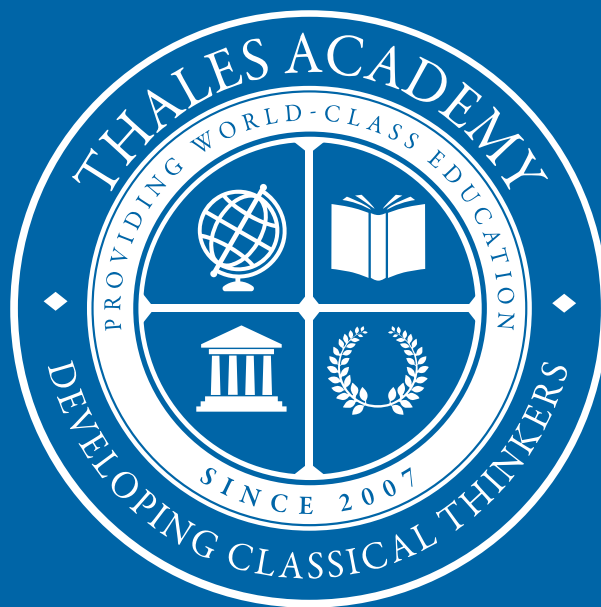


2020–2021



STUDENT HANDBOOK

JUNIOR HIGH & HIGH SCHOOL

WELCOME TO THALES ACADEMY

Welcome, parents and students, to the 2020–2021 school year at Thales Academy. Thales Academy is a 501(c)(3) non-profit school founded by Mr. Robert Luddy and is governed by a Board of Directors. As an affordable private school, we provide parents with a choice within the public-school arena. Thales Academy Board of Directors and administration look forward to providing a positive school experience for our parents and students.

CAMPUSES

Apex K–5 1177 Ambergate Station Apex, NC 27502 Phone: (919) 303-3108 Fax: (919) 367-9630	Apex 6–12 1300 N. Salem St. Apex, NC 27502 Phone: (919) 629-4200 Fax: (919) 629-4218
Thales Academy Franklin K–3 3835 Carothers Parkway Franklin, TN 37067 Phone: (615) 538-0649	Thales Academy Glen Allen K–2 11801 Nuckols Road Glen Allen, VA 23059 Phone: (804) 655-6532
Knightdale Pre-K–7 525 Carolinian Avenue Knightdale, NC 27545 Phone: (919) 295-5954 Fax: (919) 516-8732	Holly Springs Pre-K–5 11244 Holly Springs New Hill Rd Holly Springs, NC 27540 Phone: (919) 762-7297 Fax: (919) 516-8741
Raleigh Pre-K–7 8151 Town Drive Raleigh, NC 27616 Phone: (919) 882-2320 Fax: (919) 872-5195	Rolesville 6–12 1201 Granite Falls Boulevard Rolesville, NC 27571 Phone: (919) 435-2715 Fax: (919) 283-5650
Wake Forest Pre-K–5 3106 Heritage Trade Dr Wake Forest, NC 27587 Phone: (919) 453-6415 Fax: (919) 453-6418	Waxhaw K–6 8012 New Town Road Waxhaw, NC 28173 Phone: (704) 256-5370 Fax: (919) 516-8742

MISSION

The mission of Thales (THAY-LEEZ) Academy is to provide an excellent and affordable education for students in Pre-K to 12th grades through the use of Direct Instruction and a Classical Curriculum that embodies traditional American values.

Thales provides a rigorous academic environment that fosters ethical behavior, critical thinking, virtuous leadership, lifelong learning, and truth seeking with a firm foundation in cognitive, non-cognitive, and technical skills. As a result, Thales Academy students are well prepared to succeed in higher education, career, and life while positively impacting the world around them.

PAST, PRESENT AND FUTURE

Thales Academy began in 2007 as an independent private school. Since then, we have expanded to encompass multiple campuses serving Pre-K through 12th Grade. We have several additional campuses under development. The future of Thales Academy is just beginning and we are glad you have chosen to grow with us!

INTRODUCTION

This handbook is provided to present an overview of the policies, regulations and procedures followed at Thales Academy. This handbook is not intended to restrict in any way the authority of the school's administrators, teachers or staff to make such rules, not inconsistent with this code, as they are authorized by law to make for the operation of their school or classes. The Board of Directors encourages and supports the right of the school's administrator to employ a variety of disciplinary actions which may include, but are not limited to, suspension from school events and activities and out-of-school suspension.

ORGANIZATIONAL PATTERN AND CURRICULUM

Thales Academy's time-proven curriculum of liberal arts and sciences – centered on reading, writing and arithmetic – develops a child's critical thinking skills. This classically oriented curriculum is enhanced by Direct Instruction in grades Pre-K–5 and the Socratic Method in grades 6–12. Thales Academy has adopted a Direct Instruction format for the teaching of core curriculum. The goal of Direct Instruction is to accelerate learning by maximizing efficiency in the design and delivery of instruction. Each Direct Instruction program is skills oriented, using carefully articulated lessons in which cognitive skills are broken down into small units, sequenced deliberately, and taught explicitly.

ENROLLMENT

Thales Academy has a carefully designed admissions process to determine if Thales Academy is the best fit for all students to meet their highest potential. Thales Academy requests that all parents/guardians involved in the admissions process honor any and all admissions deadlines as Thales Academy works to uphold the quality and integrity of our admissions process.

Thales Academy processes applications on a first-come, first-served basis. Applicants are reviewed for admission contingent on the approval of Thales Academy administrator and the applicant's submission of:

- A completed and approved Application for Admission;
- A processing fee of \$25;
- A copy of the student's birth certificate;
- Completed and approved Immunization Record and Health Physical Form;
- Previous school records (if applicable);
- Confidential Student Evaluation;

- Grade level admissions assessments/entrance exams;
- Legal custody documentation if applicable; and
- Tuition payment (full or approved installment).

Thales Academy accepts applications up to one school year in advance. Mid-year applicants are considered on a case-by-case basis in the best interest of each individual student.

All newly enrolled, Pre-K–5th Grade Thales Academy students are subject to enrollment review within the first 30 days. While Thales Academy makes every effort to support the needs of each child, there are times when an administrator may decide that a student is not meeting their potential at Thales Academy and thus, Thales is not the best fit for a student at this time. Thales Academy does not take these decisions lightly. Any recommendation made by a campus administrator is deemed final and not eligible for further consideration.

NON-DISCRIMINATION STATEMENT

Thales Academy admits students of any race, color, national and ethnic origin, religion, and sex to all rights, privileges, programs, and activities generally accorded or made available to student as the school. It does not discriminate on the basis of race, color, national and ethnic origin, religion, sex, age, or mental or physical disability in the school. It does not discriminate on the basis of race, color, national and ethnic origin, religion, sex, age, or physical or mental disability in administration of its educational policies, and athletic and other school administered programs. Any violation of this policy should be reported to Human Resources.

Thales Academy makes reasonable accommodations for children with physical disabilities. Requests for accommodation should be directed to the school administrator.

While the school does not provide Individual Education Plans (IEPs), Thales Academy believes a great number of children labeled as slow learners or learning disabled can achieve toward their potential in the program. However, Thales Academy does not have the personnel or the facilities to effectively address the needs of children who have emotional or behavioral problems or who have learning disabilities that require special programs.

TUITION, FEES, AND SCHOLARSHIPS

For specific fee amounts please see current tuition and fees on our website.

Thales Academy families make tuition payments through SmartTuition, the school's tuition management system.

The Luddy Schools Scholarship Fund may provide tuition assistance to students in need. The community at large holds a special responsibility to help children achieve their potential as responsible, compassionate citizens. Members of the community accomplish this by providing material support to families. Thales Academy invites charitable community friends to contribute to the Luddy Schools Scholarship Fund. Tax-deductible grants for tuition scholarships may be given in honor of persons or organizations, on the approval of the Thales Academy Board of Directors. Thales Academy students may apply for need-based scholarships through the school's tuition management services company, SmartTuition, by applying online (see our website for details). Students must be accepted through the admissions process before applying for financial assistance. Additionally, families that are awarded financial aid are no longer eligible for any additional tuition discounts.

ACADEMIC POLICIES

SCHOOL HOURS

CAMPUS	STUDENT DROP OFF	CLASS STARTS	CLASS ENDS
Apex K-5	7:15am-7:45am	7:50am	2:50pm
Franklin K-3	7:45am-8:00am	8:00am	3:00pm
Glen Allen K-2	7:45am-8:00am	8:00am	3:00pm
Holly Springs Pre-K	7:45-8:00am	8:00am	11:45am
Holly Springs K-5	7:20am-7:45am	7:45am	2:50pm
Knightdale Pre-K	7:45-8:00am	8:00am	11:45am
Knightdale K-7	7:20am-7:45am	7:45am	2:50pm
Raleigh Pre-K	7:45am-8:00am	8:00am	11:45am
Raleigh K-7	7:20am-7:45am	7:45am	2:50pm
Wake Forest Pre-K	7:10am-7:40am	7:40am	12:00pm
Wake Forest K-5	7:10am-7:40am	7:40am	2:45pm
Waxhaw K-6	7:20-7:45am	7:45am	2:50pm

GRADING

Students are evaluated on personal/social growth, work habits and material outlined in the Thales Academy Classical Curriculum. Progress is evaluated on the following scale:

- A: 100-90
- B: 89-80
- C: 79-70
- D: 69-60
- F: 59-0

The highest grade a student can earn is 100.

