

DILLARD ACADEMY CHARTER SCHOOL STUDENT/PARENT HANDBOOK

THE DACS ROAD TO DISTINCTION IS UNDER CONSTRUCTION

The **MISSION** of Dillard Academy Charter School is to positively provide a safe and quality education with high expectations so that **WE** can excel and grow.

2021-2022



DILLARD ACADEMY CHARTER SCHOOL

504 West Elm Street
Goldsboro NC 27530
Telephone: (919) 581-0128
Fax: (919) 581-0122
www.dillardacademy.org

IMPORTANT TIMES

OFFICE HOURS: 7:30AM-4:00PM
DROP OFF TIMES: 8:00AM – 8:10AM
DISMISSAL: 3:15PM (Please remain
in your car if you are picking up
your child)

FOUNDER/EXECUTIVE DIRECTOR

Mrs. Hilda Hicks
hhicks@dillardacademy.org

BOARD OF DIRECTORS

Pastor Janet Ward - Chair
Wardjanet30@gmail.com
Dr. Thomas Smith - Vice Chair
tsmith@dillardacademy.org
Mary K. James - Treasurer
Mkjames588@gmail.com
Christina Robles - Secretary
djmixtic@gmail.com
Hosvan Giron Arias
HosvanGironArius@gmail.com
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CHrmeagle@gmail.com

SCHOOL CONTACTS

DANIELLE BAPTISTE, CENTRAL SERVICES & OPERATIONS DIRECTOR
CAROLE BATTLE, PRINCIPAL
ALAN WILLIAMS, ASSISTANT PRINCIPAL
DR. THOMAS SMITH, DEAN OF STUDENTS
PEARLIE WHITFIELD, HR
BERNICE SIMMONS, FRONT OFFICE

CULTIVATION, PERSONALIZATION, INNOVATION – STUDENTS FIRST...ALWAYS!

**EDUCATION SHOWS US THE IMPORTANCE OF HARD WORK AND AT
THE SAME TIME HELPS US TO GROW AND DEVELOP.**



EDUCATIONAL BELIEFS

- The education of children is a priority and it is the responsibility of the entire community.
- Understanding and respecting cultural diversity enriches the learning environment.
- All students deserve a quality education.
- Learning is a lifelong process.

DILLARD ACADEMY CHARTER SCHOOL

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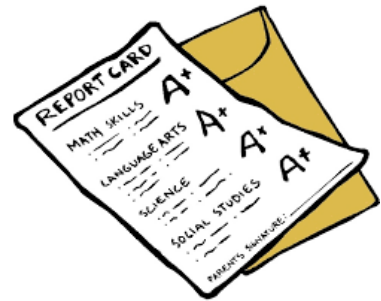
ACADEMICS

Welcome to the 2021–2022 academic year. The information inside the Student/Parent Handbook was developed to help parents, guardians, and students by providing important information about the policies and expectations of our students. The handbook contains information that will help our students succeed and provides guidelines and expectations for the current school year.

Report Cards & Progress Reports

Below are the dates you will receive Progress Reports and Report Cards:

- Progress Report Dates
 - September 17, 2021
 - November 12, 2021
 - February 4, 2022
 - April 8, 2022
- Report Card Dates
 - October 22, 2021
 - January 7, 2022
 - March 18, 2022
 - May 25, 2022



Grading Scales

Below are the grading scales for grades K-8:

- Grading Scale: Grades K-2

M	Indicates that the student consistently and independently demonstrates mastery of proficiency in the grade level standard.
P	Indicates that the student is progressing toward consistent and independent mastery of proficiency of the grade level standard.
B	Indicates that the student is beginning to progress toward the grade level standard.
N	Indicates that the student is not yet demonstrating progress toward the grade level standard.
Blank Box	Standard was not assessed this term.

