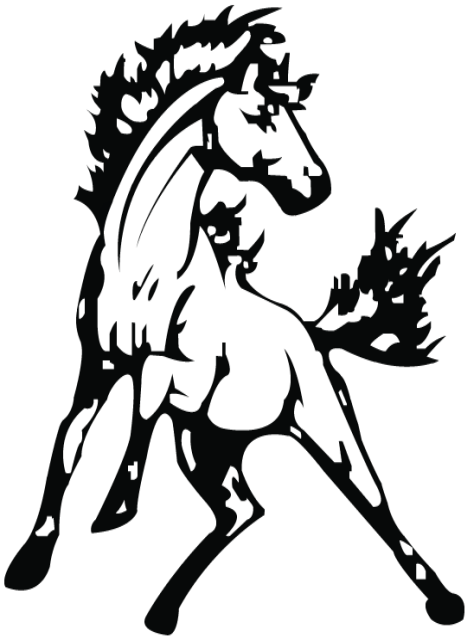
Albemarle School

Parent & Student Handbook



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Equal Educational Opportunity

Albemarle School is committed to a policy of educating children for living by helping them to develop an awareness and appreciation for the achievements, problems, and aspirations of all people in our culturally diverse society. The school shall help all children gain the knowledge, skills, and determination to enable them to reach their highest potential and to contribute to the welfare of all humankind.

The school shall establish and maintain an environment where all persons can develop attitudes and skills for effective, cooperative living including respect for individuals, regardless of economic status, intellectual ability, race, creed, color, religion, sex, or handicapping conditions. Within this inclusive atmosphere, the school will respect cultural differences; economic, political, and social rights of others; and respect for the rights of others to seek and maintain their own identities.

The school shall continue to promote good human relations by removing all vestiges of prejudice and discrimination in employment, assignment, and promotion of personnel, in the location and use of facilities, in curriculum development and instructional materials, and in the availability of programs for children.

General Responsibilities of Students

1. To attend school regularly and on time
2. To come to school with materials, assignments, and signed notices
3. To come to school ready to learn to the best of one's ability
4. To respect the rights of others
5. To respect the property of others, including school property (which parents have paid for through tuition, fundraisers, and donations)
6. To follow the reasonable requests, instructions, and directions of school personnel
7. To abide by school policies and regulations
8. To communicate ideas for improvement of the school through appropriate channels and at a time when this does not interfere with learning

Academics

Grade Placement

Students will be placed according to chronological age following the normal sequencing of grade levels. To enter kindergarten a child must be age five on or before September 30 of the year of entrance. Advancing a student beyond the expected grade level will only be approved after considering academic, physical, social, and emotional factors. "Skipping" a grade is a life-altering change and **MUST** be done with careful consideration.

The following procedures are required to advance a student:

1. A letter from the parent/legal guardian and/or teacher requesting advancement should be submitted to the Headmaster.
2. Nine weeks of observation and evaluation may be required.
3. A committee comprised of the current classroom teacher, the previous teacher (if possible), a member of the Academic Committee, and the Headmaster will meet to review current advancement criteria and make the final decision.

Grades for All Students

Numerical grades are given for every course. Albemarle School is now using a 10-point grading scale. Students in violation of the attendance policy will receive a letter grade of "F" and a 59 for the final year average.

A = 100 - 90 B = 89 - 80 C = 79 - 70 D = 69 - 60 F = < 60

Exams

At the end of each semester, exams will be administered to all students in grades 6 – 12. Students with a 95% average or higher for the year may be exempt from second semester exams only.

Calculation for semester averages:

1. Double each nine-weeks grade and add them in with the exam grade. This total is divided by five. (1^{st} nine-weeks + 1^{st} nine-weeks + 2^{nd} nine-weeks + 2^{nd} nine-weeks + exam grade / 5 [number of grades] = semester average.)
2. Aforementioned process is used for the second semester average as well; 3^{rd} nine-weeks + 3^{rd} nine-weeks + 4^{th} nine-weeks + 4^{th} nine-weeks + exam grade / 5 (number of grades) = second semester average.
3. Final averages are obtained by averaging the two semester grades.

Calculation for second semester average for students exempt from taking exam:

1. Average 3^{rd} and 4^{th} nine-weeks grades; this average shall be used for the second semester exam grade.
2. Final averages are obtained by averaging the two semester grades.

Any student accumulating six unexcused absences or being tardy six or more times (unexcused) during the school year shall not be exempt from semester exams. A student accumulating more than 20 demerits, or earning an out of school suspension during the second semester shall take all final exams.

Promotion and Retention Policy

Grades K – 8:

To promote to the next higher grade, students must pass communications (language arts and reading), math, and two of the following: social studies, science, or physical education. Passing will be determined by receiving passing grades for the year. Grade level designation on the *TERRANOVA* test in the above subject areas may be taken into consideration.

Grades 9 – 12

Students must pass the following units to promote:

- To the 9^{th} grade – promotion from the 8^{th} grade
- To the 10^{th} grade – 4 units including 1 English and 1 Math
- To the 11^{th} grade – 10 units including 2 English, 2 Math and 1 Science
- To the 12^{th} grade – have a planned program providing for sufficient credit to enable him/her to graduate at the end of the school year.

Graduation Requirements

To make sure all high school students stay on track for a high school diploma, every student must meet certain state course and credit requirements in addition to any Albemarle School requirements. A school counselor is available to answer any questions you may have about what is needed to reach the goal of high school graduation.

English	**4 credits**	**I, II, III, IV**
Mathematics	**4 credits**	**Algebra I, Geometry, Algebra II, and a 4th math course to be aligned with the student's post high school plans**
Science	**3 credits**	**A physical science (physical science, chemistry and/or physics), Biology, Earth/Environmental**
Social Studies	**4 credits**	**World History, Civics & Economics, American History and Financial Literacy**
Health & Physical Education	**1 credit**	**Health/Physical Education**
		TOTAL = 16 Required Credits
ELECTIVES & OTHER REQUIREMENTS:		
World Languages	**2 credits**	**Spanish I and Spanish II (Although this is not required by the state for high school graduation, it is required for Albemarle School. A two-credit minimum of a world language is required for admission to a university in the UNC System and most four year colleges.)**
Computer Science	**1 credit**	**Computer Applications**
Additional Electives	**5 credits**	**Elective choices may vary from year-to-year depending on availability of a teacher and/or student interest. (Examples of past and/or potential future choices are Critical Thinking, Peer Tutoring, High School online course(s), College of the Albemarle course(s) and a Business Internship.**
		TOTAL = 8 Additional Required Elective Credits

Total Credit Hours for Graduation = 24 Credits

*Dual Enrollment**

In collaboration with the College of the Albemarle, Albemarle School offers a dual enrollment program. Students may take college courses and receive both high school and college credit for these courses.