MID-QUARTER CHECKS AND REPORT CARDS

QUARTER	MID-QUARTER CHECK	REPORT CARD
First Quarter	August 14	September 21
Second Quarter	November 6	December 21
Third Quarter	February 12	March 22
Fourth Quarter	May 14	June 14

Mid Year Reports are given four times per year at the midpoint of each quarter. Report cards are given four times per year at the end of each quarter. Please contact the office if you need paper copies. All make-up work will be graded at the discretion of the teacher. Please use progress reports to work with your child's teacher to ensure your child is meeting the expectations for his/her grade.

PHILOSOPHY OF HOMEWORK

Thales Academy believes that homework is an essential and integral part of every student's total education program. Through homework, classroom instructions are reinforced, high expectations are supported, students are motivated toward self-direction and the relationship of the school and home in the learning process are strengthened. Accordingly, classroom teachers will require assigned homework upon the objectives and guidelines, which follow:

- To serve as an extension of the learning process.
- To reinforce skills taught through practical application.
- To improve study skills and work habits.
- To develop self-discipline and a sense of responsibility.
- To enhance home/school communication by providing the parents with the opportunity to monitor their child's progress on a regular basis.

HOMEWORK HINTS

Parental assistance in monitoring homework and home study can greatly benefit both students and teachers in their mutual task of learning/teaching. Some suggestions which parents may find helpful are offered below:

- Schedule daily study times in a quiet, well-lit location.
- Talk to your child about his/her school activities every day.
- Keep a supply of paper, pencils and other materials in the study area, as well as access to dictionaries and encyclopedias.
- Establish a daily routine to check your child's completed homework.
- Children should be encouraged to seek help from parents if they are having trouble understanding an assignment. However, once areas of confusion are addressed, children derive the most benefit from the task if they complete assignments on their own.
- Parents and students should access Canvas daily to see assignments and projects.
- Encourage children to take pride in what they accomplish to help instill a positive approach to homework and home study assignments.

ACCESSING GRADES VIA CANVAS

All grades use Canvas to inform parents of progress and assignments. The school provides Canvas access prior to the start of the school year. Parents may then access Canvas via the internet. All students are also issued a password and can access Canvas using their school-issued email address.

MAKE-UP WORK POLICY

The teacher will determine credit for make-up work following an unexcused absence. In making a determination about credit, they will take into account the following:

- The past performance of the student;
- Circumstances that may have made the unexcused absences unavoidable;
- Unusual family circumstances;
- Nature of the specific learning activity;
- Other issues that the teacher determines to be relevant to the situation.

Schoolwork will be made up for excused absences under the following conditions:

- If the absence is approved in advance and/or if the work is assigned by the teacher in advance, all make-up work, including tests assigned for the day of return, is due upon the student's return to school.
- If the make-up work has not been assigned in advance, the student will have one (1) day for each day absent to complete the missed work.

Absences resulting from an out-of-school suspension are excused. The following conditions apply:

Work will be assigned during the suspension. When the student has completed serving his/her suspension they must bring all completed work in to be readmitted to the school. Students will not be readmitted if the work is not completed during the suspension.

LATE WORK POLICY: GRADES 6–12

Work turned in one day late will receive a maximum grade of 80%. Work turned in two days late or more will receive a maximum grade of 50%. Students have three (3) school days from the due date of an assignment to turn it in for credit. After three days, it will become a permanent zero. Teachers are encouraged to contact parents via phone and/or email when a child is missing multiple assignments. PLEASE NOTE: This is the general school policy with regard to late work. While most grade levels follow this policy, some grade level policies may differ in their expectations. Please be sure to check with your child's grade level teachers to ensure you understand the policy in place.

EXTRA CREDIT

Opportunities for students to receive extra credit are left to the discretion of the teacher.

PROMOTION REQUIREMENTS: GRADES 6–12

Students must meet local academic requirements, accountability standards if applicable to his/her grade level, and attendance standards (see Attendance Policy) in order to be promoted.

Promotion Procedure: Grades 6–8

In order to be promoted from grade six to grade seven, grade seven to grade eight, and grade eight to grade nine, the student must have a passing final grade (60% or higher) in all core classes and Physical Education. Appropriate progress in elective areas will also be considered.

Promotion Procedure: Grades 9–12

In order to be promoted from grade nine to grade ten, grade ten to grade eleven, and grade eleven to grade twelve, the student must receive at least 8 credit hours per year. To do so, the student must have a passing final grade (60% or higher) in Literature, Trivium, Math, Science, History, Electives, and Foreign Language. Failure to receive the credit hour will result in the student repeating the class the following year. If a student does not pass a course and does not earn credit for that course, he/she may retake the course outside of school if approved by administration. Any course required for graduation must be taken again if not passed the first time.

Promotion Procedure: Graduation Requirements

In order to qualify as a candidate for graduation, students in grade twelve must have a passing final grade (60% or higher) throughout all four years of high school in History, Literature, Math, Science, Trivium, Physical Education & Health, Foreign Language, and Electives (see below for listing of total credits required for graduation). In addition, all seniors must complete 100 hours of community service (see next section for more information) and research, write, and defend an original senior thesis prior to graduation.

- English: 4 credits
- Math: 4 credits
- Classical Studies: 4 credits
- Science: 4 credits
- History: 4 credits
- Foreign Language: 4 credits
- Health and Physical Education: 1 credit
- Electives: 4 credits

If retention of a student appears likely, appropriate notification will be given to the parent(s) of the student.

COMMUNITY SERVICE

Students who attend Thales Academy are required to complete a total of 100 hours participating in community service as a graduation requirement. Students are required to complete a minimum of 25 hours per high school year with the option of completing all of their community service hours at any time throughout grades 9–12. Students who enter Thales Academy in the middle of their high school career must complete a minimum of 25 hours per school year until graduation. The requirement may be fulfilled in a variety of ways; however, students are encouraged to gain pre-approval of activities prior to completing them. Students must provide documentation of service hours by filling out a community service form. Students should be involved in activities that are volunteer opportunities only. Thales Academy hopes to promote a feeling of community, citizenship, and growth in character through this requirement.

Community Service Guidelines

Students may earn hours through activities that involve direct service to the community through independently arranged activities or through participation through established agencies. Non-performing activities through church youth groups, cultural organizations, and established non-profit agencies are good choices. Any community service activity that may be in question should be pre-approved before completing the activity to ensure it will satisfy requirements. All hours must be submitted to the office within 6 months of completion and all hours must be completed by the end of May of a student's senior year.

Volunteer projects are an excellent venue to aid the needs of the local community in which Thales Academy is part. But in order to respect the much greater needs of other members of the local community, Thales Academy will decline any volunteer project proposals to be completed on our campuses.

STANDARDIZED TESTING INFORMATION

Iowa Tests of Basic Skills (Grades K–7)

The Iowa Tests of Basic Skills is a series of tests administered throughout the primary grades to gain information about classes and students to aid in instructional planning, to supplement teacher observations regarding student abilities, and to establish a basis for subsequent annual evaluation of student progress.

This test is administered in late May. Please be aware that we will make every effort to administer make-up tests for students who are absent, but there is no guarantee that we can meet each request. Therefore, it is imperative for all students to be in attendance during the testing week.

PSAT (Grades 8–11)

The Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) is an important first step toward college admission. Test results and their accompanying analysis are valuable tools that can help prepare students for the SAT and education opportunities beyond high school.

CLT (Grades 9–11)

The Classical Learning Test will be administered to all students in grades 9–11. The CLT suite of assessments provide a highly accurate and rigorous measure of reasoning, aptitude, and academic formation for students from diverse educational backgrounds. The CLT also provides colleges and secondary schools with detailed information about student learning trends, to facilitate decisions about admissions, curricula, and instruction.

FAMILY AND SCHOOL COMMUNICATION

Communication between parents, students, teachers and administrators is key to ensuring everyone can work together in the best interest of the student. In a continuing effort to increase effective communication, we ask that everyone use the following contact list and procedure listed below when addressing questions or concerns.

Contact the classroom teacher directly for the following:

- Student progress
- Classroom management/discipline
- Field trips
- Grades
- Projects and Assignments
- Conferences
- Curriculum questions
- Attendance

Please note: Teachers should be your first line of contact for classroom questions and concerns. As professionals, they will work with you to address your concerns in a timely manner. If you contact an administrator prior to contacting the teacher, you will be redirected to the teacher. Any questions not answered by the classroom teacher may be directed to the administrator.

Contact the school office for the following:

- School schedule
- Volunteer program/Background Checks
- Lunch program
- Student records
- School programs (after-school programs, etc.)