- Grading Scale: Grades 3-8

90-100	A	Superior
80-89	B	Above Average
70-79	C	Average
60-69	D	Below Average
Below 60	F	Failure

Special Note: In order for our students to be successful this school year no student in grades 3-8 will receive a grade below 50 on their report card.

Special Note: Students will have an opportunity to remediate and then retest.

ATHLETICS

Dillard Academy will be participating in middle school sports this year and we look forward to our students having this extracurricular opportunity.

Special Note: Please note a student cannot participate if he/she is counted absent from school that day. Also, while playing inside sports, each player is required to wear a mask. Keep in mind this is subject to change and is based on the most current CDC guidelines and regulations. The safety of our children is always our number one priority.

ATTENDANCE

Attendance is extremely important and students need to be in school on time every day. If your child is absent from school, please send a note explaining the illness, isolation, or quarantine when the student returns. If your child is absent for three or more days, call Dillard Academy and the teachers will work closely with the family to make sure work is made up.

North Carolina law requires a student be present one-half of the school day to be counted present for that day. To be counted present a student at Dillard Academy must arrive by 11:30am. If a student is checked out early her/she must not be checked out before 11:30am. Students can also be checked out for an appointment and return to school, as long as the student is here for at least 3.5 hours.

Being tardy to class, skipping class or school, leaving campus without permission, or being in an unauthorized area is prohibited.

We understand situations come up and students might need to miss school, but students with higher attendance rates generally achieve higher levels of learning than those with poor attendance.

BUSES

We provide bus transportation for our students. Mr. Williams, the assistant principal, is responsible for the buses at Dillard Academy. Most of our buses are equipped with cameras, and students are expected to follow all bus expectations, which are listed below:



- Walk to the bus and board the bus in an organized manner.
- Use quiet voices on the bus (no screaming, shouting, or raising your voice).
- Refrain from horseplaying, fighting, eating/drinking on the bus, standing while the bus is in motion, or using inappropriate language or profanity.
- Have a seat and remain seated with feet in front of you and not in the aisle.
- Respect yourself and others while on the bus.
- Always follow the directions of the bus driver.

CAR RIDERS

The car rider line will be in the front of the building. In the morning, car riders should be dropped off in front the school at 8:00am. Students are tardy after 8:15am. In the



afternoon, please remain in your car and your child/children will come out to your vehicle. Please remain in your vehicle

during morning drop off and afternoon pickup. This is for the safety of our students, parents, and staff. Car riders will be called after the buses leave.

CHANGE OF ADDRESS

Anytime there is a change in your current address or telephone number(s) please communicate these changes to Mrs. D. Baptiste, Ms. Battle, Mr. Williams, Dr. Smith, or Ms. Simmons.

CHECK IN/CHECK OUT

To check your child/children into or out of school you need to come to the office window. For the safety of our students, please do not drop them off and leave. When you go to the office window you will need to check them into school. If you are checking them out you can give the student(s) name(s) at the office window and they will be brought to the front. Thank you for your cooperation.

DAILY SCHEDULE

Time	Activity Description
8:00am – 8:20am	Homeroom/Breakfast
8:20am – 9:45am	1st Block (ELA/Math Core Instruction)
9:45am – 11:10am	2nd Block (ELA/Math Core Instruction)
11:10am – 11:35am	Lunch (Grades K-4)
11:35am – 12:00pm	Recess (Grades K-4)
11:10am – 11:35am	iReady (Grades 5-8)
11:35am – 12:00pm	Lunch (Grades 5-8) <i>Special Note: Grade 5 will do two fifteen-minute recesses at other designated times during the school day</i>
12:00pm – 12:45pm	Specials A (45 minutes)

12:45pm – 1:30pm	Specials B (45 minutes)
1:30pm – 2:15pm	Power 45 (45 minutes) (Grades 3-8)
2:15pm – 3:15pm	Intervention (60 minutes)
3:15pm	Dismissal

DEAN OF STUDENTS

Dr. Smith is the Dean of Students. He will work with K-8 students to assist them with improving their behavior and displaying positive characteristics at school. In addition, he will teach SEL and Career Awareness during the school year.