Students must be a Junior or Senior to participate in this program, receive prior approval from parents, Headmaster and school counselor, and have an overall unweighted academic GPA at Albemarle School of 3.5 as well as a minimum proficiency score on the standardized test. Students will be allowed no more than one (1) failing grade in any college course before participation by Albemarle School is discontinued. Students cannot enroll in summer classes until after completion of their junior year.

***Full tuition is required at Albemarle School and each student is responsible for fees assessed by College of the Albemarle.**

Honors Courses

Albemarle School offers honors classes in certain high school courses for students willing to undertake a more rigorous workload. Course content, pace and academic rigor place high expectations on the student, demanding greater independence and responsibility.

In order to qualify for honors classes at Albemarle School, students must meet at least two (2) of the following: receive teacher recommendation(s), a minimum final grade of 93 in any prerequisite course, and an above grade level performance score on their standardized test. Placement of students in honors classes may be reviewed after the first grading period.

Valedictorian and Salutatorian (12th grade only)

The eligible senior with the highest weighted GPA will be selected valedictorian of the class. The eligible senior with the second highest weighted GPA will be selected salutatorian of the class. In cases of a tie with GPA, the numerical grades (final grades) will be calculated and the person with the higher score will be elected valedictorian. The Eligibility Requirements are as follows:

Students must have attended Albemarle School on an uninterrupted basis for three full academic years (enrolled at beginning of 10th grade).

Students accused and found guilty of academic dishonesty during enrollment in grades 9-12, regardless of the academic record, will be disqualified for consideration as a Valedictorian or Salutatorian.

Any student found to be in violation of the Drug and Alcohol Policy during enrollment in grades 9-12, regardless of academic record, will be disqualified for consideration as Valedictorian or Salutatorian.

Note: Class rankings will be calculated on GPA only. Eligibility Requirements do not apply to class ranking.

Graduation Marshal (11th grade only)

The four eligible juniors with the highest weighted GPA will be selected as graduation Marshals. The eligibility requirements are:

Students must have attended Albemarle School on an uninterrupted basis for two full academic years (enrolled at beginning of 9th grade).

Students accused and found guilty of academic dishonesty during enrollment in grades 9-12, regardless of the academic record, will be disqualified for consideration as a Marshal.

Any student found to be in violation of the Drug and Alcohol Policy during enrollment in grades 9-12, regardless of academic record, will be disqualified for consideration as a Marshal.

Beta Club (6th-12th grades only)

Standards of membership conform to the general features as laid down in the national constitution. Beta Club members must be approved by the Headmaster of the school. The student must have Honor Roll or higher on the report card and be in good standing according to the records and ruling of the Headmaster. Each student is required to complete ten hours of community service annually.

Course Changes

Students must follow the schedule they receive the first day of school. However, it is necessary sometimes to make changes in courses. Students must have sound reasons to request course changes.

A student may drop or add a course within the first ten school days with the approval of the Headmaster and/or school counselor. Board policy dictates a student must be enrolled in six courses; however, the Headmaster may grant exceptions.

Headmaster's List

Students in grades 1 – 12 who make A's in all subjects will be on the Headmaster's List for the nine-weeks. In grading categories utilizing E, S, N, and U, the student may not have a grade below an "S."

Honor Roll

Students in grades 1 – 12 who make A's and B's in all subjects will be on the Honor Roll for the nine-weeks. In grading categories utilizing E, S, N, and U, the student may not have a grade below an "S."

Cheating

Cheating is the willful and/or intentional giving of or obtaining information from an outside source (e.g. internet sources, books, pamphlets, and other publications) and presenting it as your own. This also includes talking or communicating during an administration of an exam, test, or quiz.

The penalty for cheating will be a 0 on the assignment plus ten demerits. The second offense will result in a zero ("0") on the assignment plus 20 demerits and 1 day in-school suspension. The third offense could result in suspension or permanent expulsion. Parents will be notified in all instances. Students involved in cheating will NOT receive academic awards for that nine-week period in which the cheating occurred.

Academic Eligibility for Participation in Athletics

Albemarle School athletes must maintain an overall numerical grade point average of 78% or better, with no failing grades, to be eligible to participate in athletics. The head of school or designee will check progress reports and report cards for eligibility status. If at the end of a grading period (progress report or report card), an athlete's overall report card averages less than an overall numerical grade point average of 78% and/or with a failing grade in any subject the athlete will be placed on probation.

During the probation period, the athlete may participate in athletics, but if the next grading period (progress report or report card) average does not meet the minimum requirement, the student will become ineligible. A student may regain eligibility after four 1/2 weeks (by the next progress report or report card) by bringing his/her overall numerical grade point average to 78% with no failing grades. A student's performance during the last grading period (progress report or report card) of the year determines eligibility status at the beginning of the next academic year.

Movie Policy

Teachers are permitted to use movies in their classrooms to supplement and enrich classroom instruction. Use of movies for recreational or entertaining purposes should be limited to very special situations. The following policy must be adhered to when determining whether it would be appropriate to show a movie rated PG-13 or above.

1. The movie must relate to the topic being studied in the class.
2. The teacher must have viewed the movie for content and applicability.

3. **Only students age 13 or older will be allowed to view PG-13 movies with the prior approval of the Headmaster.**
4. Students must be age appropriate for any movie shown.
5. Permission slips will be sent home for movies rated PG-13 and above prior to being shown in class.
6. R-Rated and NC-17 movies will **not** be shown at Albemarle School.
7. An appropriate alternative assignment must be provided for students whose parents object to their viewing of the movie.

Student Records

Parents of students under 18 years of age, or students 18 years of age or older shall be allowed full access to records. With the exception of appropriate school personnel, access to the student's records by others may only be obtained with written permission from the parent (for students younger than 18) or from a student who is 18 years or older.

Procedures for Resolving Classroom Concerns

During the academic school year, situations may occur where concerns regarding classroom procedures, instruction, curriculum, discipline, etc. may arise. In order to facilitate a rational and measured resolution, the following steps/procedures will be followed:

1. Schedule a conference with your child's teacher to discuss specific concerns. Please have available dates, times and specific instances regarding your concerns so the teacher can address them and relate them to class activities and procedures. (Students should not engage the teacher in conversation concerning these matters during class time. This takes away from the learning of all students.)
2. If a conference with your child's teacher does not resolve your concern, then a conference with the Headmaster may be scheduled to discuss the original concern. Please provide all documentation of your original concern and notes from the teacher conference.
3. If, after having met with the Headmaster, the concern is not resolved, the Headmaster will, at the request of the parent/legal guardian, schedule a meeting with the Albemarle School Board of Directors' Academic Committee. The Academic Committee will hear an account of the original concern and the steps taken to resolve the concern.
4. If the decision of the Academic Committee is unacceptable, the parent/legal guardian may request to appear before the Albemarle School Board of Directors. Requests will be made in writing and addressed to the Chairman of the Albemarle School Board of Directors. The decision of the Albemarle School Board of Directors is final.