CONFERENCES

Parent-teacher conferences are a very important contact between home and school. Conferences are offered formally twice a year. Should parents wish to schedule a conference with a teacher, they should contact the teacher directly. Please do not drop in during the school day for a conference, as teachers and administrators have student responsibilities during this time.

AGENDAS/PLANNERS

Thales Academy will not provide agendas to students. Students are encouraged to determine their own way of organizing their assignments and assessments.

FRIDAY FOLDERS

Thales Academy will not provide Friday Folders to students. Teachers will distribute all graded papers in class and school news will be shared with parents in our weekly newsletter.

ATTENDANCE POLICY

Regular attendance in class is of paramount importance in the educational process. All students are expected to attend school all days of the established school calendar as approved annually by the Thales Academy Board of Directors and in compliance with the North Carolina school attendance laws.

Because the majority of work is done during the school day, regular attendance is the backbone of success. A pattern of absenteeism and/or tardiness can rapidly have a significant, negative impact on a student's ability to learn and grow. The student, the parents/guardians, and the school are all responsible for maintaining a high level of attendance in school activities in order to preserve the instructional integrity of Thales Academy. To that end, the Thales Academy Board of Directors has adopted the following procedures:

EXCUSED ABSENCES

The following are considered reasons for lawful absence:

- Illness or Injury
- Quarantine
- Death in the Immediate Family
- Religious Observances
- Medical or Dental Appointments (with a note from the doctor)

If your child is absent from school, parents should email their child's homeroom teacher providing the reason the child is absent and presumed return date. All absences from school are considered unexcused until an email or a written excuse is received from the parent/guardian. After three (3) days of absences the school may call the home to discover the reason for the absence. A student who leaves during the day for an excused appointment or illness is required to check out through the school office.

TARDINESS

Tardiness can disrupt the learning process, for both the tardy student and his/her classmates. Parents are encouraged to drop their students off at school prior to the class start time (see page 2 for start times) to avoid a loss of instructional time. Please Note: Three unexcused tardies will count as an unexcused absence. Students arriving after the start time must sign in at the school office. Medical and dental appointments would be classified as an excused tardy.

PREARRANGED ABSENCES

If you know your child will be absent from regularly scheduled classes/activities for one full day or more, please inform your child's teacher. The student will be responsible for collecting assignments that will be missed and is required to complete all assignments and submit them on the day they return to school. *Family vacations during any academic track will not be excused.* Educational opportunities, while beneficial to student growth and experience, do not qualify as excused absences. Please reference 'Excused Absences' section above for information regarding what is considered an excused absence. Note: There is no penalty for unexcused absences (up to 10), as per the State of North Carolina compulsory attendance requirement.

EXCESSIVE ABSENTEEISM

Students who accumulate 10 or more absences per semester will be notified by Administration and may be required to attend a conference with their parents, teachers, and the school administrator to evaluate the situation and determine the need for makeup work to stay on track with meeting objectives for that academic year. Students with excessive absences within a school year may be at risk for retention for the next school year.

ILLNESS

Regular school attendance is expected. However, if the student is ill, he or she should not be permitted to attend school*. Please do not send your child to school in the morning if:

- A fever of 100 °F or higher is present
- Vomiting or diarrhea is present
- There is evidence of a severe head cold, persistent cough or sore throat
- There is evidence of a suspicious skin rash or other contagious condition (e.g. pink eye)

Students must be symptom free for 24 hours prior to returning to school.

The school should be notified if your child has a contagious disease including, but not limited to, chickenpox, pinkeye, impetigo, or pediculosis (head lice).

PROLONGED ABSENCES

Any student absent more than 10 days in a row without contacting the school will be automatically withdrawn from Thales Academy in accordance with school attendance laws. A conference with the school administrator will be required to determine if the student may return to school.

ADMINISTERING MEDICATION

When an illness is serious enough to warrant the administration of medication, the parent or guardian should attempt to administer the medication before or after school hours. If it becomes necessary for a parent/guardian to send prescribed medication to school with a child, the medication should be sent in a sealed container and must be labeled with:

- The child's name and grade
- The name of the medication
- The amount of the medication to be taken
- The time the child is to take the medication

Medication must be sent in the original bottle and a Medical Authorization form should be completed. Please note: A note from the physician may be required.

BEHAVIORAL INTERVENTION

At Thales Academy, we are committed to fostering an educational environment that is conducive to academic and personal development of our students. If there is a concern that a student has attempted or is planning to conduct self-harm, school administration will contact the child's legal guardian within a reasonable time after the school receives notice. All reports of suicidal thoughts or threats of

which school administrators become aware will result in a child being sent home from school to seek the appropriate professional care, unless at the discretion of school personnel it is necessary to obtain medical treatment or contact law enforcement. School administration includes the Administrator or school faculty. Thales Academy will ask caregivers to sign a form to indicate that relevant information has been provided to the family. The student will only be released to a parent/guardian, law enforcement officials or emergency medical staff if a suicidal threat is made.

The National Suicide Prevention Lifeline is 1-800-273-TALK (8255)

STUDENT HEALTH POLICY

VISITING THE SCHOOL OFFICE FOR ILLNESS/INJURY

We do not have a school nurse on staff at Thales Academy. As a result, students who are ill or injured are brought to the office to call home. Beyond basic first aid for injuries (washing cuts with soap and water, providing Band-Aids), we cannot provide any other care. Students sent to the office for illness/injury will be instructed to call their parents. In cases of medical emergency, 911 will be called as well as parents.

IMMUNIZATIONS

Law requires a record of immunizations or medical/religious exemption documentation within 30 days of enrollment for all students. Failure to provide a complete immunization record within that time will result in the student being suspended from school until such time as the immunizations are complete, or a schedule for completion of the required immunizations, authorized by a physician, is presented to the school.

PEANUT AND TREE NUT POLICY

Thales Academy campuses (Grades Pre-K–5) are NOT peanut free. We do not restrict peanut products; however, please know that every effort is made to alert all adults and children in the classrooms and throughout the buildings of peanut allergies.

PEDICULOSIS (HEAD LICE)

Students who are diagnosed by school personnel as being carriers of lice and/or nits (eggs) must be removed from the school and properly treated. The student must be completely free of any nits or lice before reentry to the school can be allowed. If a student is diagnosed with pediculosis the parent will be notified and given instructions as to proper methods of treatment and procedures for reentry of the student.

STUDENTS WITH ALLERGIES

If your child has a severe allergy to food or other products, it is important that you complete an allergy plan each school year and provide a copy to the office. Medications or treatments for such allergies may be kept in the office as well along with the student's allergy plan. An Allergy Action Plan/Allergy Alert Form can be found in the front office.

TELEPHONE USE

There is no public telephone at Thales Academy. Therefore, telephone calls by the students are not permitted unless permission is given. Telephone calls will be made by school personnel in case of an emergency. Students may use the phone in the office as needed to contact parents during the school day. Please do not call your child during the school day. Except in cases of emergency we will not be able to call your child out of class to speak via phone. You are welcome to leave a message for your child to call you back later in the day should it be necessary.

DRESS CODE

School uniforms are required for all students attending Thales Academy. Uniforms are to be worn at all times. All uniforms are to be neat, clean, and in good condition. Clothing must meet the following criteria or students will be required to contact their parents/guardians for a change of clothing.

BOTTOMS

Dress Pants, Shorts and Skorts

Color: Khaki or navy blue full length pants or shorts or skorts, no shorter than 2 inches above the knee.

No knit, stretch, denim, capri, or corduroy.

Pants, shorts and skorts should be free of holes.

Belts must be worn with pants if they have belt loops, be brown or black in color, and cannot be embellished with decorations.

TOPS

Shirts, Sweaters, Sweatshirts, Fleece

Inside: Jackets and sweatshirts with hoods and crewneck sweatshirts are not compliant with the dress code. The following items are acceptable in the building:

Collared shirts: long sleeve or short sleeve. Polo style. Colors are solid navy blue, red, light blue, hunter green, or maize yellow. High School students may also wear white. Oxford shirts are allowed to be worn for high school students.

Pullover sweater, sweater vest, or cardigan: crewneck or v-neck in solid navy blue, red, light blue, hunter green, or maize yellow. High School students may also wear white.

Fleece pullovers, fleece vests, or fleece jackets are acceptable in solid navy blue, red, light blue, hunter green, white or maize yellow. No graphics or prominent logos permitted.

Undergarments must not be visible when students are in uniform.

Shirts must be properly buttoned and must be tucked in at all times. If it is not long enough to stay tucked in, it is not an appropriate shirt. No deep v-necks or plunging necklines. Undershirts and camisoles should match school colors and should be tucked in appropriately.

Students must wear a uniform shirt under all sweaters, cardigans, and pullovers.

Outside: There are no restrictions on outerwear worn outside of the school building.

FOOTWEAR

Tennis Shoes.

Dress shoes: Brown or black in color.

No heels, boots, sandals, clogs, flip flops or mules.

Heelies wheels, Crocs, and shoes that blink are not permitted to be worn in school.

Socks, Leggings, & Tights: If worn, socks must be solid color of white, or navy blue only. Leggings & Tights may be white and navy.

