tuition is nonrefundable and nontransferable.

**Student Life**

**Before and After School Care**

Before care is offered every morning from 7:30 am to 8:30 am for students who need to arrive to school earlier than 8:45. The daily rate is $10/day. If parents know they will need this care every morning they can sign up for a monthly rate of $65/month or a yearly rate of $325.

After school care is offered every day from 3:00 pm to 6:00 pm for students who need to stay after 3:00 pm. The daily rate is $10/day until 4:30 pm and $20/day until 6:00 pm. If parents know they will need this care every day, they can sign up for a monthly rate of $65/month until 4:30 pm or $130/month until 6:00 pm or a yearly rate of $325 until 4:30 pm or $650 until 6:00 pm. A more detailed pricing description is provided at enrollment.

**Clubs and Activities**

Clubs and activities, selected and spearheaded by students along with teacher mentors, will vary and offer the students cooperative opportunities to share their passions and interests with each other in a social environment. Students may also have opportunities to meet after school as well.

**Lunch**

Students must bring a bagged lunch Monday – Friday unless ordering through My Hot Lunch Box. Students may use microwaves to warm lunch for a maximum time limit of 3 minutes. Students need to bring their own utensils and napkins, the school will provide these in emergencies. During lunch, students must remain in the designated lunch area with their assigned teacher. Students will be guided to the restrooms to wash hands and get water if needed before lunch starts.

**Peanut/Nut Products**

Providing a safe environment for students with food allergies must be observed by all teachers, staff, and students at all times. Because nut allergies are life threatening, food containing peanuts and or nut products may not be served at school. Of course, students may continue to bring and eat food containing nuts and/or nut products for themselves. To respect others’ allergies, students will be asked to thoroughly wash their hands after handling this food.

When considering any foods that are intended to be shared with others at school, it may be helpful to reference the following website: <http://snacksafely.com/safe-snack-guide>; this site contains a list of foods that are peanut and tree-nut free. Foods that do not contain visible nuts may still contain traces of nuts in other forms and food packaging and processing may change, so parents/guardians are asked to read carefully the labels of any foods intended for sharing.

**Snack Food and Drink**

To contain smells bothersome to students during class time, students are permitted to eat and drink only in the cafeteria or lobby area of the school; at times, students will be permitted to eat outside with teacher supervision. Only water is permitted in classrooms.

**Student Council**

Marvin Academy is evolving every day to adapt to the interests and needs of its students. Faculty and administrators are aware students’ interests and needs extend beyond academics. Thus, a Student Council will be formed to support students’ previous initiatives to make suggestions for improvement and to encourage students’ organization, persuasion, and presentational skills.

The Student Council will be composed of a president, a vice president, and a secretary. Along with a teacher mentor, the Student Council will be responsible for collecting ideas from the student body, discussing the ideas they believe should be suggested to the faculty and staff, and then creating and delivering a formal presentation to the teachers and administrators as needed.

**Annual Calendar**

The annual calendar is provided at the time of enrollment but can also be found at <http://www.marvinacademy.org/school-calendar>.

**Parent Council**

The Parent Council supports Marvin Academy faculty, staff, and students through various outlets, including fundraising and drives, holiday party planning, and general volunteering. If one is interested in contributing time and energy to the Parent Council, he/she is encouraged to contact an administrator or email admin@marvinacademy.org. All school volunteers must complete a background check compliance form before volunteering.

**Acknowledgements**

I have read and understand the Family Handbook. With my following signature, I agree to follow all policies and rules contained within the Family Handbook.

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Print Student’s Name

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Signature of Student

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Print Parent’s/Guardian’s Name

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Signature of Parent/Guardian