Each step in this process MUST be followed in sequence and any appeal to the next level must be made within three (3) business days of the decision at the lower level. Conferences should be scheduled in the afternoon between 2:30 and 3:00 p.m. for all students, or at a time that is mutually acceptable with all involved parties.

Attendance Regulations

Attendance requirements apply to all students enrolled in grades K – 12.

Absenteeism

Excused Absences:

1. Illness or Injury: An absence is excused when the absence results from illness or injury that prevents the student from being physically able to attend school. **A student must be "fever free" without medication for 24 hours before he/she may return to school following an illness.**
2. Quarantine: An absence is excused when isolation of the student is ordered by the local health officer or by the State Board of Health.
3. Death in the Immediate Family: An absence is excused when it results from the death of a member of the immediate family of the student. The immediate family of a student includes, but is not necessarily limited to, grandparents, parents, brothers and sisters.
4. Medical or Dental Appointments: An absence is excused when it results from a medical or dental appointment of a student with approval from the appropriate school official. Appointments should be scheduled during holidays, workdays, and before or after school whenever possible.
5. Court or Administrative Proceedings: An absence is excused when it results from the attendance of a student at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness.
6. Religious Observation: An absence may be considered excused if the tenets of a religion to which a student or his/her parent adheres, requires or suggests observance of a religious event. The approval of such absences is with the discretion of the Headmaster. The decision can be appealed to the Board of Directors.
7. Educational Opportunity: An absence may be excused when it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity, such as travel to visit college campuses and/or college admission counselors. **The Headmaster must grant approval for such an absence prior to the absence and the student's teachers should be given prior notice.**
8. Family Trips: **While encouraged to take trips during holidays or teacher work days,** families can seek prior approval for trips or vacations at other times from the Headmaster. The Headmaster will approve or deny a request for family leave based on the student's prior absences and academic standing. Family leave will not be excused during the last 15 days of the school year/semester and **MUST** be submitted to the office **five (5) days prior to the family trip. <u>The student/parent will be held responsible for getting and completing assignments from his/her teachers.</u>**
9. Representation of the School:
    A. A student who attends an approved or school-sponsored field trip with a teacher will be counted present in his/her homeroom and in all classes for that day. Students are to be allowed to make up all work missed because of the field trip.

B. A student participating in any 4-H project will be counted present in homeroom and in all classes missed because of such participation.
C. A student participating in the North Carolina General Assembly/Governor's Office Page Program will be counted present in homeroom and in all classes missed because of such participation. The parents will furnish the Headmaster with a copy of the letter from the North Carolina General Assembly/Governor's Page Program prior to the date of participation. Also, students must abide by section G stated above.
D. A student participating in athletic events will not be counted absent. Athletes are not to leave class earlier than is reasonable for participation in the athletic event, as determined by the Athletic Director.

Unexcused Absences:

1. A student's willful absence from school without the knowledge of the parent (truancy) will be considered an unexcused absence.
2. A student's absence from school for any reason other than those listed in "Excused Absences" will be considered an unexcused absence.
3. A student's absence from school for an out-of-school suspension will be considered an unexcused absence. Any grades taken during that time will be zeros for the unexcused absence but students are required to do the work so that they do not fall behind in the coursework.

Conditions Concerning Absenteeism

1. Whenever a student is absent from school or any class, the absence is automatically not excused until an adequate excuse, signed by a parent, is presented. A note must be presented to the school within two days after the student returns or the absence will not be excused.
2. Any student absent more than 20 days from a class or grade shall go before an academic committee to determine if credit will be received for a course and/or grade. Appropriate documentation (physician, court documents, etc.) will be required.
3. A student must be in attendance on at least half (3 class periods) of the school day to be counted present for that day. In grades 6-12, attendance records will also be maintained on a class-by-class basis to determine exam exemption, as well as eligibility to receive credit for the course or subject. A student must be in class one half of the period to be counted present for the class.
4. An excused absence gives the student the privilege of making up all class work missed during his/her absence, at the convenience of the teacher. All previously assigned work or tests should be made up immediately upon return to school. The formula to determine make-up assignments equates to the number of days absent plus one day, (e.g. four days absent would allow student five school days to complete all missed work).
5. Students missing classes for school-related activities that are approved by the Headmaster will be classified as excused absences.

6. An Academic Committee of the Board of Directors shall hear student and/or parent appeals of the Attendance Regulations. This committee shall be responsible for receiving appeals, reviewing each case under appeal and reaching a decision appropriate to the case under review. Parents and students shall be notified of the committee's decisions within 24 hours following the hearing.
7. Appeals to the Board of Directors may be made after the Academic Committee has made its recommendation.
8. Students who are out for any reason are expected to turn in assignments on the due date of the assignment. This includes students who may be placed in preventative quarantine or who may be in quarantine, provided their health allows them to complete assignments.

Tardiness

1. All students must arrive on campus in time to report to their class before the tardy bell. A tardy disrupts class, distracts teachers and students, and consumes instructional time.
2. Students arriving at school after the first-period tardy bell are required to sign in at the main office. Students leaving early must sign out in the school office, with the parent or legal guardian.
3. **Tardy students must either have a parent call the school or send a note indicating the specific reason for late arrival.** Students arriving at school late without the knowledge of their parents will be considered truant. Parents or guardians will receive a phone call or written notification of tardiness from school. Students accumulating tardy slips designated as not excused will receive appropriate disciplinary action at the discretion of the Headmaster.
4. 6^{th}-12^{th} grade students are allowed one unexcused tardy to class per nine weeks.

Disciplinary Action for being tardy shall be as follows:

Tardy to School (1^{st} period class)

1. First Tardy: Warning, note to admit to class
2. Second Tardy: Note to admit to class, call parent(s)
3. Third Tardy: Note to admit to class, call parent(s), and time made up at end of day
4. Fourth and Subsequent Tardy: Discretion of Headmaster or designee.

Perfect Attendance

For a student to be eligible for perfect attendance, he or she will have no absences or tardies. Students with perfect attendance will be awarded certificates at the end of each nine-week period.

Safety Issues

Check-out/Phone Use Procedures

1. A parent/legal guardian must call the office prior to the student's checking out. Students must present to the office (before first period) a note signed by his/her parent stating the time and specific reason for checking out.
2. Students who show evidence of illness, as verified by an adult staff member, must contact a parent/legal guardian or relative by telephone in the presence of a school

official to receive permission to leave school, if able to drive, or to ask the parent to make arrangements for the student to be picked up.