ACCESSORIES

Jewelry/watches/belt buckles should not be excessively large or gaudy and should not contain inappropriate text or symbols.

Earrings, for girls, should be small and age-appropriate.

No facial piercings.

Make-up should not be heavy.

No heavy chains or necklaces, temporary and/or permanent tattoos, face/body glitter, colored, high-lighted, tinted and/or dyed hair in unnatural colors, faux hawks, eyebrow slits, boys with earrings, hats inside buildings, bandanas or other head coverings.

Boys' hair length should be above the collar and hair should be kept clean cut.

OTHER NOTES REGARDING DRESS CODE

- Shirts are to be tucked in at all times.
- Bike or knit shorts are to be worn under jumpers or skirts.
- No coats, hoodies, jackets, sweatshirts or non-uniform sweaters may be worn in the classroom. Uniform sweaters or fleece pullovers, jackets, and vests may be worn over uniform shirts or turtlenecks.
- Backpacks: Wheeled backpacks are prohibited.

School administration makes the final decision on the acceptability of item in reference to dress code. All decisions are final.

SCHOOL GYM UNIFORMS AND PE CLASSES

Students must dress-out for PE and are required to wear a gym uniform consisting of navy shorts and a Thales Academy grey t-shirt. All students should have their name written clearly on each article of clothing. It is recommended that this be placed inside the collar of the shirt and on the tag of the shorts.

DRESS-DOWN POLICY

Thales Academy holds special "dress-down days" where students and teachers may wear attire outside of the normal dress code.

Spirit T-shirt with uniform bottoms: Last Friday of each month/quarter, Field Trips, and Field Day. Dates for 2020–2021: 7/31, 8/28, 9/18, 10/30, 11/20, 12/18, 1/29, 2/26, 3/19, 4/30, 5/28, 6/11.

Spirit Week: Themed apparel TBA - one week, once a year.

Game Day: See Athletic Handbook for details.

STUDENT LIFE

FIELD TRIPS

Teachers may plan field trips from time to time during the school year to enhance the curriculum within the classroom. Parents will be notified of these trips in advance.

- All children must have written permission to go on field trips PRIOR to leaving campus.
- Once a fee is paid for the field trip in SmartTuition, it will not be refunded. This is necessary because the school will be obligated to cover the cost of tickets, transportation, etc.
- No child will be denied access to a field trip because of an inability to pay. Please contact your child's teacher in such cases.
- Chaperones should not bring younger, older, or any siblings on field trips.
- Behavior in school must be acceptable to go on a field trip outside of school property. School administration has final say in these situations.
- Students who demonstrate poor behavior in school may not be permitted to attend field trips. Administration may also require that a child's parent/guardian attend field trips as a provision to permit a child's attendance in these situations. Such decisions are at the discretion of the school administrator.
- School uniforms are required on all field trips unless otherwise noted by the teacher.
- Chaperones are required to have a school background check before attending a field trip. Parents must also give the homeroom teacher a copy of their license and insurance information when driving on school field trips, prior to the event.
- Children who choose not to attend a field trip and stay home will be granted an excused absence. Children who stay behind from a field trip and attend school may be assigned to another grade level for the duration of the day.

LOCKERS

Lockers are assigned to students as a privilege. Lockers will not be locked by students. Students are expected to keep lockers and the surrounding hallway area neat and orderly. **Please note:** Stickers and/or permanent markings are not permitted on lockers. School administration has the right to search lockers and revoke locker privileges at any time.

SCHOOL DANCES

Dances are held periodically throughout the year. Dances are meant to be fun activities for students; however, adherence to basic school rules is expected. Dress for dances will vary, but the standard expectation is that students will attend wearing age-appropriate clothing that is modest in nature. Students must be picked up promptly from dances or may be prohibited from attending future dances without a parent present.

SCHOOL LUNCH

Thales Academy does not have a cafeteria and does not provide in-house lunches. We do, however, contract with local vendors to have lunches brought in for a reasonable price. If a child forgets to order lunch and there are no extra hot lunches, all possible means will be exhausted to provide a lunch for the student.

SNACK

Students may bring a healthy snack to school to eat during a time designated by the classroom teacher. This snack should be nutritious and should not consist of items such as candy, cookies, sodas, potato chips, etc. Snacks that are not considered nutritious will not be permitted during snack time.

CHAPERONE GUIDELINES FOR GRADES 6–12

The following information will be shared with each parent who volunteers to chaperone for a class trip. Please be sure to read these guidelines carefully and ensure that you understand the expectations of a Chaperone prior to volunteering.

Before You Leave Our Campus:

- Chaperones are required to have a school background check before attending a field trip.
- Chaperones can obtain a background check form from the school office. Parents must also give the office a copy of their driver's license and insurance information when driving on school field trips, prior to the event.
- Parents with children at multiple campuses only need to have ONE background check completed as clearance information is shared between campuses.
- Background checks must be completed at least 7 business days prior to the trip.
- Be sure to acquaint yourself with all of the teachers prior to leaving and ask questions if something is unclear.

While Driving:

- All drivers are expected to follow North Carolina traffic laws and regulations. This includes ensuring that ALL students are properly restrained in the car at all times.
- Students should NEVER be permitted to ride unrestrained or be allowed to hang out of windows or sunroofs.
- Chaperones should monitor inappropriate music and discourage inappropriate conversation and/or language at all times.
- Chaperones should not smoke in the car while transporting students.
- Please refrain from using your cell phone while transporting students. In accordance with state law, chaperones should not text while driving unless the vehicle is in a stopped or parked position.

Throughout the Field Trip Experience

- Please make sure you keep track of the students assigned to you at all times. Students should never be left unattended. Report any problems to a teacher.

- If you see something happening with another TA group please report it to the teacher so that they may handle it. Parents should NOT discipline students, but instead notify a teacher.
- Chaperones are expected to bring all students back to the school upon completion of the field trip. If you plan to take your child home directly after a field trip, arrangements must be made in advance.
- Please be sure to stop only at places designated by the field trip organizers—do not make stops for snacks or food unless such stops are indicated in the field trip plans.
- If you stop for lunch or snacks, students must consume all food/drinks purchased BEFORE they return to the school. Students will not be permitted to carry drinks and/or food back with them to class.
- When leaving and arriving to our campus, please make sure students are walking and not running in the hallways and are quiet.
- Please refrain from using your cell phone during the field trip.
- Chaperones should not bring younger or older siblings that also attend the Thales Academy on field trips.

ARRIVAL & DISMISSAL

In order to ensure the safety of our students at all times, we must adhere to strict procedures during arrival and dismissal times.

STUDENT ARRIVAL

- We encourage all parents to help their children learn to enter the building independently.
- Students start their day best when they are in class and ready to learn prior to our start time.
- Students who arrive after will need to be checked in at the office by a parent/guardian in order to be permitted to enter class.
- Students must be dropped off in the carpool line of the school.
- Parents and/or siblings should not develop the habit of personally escorting their children/siblings into the school building, in order to keep carpool flowing efficiently.
- If a circumstance arises where it is necessary to escort your child in to the school building, please be considerate of others by not parking in the carpool line or in student parking spaces. Parents may park in the parking lot for this purpose.
- From 7:35am–7:55am students should report to their first period class.

STUDENT DISMISSAL

- Students will dismiss utilizing the “all-call” system within the classrooms.
- The office will call student names and students will safely exit the building.
- The school asks that all parents/guardians remain outside of the building until 3:40pm.

- If you need assistance from the office, please wait until 3:40pm. At 3:40pm, you may enter the building if necessary. Please note that students are not allowed to return to classrooms after school hours.
- Students are required to remain in their assigned carpool rooms for dismissal until their name has been called to leave.
- Leaving the carpool room without being called and without permission is considered skipping and will be addressed accordingly with disciplinary measures.
- If you need to pick up your child prior to the end of the school day, please do so before 2:45pm.

By following these simple procedures, our school will be able to expedite the arrival and dismissal of students.

CARPOOL PROCEDURES

Morning

- Come to a complete stop in the carpool lane.
- Thales Academy employees will be on hand to help unload students.
- Students should be READY to exit the vehicle with all materials in hand so as to not delay carpool.
- All students must enter the building through carpool drop-off.
- Parents who have business in the school building should drop off their children through normal carpool procedures and enter the building after carpool is finished.

Afternoon

- Once carpool begins, Thales Academy employees will direct you to begin moving forward. At some campuses, there will be two lines for pick up.
- Do not cut through the line; patience is key to a successful carpool process.
- Please do not block local business driveways. Stay flush right to the curb during carpool pick up.
- PLEASE USE CAUTION while driving and DO NOT use your cell phone while in the carpool line.
- Smoking is strictly prohibited on our campuses.
- In the event that a child is being picked up by a different person, a note and/or phone call to the office must be provided.
- If you are having a problem with carpool, please contact the office.
- For the sake of safety, please do not attempt to engage teachers or other school families in conversation during carpool.

PROCEDURES FOR CARPOOL IN INCLEMENT WEATHER

Carpool will proceed as usual during inclement weather, but please be extra patient on these days. The school will do its best to get children out quickly and safely.