3. The student's parent/legal guardian MUST notify the office before the student may be released to persons other than parent/legal guardian.
4. All arrangements for after school activities, transportation (field trips, athletic events, etc.) must be made prior to leaving home. Materials, assignments, uniforms, etc. need to be organized the night before and brought to school with the student each morning. Students will be called to the telephone only in extreme emergencies, and only messages of an urgent nature will be delivered. In addition, students are not to use school computers for personal internet or e-mail communication. Students are not allowed to drive themselves to field trips or athletic events.

Drop Off/Pick Up/Parking Areas

1. Our parking areas have been designated for faculty, staff and parents who are visiting the school. Parents should park in the main parking lot.
2. We ask that drivers who are dropping off students in grades 6-12 do so in front of the modular classrooms near the corner of the gym.
3. Drivers who have riders in grades 3-5 should drop their riders at the end of the cafeteria near the main building.
4. Grades K-2 students should use the main entrance near the office. Members of the faculty and staff will be on duty after school to monitor the safety of the students.
5. **Parking lot safety while dropping off or loading students is everyone's responsibility. PLEASE BE EXTREMELY CAREFUL!**
6. Strictly adhere to the 10 MPH speed limit for the safety of our students!

Building Hours

The administrative office is open at 7:00 a.m. and closes at 3:00 p.m. Teachers' work hours are from 7:30 a.m. to 3:00 p.m. Supervision for K-12 students will be provided from 6:40 a.m. to 8:00 a.m. as part of our before-school care program. All K-5 students should be picked up by 2:15 p.m. or be enrolled in after-school care. After care is available until 6:00 p.m. All 6-12 students should be under direct adult supervision.

Power Failure

In the event of a power failure, students will remain in the room they are in at the time of the failure. Dismissal or movement from the room will be only as directed by the Headmaster.

Accidental Injuries

All injuries, other than minor cuts and scrapes, are to be reported to the office immediately. The office will coordinate all emergency procedures—notifying our first responder(s), calling the EMTs (911), notifying parents, etc. The first priority in an emergency is to notify the office. The second priority is to maintain student supervision and to try to calm the situation until assistance arrives. In the case of any readily apparent injury involving falling, colliding with another student or a fixed objet – THE VICTIM IS NOT TO BE MOVED!

A report will be filed in the office that provides a description of the accidental injury. Parents should file accident claims through their own insurance carrier.

Immunizations

A student shall have received all immunizations required by law before attending school. At present, the minimum number of immunizations required by the Commission of Health Services is available through your healthcare provider or at www.immunize.nc.gov.

The immunization law allows only 30 calendar days for proof of immunizations.

Posters/Signage

Posters and signs are not to be placed in the building unless authorized by the administrative office. The authorizing administrator will designate a time and place to display posters.

Visitors on Campus

No one is allowed in the building or on the school grounds either for visiting or soliciting unless they have checked in at the main office. Individuals, other than parents or responsible adults (friends, former classmates, etc.) who bring students to school or who pick up students after school, are NOT to be in any building or classroom without written permission from the office. Visitors are allowed in the classrooms ONLY after they have contacted the office and have scheduled a visit following our class visitation guidelines.

All Albemarle School students will be categorically responsible for any and all unacceptable behavior exhibited by their guest(s) when the guest(s) are on campus. All visitors to our campus, including parents, should be properly attired. This includes school functions, whether on or off campus, including dances, proms, meetings, banquets, etc., where the students "invite" guests to attend. The "unacceptable behavior responsibility" provision does NOT apply to general admission – "open-to-the public" activities (athletic events, carnivals, etc.)

Parents on Campus

Albemarle School welcomes and encourages parent(s) to visit and to participate in activities on campus. In order to promote a positive learning environment for our students and for security reasons, parents, family members, board members, etc. are not to remain on campus without a valid reason. A person with a valid reason (parent-teacher conference, student concerns or activities) must sign in and out of the office as a visitor if they are on campus during the school day (8:00 a.m. – 2:30 p.m.).

It is the duty of any staff member who sees a non-staff person(s) on campus during school hours without a visitor's pass, to instruct the person(s) to report to the main office or notify the office that an unauthorized person may be on campus. **Any questions, problems, or concerns may be presented to the Headmaster and/or Designee.**

Student Behavior Guidelines and Policies

Code of Conduct

Individual behavior is a vital aspect of school life, based on a sense of personal responsibility and on respect for others. A student's willingness to conduct him/herself in a spirit of cooperation, courtesy, and consideration of others, coupled with strong effort, is of primary importance at Albemarle School. All students are required to adhere to this code of conduct. We believe it is a privilege to attend this school and that personal growth in character as well as academic achievement is a major goal for all students.

All students are a critical part of the "nurturing environment" at Albemarle School. Behavior should allow for learning, safety, and a pleasant environment. Each student is held to high standards of leadership, character (honesty, responsibility, fairness, sharing, cooperation, appropriate language, etc.), and academic achievement. These high expectations extend into the community as well. Good examples should be set for other students of any age to follow.

Students should be good ambassadors representing Albemarle School both in word and deed at all times. The Board of Directors holds the faculty, staff, and the administration accountable for their actions both on and off the school campus. We, therefore, hold each of our students accountable for their actions. In accordance with principles of good discipline, the following program will be used in grades K-12:

1. Classroom discipline will be maintained by the classroom teacher on a case-by-case basis following the guidelines set forth in the teacher handbook. Teachers may use "time out" in the classroom, "time out" in the office, seat relocation, loss of certain privileges, etc., to help students conform to acceptable behavior patterns. At no time are teachers allowed to use corporal punishment to discipline students. Teachers are to maintain a record of the time and dates of undesirable conduct and corrective actions they have taken.
2. Whenever action taken by the teacher does not correct a problem, the teacher will refer the student and indicate in writing the nature of the referral, including the corrective action taken by the teacher. The Headmaster or designee will conference with the student and with the teacher making the referral. The appropriate number of demerits or other disciplinary action will be assigned.
3. Students are reminded that all teachers, school personnel, and parent chaperones/drivers are expected to correct them whenever and wherever there are discipline problems at school or school functions. Problems observed outside of the classroom by teachers will be stopped or minimized, documented and sent to the office. These situations will be handled by the administration in a manner similar to procedures for classroom discipline.

Dress Code and Grooming

The dress and personal appearance of students greatly affect their academic performance as well as general school morale. Albemarle School is aware that students are concerned about fashion and comfort; however, we must also be concerned about the health and safety, modesty, distracting influences, the instructional influences, and the instructional progress of students. Students must follow the dress code, as proper dress is conducive to learning and contributes to good behavior. **Albemarle School guidelines for personal appearance do not allow any clothing that is revealing, disruptive, profane, offensive and/or immodest. Students not properly dressed and/or groomed will change to suitable attire before attending class.** Guidelines are as follows:

1. Students should be appropriately and decently clad and well-groomed while attending school and all school functions.
2. Appropriate footwear must be worn at all times in and around the building. Shoes must be worn on the campus at all times. Proper athletic shoes are required for physical education classes and outside play time. Heels should be no more than two inches high. Shoestrings/straps must be attached and worn properly.
3. Students should wear clothing or accessories that are not provocative, indecent, or disruptive. This includes clothing that promotes alcoholic beverages, tobacco, and

the use of controlled substances or depicts violence, profane language, hate messages, indications of harm or gang activities.

4. Masks, toboggans, hoods, sweatbands, bandanas, or sunglasses are not allowed to be worn in any classroom or the cafeteria. Jewelry should be minimal and non-distracting.
5. Pants/shorts must be worn at the waist with no excessive tight fit. Students should not wear sagging pants or shorts – no under clothing visible. No sleepwear, pajamas, or pajama pants are allowed.
6. Students should not wear clothes with holes, cutouts, or rips. Athletic wear may be worn the day of a game with the coach's approval.
7. Students should not have shirt tails hanging out if the shirt tail is baggy or of extended length.
8. Students should not have bare midriffs, low cut tops showing cleavage, backless or net tops, spaghetti straps, halter tops, transparent blouses/shirts, tank tops, short shorts, short miniskirts, or short mini-dresses. When standing and arms relaxed at the sides, the length of clothing must be at or below the mid-thigh. Slits of dresses must not exceed mid-thigh. In addition, when one is seated or bends over, under clothing and/or skin should not be revealed.
9. Blinking, studded or chain belts are not permitted.
10. Students are not allowed to wear tight clothing such as knit or spandex bicycle/biker pants or overly tight pants, skirts, shorts or dresses. **Yoga pants/leggings may be worn with an appropriate top that extends to mid-thigh.**
11. Only hair color (dye) that is a natural color (red, blonde, brown) is permissible. No student may have more than two tones artificially colored into his/her hair.
12. Students are not allowed to have any visible body piercing except for the ears and a nose stud (no septum piecing). Visible and permanent tattoos/brands must be covered to prohibit display.
13. Hair should be neatly groomed, clean and worn so that it is not considered a health hazard or a distraction to instruction and learning. "Mohawk" haircuts or any haircuts with initials and designs are not acceptable. Facial hair should meet criteria of being well groomed.
14. Application of make-up during class is not allowed. Excessive or distracting make-up is not allowed.
15. Students will display higher expectations of dress code while attending field trips and athletic events representing Albemarle School. (Teacher or Coach Requirement)
16. The school Headmaster/designee may approve certain items as spirit wear for particular school days or events.

NOTE: If there is a question as to whether the clothing is appropriate, it should not be worn! The school administrators are the judges of the acceptability of students' attire and/or grooming at school and at any school function. Dress code exceptions may be approved for religious and/or medical reasons.

Assemblies/Awards/Ceremonies

At all times the student's behavior should be refined and courteous. An indication of the cultural level of a school is the conduct of its student body at an assembly. Whether guests are

present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct includes:

Whistling
Excessive clapping
Boisterousness, Screaming or Yelling
Disruptive talking during a program
Use of provocative, profane or vulgar language
Use of cell phone or other electronic device

Cafeteria

The cafeteria is also a place where social skills are developed. Each student is expected to practice the general rules of good manners. Leave the table and the surrounding area clean and orderly. Students should replace chairs and not leave the cafeteria while eating or carrying food. All students who eat at school must eat in the cafeteria or the picnic area. Exceptions are made for classroom parties.

Cafeteria staff are unable to heat/reheat food items due to the number of students and time involved to do so.

Commercially prepared food may not be brought or delivered to students from outside of the campus for lunch-snack consumption. Students may pack lunches from home and eat in the cafeteria. Glass containers are prohibited. **Exceptions may be made with special permission from the Headmaster or his/her designee.**

Parents are to pay for cafeteria meals through the FACTS system. Any charges will be added to the parent's account. Accounts will be frozen when charges are in excess of established amount and will affect future enrollment. Lunch room accounts MUST be current when re-enrolling your child for the upcoming school year.

Lockers (grades 6-12)

A locker is available for student use during the year. Students may NOT share the same locker or use a locker that is not assigned to them. The lockers are the property of Albemarle School and are subject to inspection by authorized school personnel. The school is not responsible for items stored in the lockers. Lockers are intended for the storage of books and clothing. DO NOT leave valuables in your locker. Each student is responsible for the care of his/her locker. Writing on lockers is considered an act of vandalism.

No student shall lock or otherwise impede access to any locker or storage area except with a lock provided or approved by the Headmaster of the school. Only combination locks may be placed on student lockers. Each student must provide the combination to his/her locker to the homeroom teacher. The homeroom teacher will make a photocopy of the locker assignments and combinations and file them in the office. Locks not approved will be removed and destroyed.

Electronic Devices and Cell Phones

Students are not to bring radios, CD players, iPods, CDs, beepers, electronic games, laser lights, etc. to school. Portables with headphones are allowed on academic and study trips. They are NOT to be used or visible while at the destination. Tapes, CDs, etc. with socially unacceptable lyrics will not be tolerated and appropriate disciplinary action will be taken should a violation occur.

Teachers and students are allowed to possess cell phones on school property. Elementary students are restricted from using cell phones during the school day while they are on campus unless granted permission by a staff member. Student phones should be turned off during class time. Student phones must be placed in a box in each teacher's classroom, left in the student's locker, or in the student's car. Students are not allowed to take their phones to the restroom.

A student's day begins when he/she is dropped off in the morning or drives to school and concludes when he/she is picked up in the afternoon or returns to his/her vehicle. The student's day would extend should he/she be required to remain at school for any after-school activity.

If a teacher sees a student using a cell phone inappropriately during the school day, the cell phone will be taken and the student may pick it up at the end of the school day. Should the student use the cell phone a subsequent time, his/her parent may pick up the phone at the end of the day. **In an emergency, a parent should call the school and a message will be taken to the student.**

Sale of Goods

The sale of goods (candy, gym, etc.) is authorized only by recognized clubs and activities at Albemarle School. No individual may sell for himself/herself or non-school organizations.

Alcohol Involvement and Controlled Substances

Albemarle School has a standard of **zero tolerance** for involvement with controlled substances and alcohol. Involvement with controlled substances, alcohol, etc. will NOT be tolerated at any time under any circumstances. Students involved with illegal drugs (possession, use, manufacture, transportation, distribution, etc.) at any time will be withdrawn from Albemarle School.

Any student(s) found using/possessing ANY amount of illegal, non-prescription drugs or alcohol on campus or while traveling to or from or attending any school-sponsored activity shall be suspended indefinitely until at such time the case may be reviewed by the Board of Directors, at the request of the Headmaster. Any and all contraband shall be confiscated, labeled, and turned over to appropriate law enforcement officials. Violators WILL be prosecuted to the fullest extent of the law.