LATE PICK-UP

All children are to be picked up on time. Students not picked up by 3:40pm will be charged \$1/minute to the parents' SmartTuition account. Payment is due in cash at the time the child is picked up. Please do not ask to be excused from this fee. It can be quite traumatic for students to be left behind after their classmates are gone. The school does understand that emergencies arise and will deal with them on an individual basis. If a parent knows he/she will be late, they should call the school office; otherwise, fees will be charged. If a parent knows they will be late to pick up their child regularly they are expected to secure some type of after school care for their child.

AFTER SCHOOL CARE

The YMCA After School Program at Thales offers on campus structured after school care for students. Below is an outline of the program:

- Program runs from the end of the school day until 6:00pm;
- Structured homework time;
- Supervised free play in the gym and outside.

Parents who are interested in the After-School Program can contact the office for more information.

ELECTRONICS & INTERNET

STUDENT INTERNET ACCESS AND EMAIL

Thales Academy offers Internet access for student use. Email access is available for students in grade 6 and up. Access to the Internet enables students to explore thousands of libraries and databases. Families are warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find other ways to access other materials as well. We believe that the benefits to students exceed any disadvantages; but ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, Thales Academy supports and respects each family's right to decide whether or not to grant permission for access. A student account agreement form has been developed by the school and must be signed by the student and parent/guardian before access is permitted.

Parents may receive a free copy of the "Parents Guide to the Internet" published by the US Department of Education by calling 1-800-USA-LEARN or by visiting www.ed.gov.

Individual users of the Internet are expected to abide by the generally accepted rules of network etiquette. Students are not permitted to engage in the following:

- Accessing, producing, posting, sending, or displaying material that is offensive in nature.
- Harassing, insulting, or attacking others.
- Attempting to damage computers, computer systems, software, or computer records.
- Using another's ID or password.
- Illegal use of data in folders or work files.
- Intentionally wasting limited resources.

- Employing the network for commercial purposes.
- Using the system for political lobbying.
- Posting personal or private information about themselves or other people on the Internet. Posting information that could be disruptive, cause damage, or endanger students or staff.
- Arranging or agreeing to meet with someone they have met online.
- Downloading files without prior approval from school personnel.
- Accessing chat rooms or social media.
- Accessing another's email.
- Sending mass emails to students, teachers, etc.

In the event a student engages in any of the above referenced activities, his/her access privileges will be revoked and necessary disciplinary measures may result.

ELECTRONIC DEVICES AND PERSONAL ITEMS BROUGHT TO SCHOOL

No student shall use on school property any wireless communication device, including but not necessarily limited to cellular telephones, smart watches such as Gizmos/Apple Watches/FitBit/Garmin, or electronic games. All wireless communication devices must be turned off during school hours and stored in lockers. Students should not bring iPods, non-school issued iPads, MP3 players, gaming devices, or any other electronic device to school. These devices are not appropriate in the classroom, as students are not permitted to use them during the school day. Students are strongly discouraged from bringing Kindles, Nooks, or other e-Readers to school due to their high cost. Thales Academy will not be responsible for any theft and/or destruction of such devices should a child choose to bring them to school. AirPods may only be worn for educational purposes during the school day.

Thales Academy issues iPads to junior high and high school students for educational purposes only. School-issued iPads are to be brought to class each day. Students who do not use the iPad for the purpose in which it is intended will have their iPad privileges revoked. Each student who receives an iPad must complete an iPad usage agreement. The iPad usage agreement must also be completed annually. In the event of damage to a Thales Academy iPad, the student who caused the damage will be assessed a minimum \$50 fee for covering the repair.

The iPad is a fundamental learning tool at Thales Academy. Accommodations are made wherever necessary to make sure all students are able to successfully use the iPad assigned to them for accessing course materials and completing assignments. Personally-owned devices cannot be used as a substitute for Thales Academy technology, nor can off-line content be used in long-term situations for students who wish to attend Thales Academy without using an iPad.

Students agree to use Thales Academy technology only for educational use while at school. While Thales Academy takes precautions to provide students with a safe, educational experience while using technology resources, appropriate use of technology, including use of the iPad on and off campus, is the student's responsibility. All use of Thales Academy technology, including the iPad and technology and communication accounts is subject to the expectations set forth by administrations and student code of conduct.

All data stored on an iPad is monitored and subject to review at any point by Thales Academy staff. Content stored on a school-owned device should always be appropriate as outlined in the student handbook and student code of conduct. Students will be held responsible for any content on their assigned technology that does not comply with the student code of conduct.

SOCIAL & ELECTRONIC MEDIA USE OUTSIDE SCHOOL

Thales Academy has no authority with incidents that occur outside of school property and hours including social/electronic media use before and after school hours that occur on non-school devices. Should your child encounter challenges with classmates outside of school, please report issues to your local authorities.

PHOTOGRAPHS

Individual photographs are taken of children each year as a service to parents. Photographs are made available at a cost basis and purchase of these pictures is voluntary. Notices are sent home prior to the date on which pictures will be taken. On picture day, students are expected to follow the regular dress code.

STUDENT BEHAVIOR

In order to maintain an environment that is conducive to teaching and learning, good order must be upheld at Thales Academy. Any physical or verbal disturbance which occurs within the learning environment and which interrupts or interferes with teaching or orderly conduct of school activities is prohibited.

STUDENT CONDUCT

All students shall comply with the Student Code of Conduct of Thales Academy, federal and state laws, school board policies, and local school rules governing student behavior and conduct. This code applies to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place has a direct or immediate effect on maintaining order and discipline or protecting the safety and welfare of students or staff in the school.

Students shall comply with all directions of administrators, teachers, substitute teachers, student teachers, teacher assistants, and all other school personnel who are authorized to give such directions, during any period of time when they are subject to the authority of such school personnel.

Violation of board policies, the Student Code of Conduct, Dress Code, or regulations issued by the individual school may result in disciplinary action. Students shall be informed of local school rules that, if broken, may result in short-term or long-term suspension. Serious or repeated violations of any of the policies listed in this code of conduct may result in long term suspension or expulsion of a student. Students expelled from Thales Academy are not offered re-enrollment. A student who brings a firearm to school shall be subject to immediate expulsion.

When a school administrator or faculty member has reasonable belief that an act has occurred on school property involving assault resulting in serious personal injury, sexual offense, rape, kidnapping, indecent liberties with a minor, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a weapon in violation of the law, or possession of a controlled substance in violation of the law, the school official shall report immediately such violation to the proper law

enforcement agency. In such cases, school officials shall cooperate fully with the law enforcement agency. Internal disciplinary proceedings shall proceed independently from the criminal investigation and prosecution.

DISCIPLINE AUTHORITY

A school climate conducive to serious study and respect for oneself, other people, and property is essential for a school to meet the needs of youth. Each campus administrator has the authority and responsibility to take whatever reasonable and legal action is necessary to establish and maintain appropriate student behavior in accordance with Board policy. Campus Administrator and Assistant Administrator have the responsibility to handle all discipline issues as they arise. Both the administrator and assistant administrator can speak to all students, teachers, and parents to address inappropriate behavior in a manner consistent with the Thales Academy Handbook. Any parent who refuses to pick up their child after disciplinary action will need to meet with the administrator to discuss the status of their child at Thales Academy. The school administrator is the final arbiter of all rules and policies governing the school.

Days missed due to inclement weather do not count toward the days a student is suspended.

Students serving a suspension occurring prior to 12:00pm must be picked up from school before 12:00pm; if not picked up, another suspension day will be added.

STUDENT CODE OF CONDUCT

In order to ensure a safe and secure environment for all students and staff of the school, students will follow the Student Code of Conduct. Parents should read over and discuss the following policies, expectations and consequences. It is imperative that all families of Thales Academy understand and support the Student Code of Conduct.

The following offenses will be considered serious and may result in a student being immediately sent home with a suspension of up to ten (10) days as determined by the administrator upon investigation and identification of irrefutable evidence.

- Physical Aggression: e.g., bodily harm and/or destruction of property, etc.
- Social Aggression: e.g., rumors or exclusion from a group that inhibits learning or physical space, etc.
- Verbal Aggression
- Intimidation: Verbal or physical
- Written Aggression
- Sexual Harassment
- Racial and/or Cultural Harassment
- Harassment based on Disability
- Inappropriate Computer Use
- Possession of a Weapon: e.g., bringing to school a weapon or other object that can reasonably be considered a weapon or dangerous instrument. Toy weapons are not allowed on campus.
- Theft

- Repeated Conduct Violations: e.g., repeated classroom violations and/or any violation that has increased in intensity, frequency and/or duration.
- Cheating: Includes copying from the work of others AND providing work to others for them to copy; first offense may result in a zero being issued for the assignment. Subsequent offenses may result in suspension.
- Plagiarism
- Inappropriate Behavior: e.g., lying, disrespecting authority, etc.
- Public Displays of Affection
- Skipping/Cutting Class: e.g., failure to report to any school assigned activity including lunch and carpool
- Cyber Bullying: Use of school time or equipment for bullying through cyberspace
- Inappropriate language: Use of curse words or diminutive words used with the intent to be derogatory or hurtful toward another person or group, as determined by school administration.
- Disruption of the learning environment: Includes but is not limited to engaging in any behaviors, as determined by administration, that interfere, impede, or distract from the learning of the student or his/her classmates or that interfere with the climate of the learning environment.
- Use of tobacco products and/or any form of vaping

Before reentry, parents and student may be required to meet with school administration to determine the conditions of re-admittance.