Controlled Substances, Chemicals, and Drug Paraphernalia

No student shall possess, use, transmit, conspire to transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroids, any other controlled substance, or any alcoholic beverage, malt beverage, or fortified wine or other liquor, or possess, use or transmit drug paraphernalia or counterfeit drugs, or inhale or ingest any chemicals or products with the intention of bringing about a state of exhilaration or euphoria, or of otherwise altering the student's mood or behavior. The proper use of a drug authorized by valid medical prescription from a legally authorized health care provider shall not be considered a violation of this rule when the drug is taken by the person for whom the drug was prescribed **AND** arrangements have been made for administration through the office.

This policy applies to any student on school property, in attendance at school or at any school-sponsored activity, or whose conduct at any time or place has a direct and immediate effect on maintaining good order and discipline in the school. Students involved in a substance abuse offense off of school premises shall have their circumstances reviewed on a case-by-case basis.

Over-the-Counter and Prescription Medications

A request for over-the-counter and prescription medications to be taken by Albemarle School students shall be completed by the student's parent/legal guardian and filed in the office. Students may keep over-the-counter medications such as Tylenol in the office, but not on their person. Office personnel will administer these medications if the "Over-the-Counter Medication" form is on file in the office.

Parents of students who require prescription medications to be administered during the school day are required to leave the medicine and directions for administration in the main office, along with a properly completed "Prescription Medication" form.

Students requiring emergency medications (inhalers, Epi Pens, etc.) may be allowed to keep their medication with them during the school day. A self-administration of medication request must be approved by the Headmaster. Albemarle school shall have no responsibility for safeguarding the mediation or assuring that it is taken as prescribed. Once permission is granted, the school retains the right to revoke approval for student self-administration at any time.

Smoking/Tobacco Products

Students are not permitted to smoke or have in their possession (defined as "on one's person" or in a vehicle, container, or space of which an individual has care, custody, or control such as a tool box, book bag, locker, coat pocket, etc.) any tobacco product while at school or any school-sponsored activity (games, carnivals, dances, work details, etc.) This prohibition includes electronic or battery-operated devices that allow the inhalation of tobacco or other substances.

Search and Seizure

The Albemarle School Board of Directors believes that it has a responsibility to provide for the general welfare, and to take all reasonable precautions to assure the health and safety of all students. With this belief in mind, the following policy concerning Search and Seizure on school premises, or during a school activity, is hereby adopted:

1. "Reasonable cause for search" as defined in this section means any circumstance which would cause a reasonable person to believe that the search of a person, place or thing would lead to the discovery of evidence of a violation of student conduct standards stated in this handbook or which might lead to the discovery of anything which presents an immediate danger of physical harm or illness to any person.
2. The Headmaster, or another staff member approved by the Headmaster, may search the person of a student during school or at a school activity if the Headmaster has reasonable cause for a search of that student. Search of the person of a student shall be limited to:
    A. the clothing of the student(s) including pockets, waistbands, garment linings, shoes, shoe inner soles, and socks;
    B. any object the student(s) might possess such as a purse, brief case, wallet, gym/book bag, or ANY portable object or container in which contraband substances may be carried or contained;
    C. a "pat down" of the exterior of the student's clothing; searches that require the removal of clothes other than coats, socks, shoes, or hats shall be prohibited. School officials who feel that reasonable cause for a "strip" type search exists should turn the matter over to law enforcement officials who shall be responsible for determining if reasonable cause exists for further search.

3. The operation of a motor vehicle on a school campus is a privilege, which can be withdrawn by the headmaster for violation of reasonable rules in the operation of motor vehicles on campus as stated in this handbook. The Headmaster has the right to conduct a search of a vehicle parked on the school campus whenever reasonable cause is determined. If a search is determined to be appropriate, the Headmaster shall do so in the presence of the student responsible for the vehicle, if that person is available. If the student refuses to open the vehicle for inspection, a local law enforcement agent shall be contacted, and it shall be the responsibility of the law enforcement agent to determine if reasonable cause exists and what action shall be taken.
4. Anything found in the course of a search conducted in accordance with this section, and which constitutes a violation of student conduct standards contained in this handbook or which may constitute an immediate danger of physical harm or illness to any person will be tagged with the name of the individual involved, date and time of seizure, and a brief description of the circumstances in which the item(s) was seized. The item and/or substance may be:
    A. seized and used as evidence in a suspension or expulsion procedure;
    B. returned to the student or to the student's parent or guardian;
    C. destroyed if it has no significant value or if it is not claimed by the parents within a reasonable period of time (10 days);
    D. turned over to a law enforcement officer for whatever action that officer deems appropriate.

Weapons on School Grounds

It is the objective of the Albemarle School Board of Directors to provide the safest possible environment for our students and employees. Therefore, any person in violation of, or suspected to be in violation of, the following statutes will be immediately reported to proper law enforcement officials:

1. It is a Class I felony for any person to possess or carry, or cause, encourage, or to aid a minor who is less than eighteen (18) years old to possess or carry, whether openly or concealed, any gun, rifle, pistol or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine, or powerful explosive on educational property*.
2. It is a misdemeanor for any person to possess or carry, or to cause, encourage or aid a minor less than eighteen (18) years old to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades, multi-tool implement having a knife (such as a "Leather Man"), or any sharp-pointed or sharp-edged instruments or tools (except instructional supplies) which can be used as a weapon on educational property*.

*Educational property is defined as any school building, bus, campus or school grounds, recreational areas, athletic fields, parking areas, or other property owned, used, or operated by Albemarle School Board of Directors.

Electronic Communications

Any student who decides to operate a personal online website, social media outlet or contributes to a blog (e.g. Instagram, Twitter, Snapchat, myspace.com, facebook.com,

blogger.com, etc.) should maintain appropriate material on the website, blog, etc. Any student found with a website/blog that contains material that is deemed inappropriate to the mission of Albemarle School and causes disruption to the normal school day is subject to disciplinary action.
1st offense – 10 demerits
2nd offense – 20 demerits/suspension

Vehicles on Campus

Students who drive to school are to park in the main parking lot. All vehicles are to be parked and vacated as soon as possible. Unsafe, irresponsible, and reckless operation of a vehicle in the student parking lot in the "school zone" surrounding the campus will result in loss of parking privileges and possible legal action. **The operation of a motor vehicle is a privilege, which can be withdrawn by the Headmaster for violation of reasonable rules in the operation of motor vehicles on campus or in the school zone.** After their arrival on school property, students are not to leave campus without permission from the office/administration or signing out in the office. Vehicles shall be registered through the enrollment packet in FACTS. This includes the year, make, model, and color of the vehicle as well as the license plate number and vehicle's owner's name.