Please be advised that suspensions are cumulative in nature. Once a one-day suspension has been served, additional offenses may result in multiple days of out-of-school suspension. A second violation of any of the above stated behaviors may result in a long-term suspension. In addition, any suspension over three days will result in an immediate administrative review in which a decision will be made concerning continued enrollment at Thales Academy based on the judgement of administration with the support of the Board of Directors.

STUDENT WALKOUTS AND PROTESTS

While we appreciate the students' desire to participate in protests, Thales Academy will not condone students engaged in walkouts or protests on our campuses. If students choose to walk out or protest on our campuses during school hours, they will receive the appropriate disciplinary action. For Thales Academy, this is a matter of safety and security, which is one of our highest priorities.

DISCIPLINE AND STUDENT PRIVACY

Thales Academy is committed to providing equitable learning for all students. We have policies and protocols in place to prevent any disruption to the learning environment. Due to privacy laws, we are unable to discuss appropriate disciplinary consequences about a specific student.

EXPULSION AND APPEAL PROCESS

Serious and unacceptable behavior is subject to immediate expulsion based on the judgment of administration with the support of the Board of Directors. Thales Academy does not have an appeals process for expulsion. Students expelled from Thales Academy are not offered re-enrollment.

HARASSMENT & BULLYING

Thales Academy is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation or bullying. At Thales Academy, bullying or harassment of any child—for any reason—is not acceptable and will not be tolerated. Every staff member, teacher, volunteer and student associated with this school is expected to treat their fellow colleagues, students, peers, and classmates with respect and compassion, regardless of differences.

Bullying or harassing behavior is defined as: any on-going and repeated pattern of targeted gestures or written, electronic, or verbal communications; any physical act or threatening communication that takes place on school property, at any school-sponsored event that:

- Places a student or school employee in actual or reasonable fear of harm to his or her person or damage to his or her property; or
- Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits. For the purposes of this section, 'hostile environment' means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

Bullying or harassing behavior includes, but is not limited to, acts reasonably perceived as being motivated by an actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, sex, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation or mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have one or more of these characteristics.

Nothing in this policy requires the affected student to possess a characteristic that is a perceived basis for the harassment, intimidation, or bullying, or other distinguishing characteristic.

Any school employee, student or volunteer who has witnessed or has reliable information that a student or school employee has been subject to an act of bullying or harassing behavior should report the incident to the Administrator.

Harassment, intimidation, or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, cartoon drawings, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

In recognition of state and federal laws protecting freedoms of speech and religion, this policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other school policies or building, classroom, or program rules. Discussions of a sexual nature, including discussions of sexual behaviors or acts, are types of expression that are disruptive to the learning environment and should not occur. Similarly, we understand that our families approach issues such as sexual orientation, identity, and expression through a variety of social, religious, and philosophical perspectives and believe discussions around these subjects most appropriately occur, if at all, at home rather than in the classroom or school environment.

Counseling, corrective discipline and referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation against any person for reporting harassment, intimidation or bullying, or participating in an investigation as a witness, also constitute violations of this policy.

SEARCH AND SEIZURE

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student or student lockers under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

- Personal Search – A student's person and/or personal effects may be searched whenever a staff member has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.
- Locker Search – Student lockers are school property and remain at all times under the control of the school. School authorities, for any reason, may conduct periodic general inspections of lockers at any time, without notice, without student consent, and without a search warrant.
- Seizure of Illegal Materials – If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel; or disruptive of any lawful function, mission, or process of the school; or any item described as unauthorized in school rules available beforehand to the student.

As used in this policy, the term "lockers" means any location used by the student for onsite storage of academic and personal items on school property.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

PORTRAYALS OF VIOLENCE

Thales Academy recognizes that our curriculum lends itself to occasional discussion about military history, weaponry, and acts of violence; however, illustrating firearms, weaponry, and violent imagery not directly related to classroom assignments or that are unsanctioned by classroom instruction is a cause for concern. In our continuing effort of not only nurturing self-expression, but also developing the character of our students, it is necessary that students recognize appropriate audiences, venues, and times for such discussions and self-expression. Therefore, depiction of weapons and violence in student work is subject to close inspection and scrutiny. Our main priority is campus safety, and therefore any such recreational illustrations or discussions of violence or weaponry is subject to disciplinary action up to and including suspension, recommendation of professional counseling, and review of continued enrollment at Thales Academy based on the judgement of administration and the with the support of the Board of Directors.

SEXUAL OR OTHER HARASSMENT

The Thales Academy Board of Directors believes that all staff and students are entitled to work and learn in school-related environments that are free from sexual and other harassment. The Board prohibits staff and students from participating in any form of sexual harassment. Complaints of sexual harassment should be made to a faculty member or reported directly to the administrator. When evidence of sexual harassment is established, disciplinary action will be taken.

A student does not have to report a sexual harassment incident for an investigation to begin if a staff member knows or, in the exercise of reasonable care, should have known about the harassment. Sexual harassment between students is a serious violation of the Student Code of Conduct and may result in the suspension or expulsion of the offender. Students who are guilty of sexual harassment will receive a minimum consequence of a one-day suspension.

Once a sexual harassment claim is made, it will be promptly and thoroughly investigated. Evaluations of sexual harassment complaints are made on a case-by-case basis. The actions taken will be consistent with ending the sexual harassment, elimination of the hostile environment, and preventing the harassment from occurring again.

DEFINITIONS**Sexual Harassment**

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

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic achievement/advancement (quid pro quo), or
- Submission to, or rejection of such conduct by an individual is used as the basis for decisions affecting such individual in matters of academic achievement/advancement (quid pro quo), or
- The conduct has the intention or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile, or offensive learning environment.

Sexual harassment may involve persons of the opposite sex or persons of the same sex, but it does not include personal compliments welcomed by the recipient, or social interaction or relationships freely entered into by the parties.

Unwelcome

Unwelcome means that the staff member or student does not request or invite the conduct and views it as offensive and undesirable. Any unwanted sexual behavior can be sexual harassment, even if the behavior has been tolerated in the past. A student may feel that objecting would increase the harassing conduct, or feel too embarrassed, confused, or fearful to complain or resist. It is also possible that a student who willingly participates in conduct on one occasion may later decide that the same conduct on a subsequent occasion has become unwelcome. As long as the behavior is unwelcome and creates a hostile environment, it is harassment.

Quid pro quo

Quid pro quo is a legal term that means “something for something.” This form of sexual harassment involves one person (or persons) asking to trade sexual favors for “something.” For example, in relation to Thales Academy that “something” could be a written copy of a paper that a student plagiarizes or a grade given to a student by a staff member, both in trade for a sexual favor.

Hostile Environment

A hostile environment exists when sexual harassment is repeated and/or severe, and when it makes it difficult to learn or participate in schoolwork or school activities. It can affect other people and not just the person targeted. Other people can be affected when unwelcome sexually harassing conduct is severe, persistent, or pervasive, creating an environment that is intimidating, abusive, or threatening.

Thales Academy will investigate and resolve all sexual harassment complaints as soon as they are reported.

Other Forms of Harassment

Thales Academy does not tolerate other forms of harassment which include offensive comments or conduct pertaining to a person’s race, ethnicity, religion, creed, ancestry, national origin, age, physical or mental disability, sexual orientation, gender identity/expression, marital status, or veteran status.

Examples of other forms of harassment include:

- Making gestures, threats, derogatory comments, jokes, or slurs that may be offensive to individuals in a particular group based on a characteristic protected by law
- Displaying derogatory objects, photographs, cartoons, calendars, or posters
- Sending messages by letters, notes, electronic mail, or phone that may be offensive to individuals in a particular group based on a characteristic protected by law

Complaints of other forms of harassment should be made to a faculty member or reported directly to the administrator. Thales Academy will investigate and resolve all complaints of harassment as soon as they are reported. When evidence of harassment is established, disciplinary action will be taken.

Thales Academy will not tolerate retaliation against any person who makes a complaint of sexual or other harassment, or who participates in an investigation involving a complaint of sexual or other harassment. When evidence of retaliation is established, appropriate disciplinary action will be taken.

INFORMATION FOR PARENTS

CUSTODY CONCERNS

A student may be picked up from school by a parent or by the persons designated on the emergency card. Any other person must be verified by the prime custodial parent (i.e., the parent with whom the child resides). If one parent is not allowed to pick up the child, the school must have in its possession a current signed court order (restraining order) in order to prevent it. Thales Academy will remain neutral in all family matters and follow all orders in its possession that are made through the Court as they are written. Thales Academy will not amend or make exceptions to these orders unless the order itself has been updated by the court reflecting the requested changes.

DELIVERIES/MESSAGES

Students will not be permitted to receive any deliveries on or for any occasion. Phone messages will be taken for students only in cases of emergency.

PARENTS AND TEACHERS FOR THALES (PATT)

Parents and Teachers for Thales (PATT) is the parent/teacher organization at our school. Its purpose is to assist in the promotion of excellence in the programs and atmosphere at Thales Academy. PATT provides aid and services for the school's educational and social activities. Please contact the school's office for more information.

FUNDRAISING AND THALES ACADEMY

The Thales Academy Board of Directors' stance and expectation of fundraising is in accordance with our school's mission statement. Activities prohibited by the Board of Directors include: community service and/or fundraising activities that require pledging of money, activities that are tied to collecting funds, and/or competitions tied to any community service/fundraising activity. The Board feels strongly that applying pressure and commercializing our school may not be the approved outcome of any community service venture.

DONATIONS

Thales Academy does not solicit or fundraise for itself. The tuition at Thales Academy provides for classroom supplies including consumable items such as tissues, Clorox wipes, paper towels, hand soap, Band-Aids, and hand sanitizer. This policy allows educators to focus on achieving the best possible outcomes while continually reinforcing Thales Academy's educational principles of self-reliance and creativity. An exception to this policy is the acceptance of donations of castoff household items and consumables such as empty paper towel rolls, empty 2-liter bottles, used books and toys, etc. needed by educators for classroom and school pedagogy.

PARENTAL SUPPORT OF SCHOOL MISSION

Thales Academy's mission is to assist parents in cultivating virtuous, critical-thinking, compassionate student citizens from Preschool through Twelfth grade. Thales Academy strongly encourages and welcomes parents/guardians to be involved in their child's education, and to become part of the school community by attending events or volunteering at school where such opportunities are available, and are expected to act in an appropriate, courteous and professional manner toward school faculty, staff, and other students.

As Thales Academy partners with parents and students, it is essential for families to be in agreement and supportive of the vision, mission, purpose and beliefs of the school. Additionally, as a partner with Thales Academy, your respect for the advancement of the school's mission as well as the support of the administration and faculty are expected. Admittance and continuance at Thales Academy is based upon effort, behavior, and academic standing of the student and the support and cooperation of the parent/guardian. Any decision to remove a child from school or to deny re-enrollment is reserved to school administration with the support of the Board of Directors.

It is essential that the school and home work together to assure that all students meet the high expectations for behavior and academics set forth in our handbooks and through daily practice within our classroom. This enables students to succeed in school and the community. Thus, your support to the school mission is vital to this process.

PARENTS' RIGHTS REGARDING STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students, over 18 years of age, certain rights with respect to the student's educational records. Unless a school has written legal documentation that denies release of student records to a parent or guardian, all rights of access will be afforded to both parents. Parents have the right to see, challenge, and/or receive a copy of their child's educational records. They should contact the administrator to exercise their right.

- The school will allow parents to inspect and review their child's records within 45 days of the day the school receives a request for access.
- Parents may have copies of their child's records.
- Parents may request an explanation of their child's records by school officials.
- Parents may challenge any records they think are inaccurate.
- Thales Academy's mission is to assist parents in cultivating virtuous, critical-thinking, compassionate student citizens from Preschool through Twelfth grade. Thales Academy strongly encourages and welcomes parents/guardians to be involved in their child's education, and to become part of the school community by attending events or volunteering at school where such opportunities are available, and are expected to act in an appropriate, courteous and professional manner toward school faculty, staff, and other students.

AMERICAN FLAG & THE PLEDGE OF ALLEGIANCE

The US flag and the Pledge of Allegiance to the flag are important symbols of the democratic heritage of the United States. The Pledge is said at the beginning of each school day. Students who, because of religious or other deep personal conviction, do not participate in the salute and Pledge of Allegiance to the flag will stand or sit in silence.

LOST AND FOUND

Please label all of your child's clothing and possessions to expedite locating lost articles. If articles are lost, check with the office to claim lost articles. All unclaimed items will be donated to local Goodwill centers at the end of each quarter.

SCHOOL ELECTIVES

Please see the school office for a complete listing of electives offered. Elective offerings may change and entrance is subject to course availability.

REQUEST FOR A SPECIFIC TEACHER

Thales Academy does not accept requests for specific teachers. Considerations of educational, academic and social factors are the primary determinants in placement decisions for every child. Please notify your school administrator with any specific issues that need to be considered regarding placement.

TEXTBOOKS

Textbooks are school property and must be treated accordingly. If any textbooks are lost or damaged, they must be paid for. Payment for the textbook(s) must be secured before any grades and/or records are released. If a book is lost, full price to replace the book will be charged. The following schedule of fees for payment shall apply if the book is damaged:

One year old	100% of full price
Two years old	80% of full price
Three years old	60% of full price
Four years old	40% of full price
Five years old	20% of full price

If a student transfers to another school, their books must be returned to their homeroom teacher. The school reserves the right to hold academic records until all materials are returned.

TOBACCO

No student shall possess, smoke, or otherwise use any tobacco product in any school building or school vehicle at any time or on the school premises during the school day or during any school-related activities on the campus.

WITHDRAWAL PROCEDURES

Parents wishing to withdrawal their child from a school term should secure a withdrawal form from the office. Once this form is complete, it is the parent’s responsibility to assure any outstanding indebtedness with the school is paid in full.

Families who withdraw from Thales Academy during a school year will be subject to an early withdrawal fee of \$100. This is an administrative fee to cover the adjustments necessary to process withdrawals. This does not apply to families who are withdrawn due to unpaid balances with Thales Academy.

VISITORS

All visitors are to report to the school office before visiting any other part of the school building. This includes parents eating lunch, parent volunteers, parents coming in just to visit, and all others entering the building. Strangers in the building will be asked if assistance is needed and then directed to the office. In no case should a parent take a child from the school without signing the “Sign-Out Form” in the office. Thales Academy believes that while parent and community involvements are encouraged, student and staff safety and protection of instructional time must be maintained. Parent conferences, volunteer activities, and visits should be by appointment only. No individual shall by use of passive resistance, noise, threat, fear, intimidation, coercion, force, violence or any other form of conduct cause disruption of any lawful function, mission or process of the school. Individuals who fail to follow this policy shall be subject to the restriction or revocation of visiting privileges at the school.

CRISIS PLAN

Thales Academy has a fully developed crisis plan in place to deal with any type of emergency. If the school must evacuate for a prolonged period of time, students will be escorted to the following locations where dismissal/sign-out will take place:

- Apex: Peak United Methodist Church parking lot

- Rolesville: Rolesville Police Station parking lot
- Knightdale: Knightdale Station YMCA Pool Parking Lot
- Raleigh: Poyner Spring Assisted Living Facility
- Waxhaw: Back parking lot

The safety and welfare of Thales Academy students is our top priority. Staff and students are familiar with their roles and responsibilities during an emergency, and routinely practice through drills. School administrators collaborate with local law enforcement agencies to provide a safe learning environment for students on a regular basis. In some emergency situations, it may be necessary for the school to be placed on lockdown.

Once a lockdown is in place, police and school administrators work together to ensure the safety of every individual on campus. After the situation has been stabilized, an email will be sent to parents to inform them that the school was placed on lockdown and the nature of the incident. During a lockdown, your child's school is a secure area. School officials and law enforcement are working together to keep everyone safe. To ensure the safety of all involved, we ask that parents please refrain from coming to school campuses during a lockdown. Once the all-clear is given, students and staff will be permitted to enter and exit the school again.

Thales Academy school doors remain locked at all times. Please assist staff in providing a safe and conducive learning environment by limiting traffic in and out of the building during the school day.

If the school must evacuate for a prolonged period of time, students will be escorted to their local designated off-site safe zone (see above). Dismissal and sign-outs will take place there.

Our school conducts quarterly announced (to teachers and staff) and unannounced drills to prepare and practice our procedures. Students are not made aware of these drills in advance but will be notified by staff at the conclusion of the drill that a drill was completed.

AHERA MANAGEMENT PLAN

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), Thales Academy buildings contain no ACBM. A certification letter from the architectural firm which designed the building is available for review in the office. This information is available for review within three (3) days of request.

DISSEMINATION OF INFORMATION CONCERNING STUDENTS

Parents of Thales Academy students have access to student contact information via Canvas in the form of a Student/Family Directory. All Thales Academy families may determine what information is displayed via Canvas. Please contact the front office at your campus for assistance with updating or revising this information.

INJURY REPORTS

Injury reports are completed for students injured during the school day. A copy of the injury report is sent home via email to parents. If a serious injury occurs, parents are notified by phone.

DELAYED SCHOOL OPENING AND INCLEMENT WEATHER CLOSING

In cases of inclement weather, Thales Academy is divided into six separate geographic regions:

- Thales Academy Apex K-5 and Thales Academy Apex JH/HS, Thales Academy Holly Springs Pre-K-5
- Thales Academy Raleigh Pre-K-7, Thales Academy Knightdale Pre-K-7
- Thales Academy Wake Forest Pre-K-5 and Thales Academy Rolesville JH/HS
- Thales Academy Waxhaw K-6
- Thales Academy Glen Allen
- Thales Academy Franklin

Each geographic unit independently makes decisions regarding inclement weather closings based on local conditions. Please note that as school policy, there are only two courses of action during inclement weather: school delay OR entire school day cancellation.