As a protection to our students, any vehicle entering campus is subject to search by school officials and/or law enforcement officers with or without cause. The search may include passenger compartments, engine area, and all containers, locked or unlocked, in or upon the vehicle.

Student vehicles may be only in the student parking lot prior to 3:00 p.m. Students are not allowed to park anywhere on campus except in the student parking lot until after 3:00 p.m.

Demerit System (grades K-12)

Parents will be notified by phone or email if demerits are issued. Also, if a student goes four weeks (20 consecutive school days) without receiving demerits or a disciplinary referral, demerits may be subtracted from his/her record. The last ten days of the school year shall be considered "the beginning of the next school year." Any demerits earned during the last ten days of school will carry over to the next school year. Students who do not receive any demerits during the last ten days of school will have their record "cleared" for the next school year (unless otherwise specified or determined by the Headmaster). Students who receive demerits for "repeat" offenses during the last ten days will have them charged to their current discipline record and appropriate action (detention, in-school or out-of-school suspension) will be taken regardless of the number of days remaining in the school year. Demerits will be administered at the discretion of the Headmaster and/or designee. The following merit/demerit system is established:

Infraction	**Demerits**
Cutting Class (per class)	5-10
In the hall without a pass during class	5
Profanity or socially unacceptable language	5-10
Arguing and/or fussing with another student	5-10
Hitting/kicking another student	10-20
Tardiness to school or class	5
In parking lot during school without permission	10
Returning to campus without signing in	4
In the halls after 2:30 p.m., unsupervised by an adult	4

In the lunch line before assigned time or breaking in line	3
Throwing objects during class	3
Writing a false note	10
Lying to school officials	10
Failure to identify oneself to any school staff member	5
Running through the hall or walkway	3
Horseplay: pushing, shoving, etc.	5-10
Stealing (value less than $10.00)	10
Stealing (value between $10.00-$20.00)	20
Improper/Disrespectful behavior shown toward an adult	10
Receiving visitors on campus without authorization	5-10
Misuse of electronic device, cell phone, etc.	5-10
Cheating	10-20
Disrupting class	5-10
Spreading rumors	5-10
Failing to cooperate with an official school investigation	15
Repeated infractions	10
Defacing property	5-10
Public displays of affection	5
Chewing gum in class	3
Demonstrating disrespectful behavior to other students	5
Dress code violation (2nd offense)	5
Inappropriate Electronic Communications	10-20

Dress Code Violations

Parents will be notified by phone and/or in writing of these offenses.

Violations which can be corrected immediately: 1st offense – student corrects discrepancy. 2nd offense and all subsequent offenses – student corrects discrepancy plus five demerits.

Situations Requiring Special Disciplinary Action

Violations which **cannot** be corrected immediately (clothes have to be brought from home, borrowed from a friend, etc.) will result in the student being sent to the office and remaining at the office until the discrepancy is corrected. The student will receive an unexcused absence for each class and part of a class (30+ minutes) he/she misses as a result of correcting his/her unacceptable dress.

1. **Fighting:** 1st offense – automatic five – ten days out-of-school suspension; 2nd offense – suspension for the remainder of the school year
2. **Possession of weapons or reasonable weapon facsimiles:** 1st offense – suspension for the remainder of the school year with recommendation for permanent expulsion
3. **Assault with a weapon:** 1st offense – suspension for the remainder of the school year with recommendation for permanent expulsion and criminal charges filed

4. **Threatening a fellow student:** 1st offense – up to three days out-of-school or in-school suspension; 2nd offense – five days out-of-school suspension; 3rd offense – ten days out-of-school suspension/suspension for the remainder of the school year
5. **Being disrespectful, belligerent, or insubordinate to a member of staff, faculty, administration, or other support personnel of Albemarle School:** 1st offense – up to five days out-of-school or in-school suspension; 2nd offense – ten days out-of-school suspension/suspension for the remainder of the school year
6. **Operating a vehicle in an unsafe manner:** 1st offense – five demerits and/or five days of parking suspension; 2nd and subsequent offenses – ten demerits and ten days parking suspension added to previous suspended days and driving may be suspended.
7. **Drugs/Alcohol/Counterfeit Drugs/Drug Paraphernalia Possession:** 1st offense – suspension for the remainder of the year with notification of local law enforcement officials and criminal charges filed
8. **Suspicion of being under the influence of Drugs/Alcohol:** Parent/legal guardian will be notified and shall be asked to take the student for a drug test at parent/legal guardian expense. The testing agent shall forward test results to the school. Failure by a student to take the drug test and/or failure of the drug test may lead to suspension in accordance with the previous paragraph.
9. **Smoking (Nicotine Products/E-Cigarettes/Possession of tobacco product(s):** 1st offense – two-three days out of schools/10 demerits; 2nd offense – up to five days out of school/20 demerits; 3rd offense - student will be dismissed
10. **Skipping school/leaving campus without checking out:** 1st offense – five demerits plus five days after school detention; 2nd offense – ten demerits plus ten days after school detention; 3rd offense – 15 demerits plus 15 days after school detention
11. **Intentional destruction of school/personal property:** 1st offense – five to ten demerits plus pay to repair/replace damaged item and assist with repair/replacement; 2nd offense – ten to 20 demerits plus pay to repair/replace damaged item and assist with repair/replacement; 3rd offense – five days out-of-school suspension plus pay to repair/replace damaged item and assist with repair/replacement (possible recommendation for expulsion).

NOTE: Days of after school detention and out-of-school or in-school suspension will be served on consecutive school days. After school detention begins promptly five minutes after the end of school release bell and lasts for 30 minutes. <u>Tardiness for detention will add one day of detention to those already assigned.</u> A student is required to attend detention as assigned. Failure to attend detention will result in suspension for three days. A student in detention or out-of-school suspension <u>shall not participate in any school function</u> other than disciplinary activities during the period of the disciplinary action.

Misbehavior Referrals and the Appeal Process

Processing misbehavior referrals and due process appeal is as follows:

1. The teacher will communicate with the Headmaster and or designee that a violation has occurred. This is to be completed in detail by the teacher describing the nature of the situation and what the teacher has done to try to correct the problem prior to referring the situation to the administrative office. The Headmaster or designee

will investigate the referral through a conference with the student and the teacher making the referral and determine the consequences. The decision of the Headmaster or designee for minor offenses (fewer than 10 days suspension) is final.

2. Students receiving more than 10 days suspension or a recommendation for expulsion may appeal to the Board of Directors through guidelines established by the Board. All disciplinary appeals are to be submitted in writing by the student/parent within 24 hours of the proposed disciplinary action. The board will have up to ten days to respond.
3. The decision of the Board of Directors is final.

Enrollment Denial for Unacceptable Behavior/Accumulation of Demerits

A student in grades K-12 who exhibits continued unacceptable behavior during the school year or receives 20 demerits or more during the school year <u>regardless of merits earned</u> will have his/her discipline record reviewed by the Headmaster and the student may be subject to enrollment denial for the next school year.