Each Thales Academy campus remains open if the following three local conditions are met:

- Facilities are cleared of snow and ice
- Primary roads are open (e.g., I-540, I-440, US-401, Capital Blvd., etc.)
- Secondary state-maintained roads are open

Occasionally, there are conditions on local residential roads that prevent families from coming to school. Families should use their best judgment in the transportation of student(s) to any Thales Academy campus, taking full responsibility for the decision to attend school. Thales Academy administrators use their best judgment when determining whether driving conditions are safe, but there may be cases in which driving is not advisable. Any absence or tardy associated with inclement weather conditions will be excused, but students must make up any work missed in their absence.

Information concerning school closings and delays will be announced through the following methods of communication:

- E-mail will be distributed to Thales Academy families via Canvas
- RemindMe text will be sent to Thales Academy families
- Local Television Broadcast
- Social Media: Facebook for individual campus locations

EVENT INVITATIONS

Students are not allowed to hand out party invitations while on campus at Thales Academy. Similarly, staff members may not hand out invitations on your behalf.

CREDIT BALANCE REFUNDS ON FAMILY ACCOUNT

At the end of the academic year, refunds on credit balances on family accounts will be mailed to the home address reflected in SmartTuition unless Thales Academy is instructed otherwise in writing. Please allow fourteen (14) business days from the end of the school year for processing. A refund will not be made for an amount less than \$5.

UNPAID FEES & TUITION RESTRICTIONS

Families whose fees are not paid in full or who are not current on their established tuition payment plan may be restricted from participating in the following activities:

- **Athletics:** To participate in a sport, an athlete must have athletic fees paid by the deadline which will be established each season and communicated to all families. Athletes who are not in good financial standing after that date will be allowed to continue to practice, but will not be allowed to compete or dress for a contest until the outstanding debt is resolved. This policy applies to both middle school and high school athletes.
- **Extracurricular Activities:** For activities with curricular impact, participation may be restricted dependent on the specific activity/club.
- **Prom/Homecoming/Junior High Grade Dance:** Eligible students wishing to attend any school sponsored dance must have their fees paid prior to the event. In addition, any former student who wishes to attend prom as a guest must have any outstanding fees paid before a guest pass will be issued.
- **Parking Permit:** Any student wishing to purchase a parking permit must have all fees from previous school years paid prior to applying for a permit.
- **Graduation and Promotion Ceremonies:** To participate in the graduation ceremony at the high school level or promotion ceremony, students must have their fees paid prior to event.
- **Official Transcripts:** Only unofficial transcripts will be issued until all outstanding fees and/or tuition is paid.

HONORS SOCIETIES

NATIONAL HONOR SOCIETY & NATIONAL JUNIOR HONOR SOCIETY

Selection Criteria & Membership in NHS/NJHS

The NHS/NJHS chapter establishes rules for membership that are based upon a student's outstanding performance in the areas of scholarship, service, leadership, citizenship, and character. These six criteria for selection form the foundation upon which the organization and its activities are built.

- **Scholarship:** Students who have a cumulative grade point average of 93% for National Honor Society and 95% for National Junior Honor Society, set by the local school's Faculty Council meet the scholarship requirement for membership. These students are then eligible for consideration on the basis of service, leadership, and character.
- **Service:** This quality is defined through the voluntary contributions made by a student to the school and/or community, done without compensation and with a positive, courteous, and enthusiastic spirit.
- **Leadership:** Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activity while working with or for others.
- **Character:** The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern and respect for others, and generally maintains a good and clean lifestyle.

- **Citizenship:** The student understands the importance of civic involvement, has a high regard for freedom, justice, and respect of the American form of government. The student demonstrates mature participation and responsibility through involvement with activities such as scouting, community organizations, and school clubs.

Selection Procedures for Selection into NHS/NJHS

For many students, selection as a member of NHS/NJHS is the pinnacle of their achievement in school. This honor, recognized throughout the nation, is both the public recognition of accomplishment and the private commitment to continued excellence on the part of the new member. Because of the importance placed upon this aspect of secondary school life, local chapters are charged with creating a selection process that conforms to national guidelines, is applied fairly and consistently to all candidates, and provides a meaningful recognition of deserving students.

Selection to NHS/NJHS is a privilege, not a right. Students do not apply for membership to NHS/NJHS; instead, they are invited to apply by meeting the scholarship cumulative GPA requirement. Students then provide information to be used by the local selection committee to support their candidacy for membership. Membership is granted only to those students selected by the Faculty Council. This is not an election, nor is membership automatically conveyed simply because a student has achieved a specified level of academic performance. NHS/NJHS is more than just an honor roll.

Honor Society Selection Process

Section 1: To be eligible for membership, the candidate must be a member of those classes (7th and 8th grade) designated as eligible in the chapter bylaws. As the first step in the process, students' academic records are reviewed to determine students who are scholastically eligible for membership; i.e., students who meet the required cumulative percentage. The chapter advisors will calculate the percentage.

Section 2: Students who are eligible scholastically (i.e., "candidates") will be notified and informed that for further consideration for selection to the chapter, they must complete a Student Activity Form, which will be available from the chapter advisors. This form should not be referred to as an application. This form outlines the candidate's accomplishments in the areas of Service, Leadership, Citizenship, and Character. For NJHS candidates, an additional teacher input form will be distributed by the chapter advisors to all of the faculty to supplement the candidate forms.

Section 3: All faculty members will be invited to rate and make comments on candidates. To avoid questionable entries on faculty evaluations, all evaluations are signed and each evaluator will support any below-average rating with substantiating data based on sound professional judgment and action. The local advisor serves as the link between the Faculty Council and the evaluators, and may conduct informal interviews with those teachers who provide the below-average ratings. As with the Student Activity Information Forms, faculty evaluations are considered working documents to assist the Faculty Council in making sound decisions regarding membership. Such evaluations are expected to be used only by the Faculty Council, the advisor, and the campus administrator and should be considered confidential. It is important to note that the five appointed members of the Faculty Council will make the actual selection of members. Consequently, point totals or averages of the faculty ratings are not considered as votes or the sole determinants of membership, but are instead reported to the Faculty Council to add to their information when considering selections.

Section 4: The Student Activity Form will be reviewed by the Faculty Council, along with any other verifiable information about the candidates relevant to their candidacy. After careful consideration and review of the Student Activity Form, each member of the faculty council will rate the student in four categories: service, leadership, character, and citizenship. Once the student's GPA is shown to be sufficient for candidacy, the issue of scholarship is put aside. The Faculty Council rates the forms using the scale of: 4 for outstanding, 3 for excellent, 2 for good, 1 for fair, and 0 for not recommended. A rating of less than 2 is considered a low rating and will be explained by the evaluator.

Section 5: The NHS Faculty Council will interview all NHS candidates personally. Students will be evaluated for good interview skills including appearance, articulation, poise, and content of responses.

Section 6: Each evaluation will be totaled. All evaluation scores will be averaged to determine if the candidate's score makes the cutoff point. All tabulations will be rechecked for accuracy. The cutoff score will be determined by the Faculty Council and will not serve as the absolute determinant of membership. If a candidate meets or falls below the cutoff point, the Faculty Council will review their information forms again in order to make a sound professional judgment regarding selection and non-selection.

Section 7: Faculty Council members will deliberate in order to guarantee that their decisions are based on accurate and complete understandings of all information presented for review. The actual selection of new members must be made by a majority vote of the five appointed members of the Faculty Council. Consequently, point totals or averages of the faculty ratings will not be considered as 'votes' or the sole determinants of membership. With the vote on each candidate, those candidates receiving a majority vote of the Faculty Council will be invited to be inducted into the chapter. All selected and non-selected candidates (i.e., those who do not receive the majority vote of the Faculty Council) will be notified by letter by the chapter advisors.

Section 8: Prior to notification of any candidates, the chapter advisor should report to the campus administrator the results of the faculty council's deliberations for approval. Lists of selected and non-selected students, as well as reasons for non-selection may be incorporated into this meeting. This will assure the support of administration prior to any notification.

Timeline

At the end of the second marking period, student records are reviewed. Invitations for membership will be distributed at the beginning of the third marking period, and the selection process will begin. Those selected will be inducted during the latter part of the third marking period, weather permitting.

ADMINISTRATIVE DISCRETION AND STUDENT HANDBOOKS

These handbooks are provided to present an overview of the policies, regulations and procedures followed at Thales Academy. Handbooks are not intended to restrict in any way the authority of the school's administrators, teachers or staff to make such rules, not inconsistent with this code, as they are authorized by law to make for the operation of their school or classes. The Director of Academics with the support of the Board of Directors encourages the right of the school's administrators to employ a variety of disciplinary actions which may include, but are not limited to, suspension from school events and activities, out-of-school suspension and expulsion.