When a student accumulates 20 demerits, the student will complete ten hours of School Service (SS); SS will be under the supervision of a staff member designated by the Headmaster or designee. Any incident or inappropriate behavior or unexcused absence during the SS assignment will terminate the SS and result in additional disciplinary action. SS is an option to allow a student to eliminate as many as ten demerits before a possible out-of-school suspension.

Pregnant Students/Student Parents

Students at Albemarle School are expected to be fully focused on completing the rigorous course requirements to enable them to meet the graduation requirements. Students are expected to be of strong, moral character. As such, students who are pregnant or who are parents will not be able to continue at Albemarle School. Extraordinary circumstances may be considered by the Board of Directors.

<u>Additional Information</u>

Cancellations of School

The emergency calling system will be used for weather cancellations, delays, early closings and other official announcements. The absence of an announcement means that the school will operate as usual. Albemarle School serves students from eight counties and it would be expected that in some cases, in the absence of an announced cancellation/delay, a decision might have to be made based on the individual's specific circumstance. Please remember your personal safety when making a decision to come to school. Effort will be made to make up days missed.

Use of Copier

Teachers and students may have personal copies made in the office at a charge of $0.10 per page. Please remember this equipment is not only sensitive but expensive to maintain. Please handle with care. The copier in the office is not a volume copier. Students must ask the office staff for assistance.

Parent Participation Program

Albemarle School has instituted the Parent Participation Program (PPP). The PPP requires each Albemarle School family to complete 40 service hours for the school. Family can include extended family such as grandparents, uncles, aunts, etc. The purpose of the PPP is to:

1. involve all parents in the ownership of Albemarle School;
2. increase family involvement and awareness;
3. increase pride in our school and facilities;
4. increase communication and exchange of ideas between staff and parents.

The PPP is for the academic year. For any service hours not worked, a $15.00 per service hour fee will be assessed. Report cards will not be issued for students whose families have not served and/or paid for all 40 hours. 30 PPP hours must be completed before enrolling for the next school year. Families are to complete at least 10 PPP hours per grading period. Please contact the school office for further information about service hours and tracking sheets.

General Information

1. If you have a change of address or phone number, please inform the office immediately to allow us to contact you in case of an emergency. Please make sure the office has a current email address as well.
2. Notify the teacher of **ANYTHING** that may affect your child's performance in the classroom and in physical education activities (medications, medical/physical conditions or restrictions, allergies –especially insect stings, traumatic/emotional situations associated with home, etc.) This will help the teacher meet the individual needs of your child.
3. Notify the front office of any restrictions regarding the release of your child to individuals other than yourself. We do have a restricted release policy and will honor all reasonable requests.
4. EARLY RELEASE DAYS are still instructional days. Teachers make assignments, give tests, and work on class projects, etc.
5. Check your child's folders or book bags daily for communication from the staff.
6. **All** documents, report cards, progress reports, etc. which require a parent or guardian signature are to be returned to the homeroom teacher **the following day.**
7. Volunteers of Albemarle School (chaperones, drivers, support personnel, hosts, club sponsors, etc. – **ANYONE** assuming a position of support for our students or school activities) are teachers and role models for our students. Therefore, we ask that volunteers **NOT** use drugs, tobacco products, alcohol, socially unacceptable language, gestures, expletives, etc., or violate the established rules and regulations set for our students in the Parent and Student Handbook. We need your support in all areas of operation of Albemarle School. Our students must see all of us displaying high standards of respect, morality, and good citizenship.
8. Payments for tuition and lunch accounts should be made through Facts. If paying by check for fundraisers, make payable to Albemarle School and deliver to the main office. The reason for the payment should be indicated on the check.
9. Tuition payments are due by the 10th of the month (or the next business day). **NO STUDENT RECORDS WILL BE RELEASED BY ALBEMARLE SCHOOL UNTIL THE ACCOUNT IS PAID IN FULL. Diplomas will not be issued and Transcripts will not be released until all fees to Albemarle School have been Paid.**

10. A "Lost and Found" is maintained in the gymnasium and the front office. **PLEASE** encourage your child to watch his/her clothing and personal property. If your child does lose something, please check the "Lost and Found." To prevent loss, write your child's name in his/her clothing.

11. We are **ALWAYS** in need of many different items—microwaves, toys for our preschool, athletic equipment, cabinets, building materials, shelving, etc. Please contact the school before you discard an item or appliance we may be able to use. We are a non-profit corporation and contributions to the school are tax deductible.
12. Please get involved in the Colt Family, PTO, Booster Club, and any other opportunities to participate at Albemarle School. We desperately need your support. **Tuition does not cover the cost of running the school.** Every parent who supports fundraisers and participates in weekend clean-up/fix-up activities, etc. helps to make Albemarle School all that it can be for our students and their futures.
13. Please have your children at school as close as possible to 8:00 a.m. and pick them up at 2:15 p.m. for grades K-5 and 2:30 p.m. for grades 6-12. For an additional fee, we do offer before and after school care, but we are closely regulated as to the number of students we can serve. We will have a middle and/or high school teacher assigned to monitor the gym for students in grades 6-12 who are waiting to be picked up (until 2:45).
14. Parents/legal guardians should try to make **EVERY POSSIBLE EFFORT** to be on time to pick up their children after athletic events and/or other school activities. We will try to make every possible effort on our part to contact you regarding the estimated arrival times and/or the ending times for school activities such as dances, club meetings/activities, etc.

Schedule of Operations

The schedule of operations is as follows:

Elementary Schedule (K - 5th)

8:00	Warning Bell
8:05	Class Begins
11:00 – 11:30	K-2 LUNCH
11:30 – 12:00	3-5 LUNCH
2:15	Dismissal

Middle School Schedule (6th -8th)

8:00	Warning Bell
8:00 – 8:10	Homeroom
8:13 – 9:08	1st Period
9:08 – 9:25	BREAK
9:25 – 10:20	2nd Period
10:22 – 11:15	3rd Period
11:17 – 12:12	4th Period
12:15 – 12:39	5th Period (1st half)
12:39 – 1:09	LUNCH
1:11 – 1:32	5th Period (2nd half)
1:35 – 2:30	6th Period
2:30	Dismissal

High School Schedule (9th - 12th)

8:00	Warning Bell
8:00 – 8:10	Homeroom
8:13 – 9:08	1st Period
9:08 – 9:25	BREAK
9:25 – 10:20	2nd Period
10:22 – 11:15	3rd Period
11:17 – 12:12	4th Period
12:08 – 12:37	11th & 12th grade lunch
12:12 – 12:37	LUNCH
12:39 – 1:32	5th Period
1:35 – 2:30	6th Period
2:30	Dismissal