DISCIPLINE PLAN

Discipline is defined as the practice of teaching others to respect and follow established rules and norms by utilizing strategies to correct inappropriate behaviors. In a classroom, a teacher uses discipline to ensure routine is maintained, school rules are enforced, and the students are in a safe learning environment. Discipline in a classroom helps students stay focused on their academics and over time this teaches them how to focus in other ways. A disciplined student can stay focused on his/her goals and ensure work is a top priority.

Dillard Academy will continue to implement the following discipline policies and procedures to decrease suspensions and improve overall school-wide behavior. The general expectations for Dillard Academy students are as follows:

1. Students will arrive to class promptly and be prepared.
- 2. Students will keep their hands, feet, and all other objects to themselves.**
3. Students will respect school property.
4. Students will be respectful – treat others as you want to be treated.

5. Students will be responsible – do the right things.
6. Students will be compliant.
7. Students will follow all school-wide and classroom expectations.
8. Students will not “bully” each other.
9. Students should follow all safety procedures and guidelines.
10. Students will follow the three W’s (Wash your hands, Wear your mask & Wait three feet)

DRESS CODE

All students must adhere to the following guidelines:



- Shorts and skirts must be worn at an appropriate length. When students stand with their hands positioned by their sides, shorts or skirts hems must be at their fingertips or below their fingertips. Belts should be worn to tighten pants that are too loose. Pants and trousers must be fastened properly and not fall below student’s waist. This would include sagging pants.
- All openings or holes cannot show bare skin from the torso to 3 inches above the knee – this includes holes in jeans.
- Tank tops, tube tops, halter tops, see-through shirts, mesh shirts, and clothing that exposes the midriff or chest and back are not appropriate. Shirts and tops should be buttoned high enough to cover the chest.
- Clinging or form-fitting clothing (such as sweats, exercise, or aerobic suits) is not permitted. Tights/leggings must cover the buttocks completely.
- T-shirts and other clothing that depict references to controlled substances, gang affiliations, unacceptable language and symbols, or that may be insensitive to the culture of students or staff members are prohibited. No clothing will be permitted that may be offensive or suggestive to any gender, race, sex, or religion.

- Shoes must be worn at all times. Flip-flops are not allowed. Students should have closed toed shoes for P.E./recess every day.
- Jewelry and/or spacers affixed to a student's nose, tongue, lips, cheek or eyebrow are allowed as long as they do not interrupt the educational environment.
- No sun/shade glasses are to be worn in the building unless it is medically prescribed that they be worn indoors.
- No gear (such as hats, caps, hoods, bandannas, kerchiefs, curlers, etc.) is to be worn inside of the building. Any violations of this dress code will result in a phone call home for proper clothing. Repeated violations may result in suspension.

Special Note: Students are required to wear masks at all times when at school and on the bus as a part of the dress code.

EARLY DISMISSAL

On early dismissal days Dillard Academy will dismiss at 12:00pm. The date for early dismissal days are listed below:

- September 24, 2021
- October 29, 2021
- December 17, 2021
- January 28, 2022
- February 25, 2022
- March 25, 2022
- April 29, 2022
- May 25, 2022

If for some reason additional days, such as inclement weather, are added you will be notified in a timely manner.

ELECTRONIC DEVICES

We have school issued devices for instructional use in the classroom (they are not to be taken home). You will need to complete the internet use agreement form to use Dillard Academy devices. Student are permitted to have cell phones on campus but they may not be visible and must be turned off while students are on the bus and at school.

Special Note: Cell phone violations include the following consequences:

- **1st Offense:** Phone will be turned into administration and a parent/guardian will have to pick the phone up from school
- **2nd Offense:** 1 Day Suspension from School
- **3rd Offense:** 3 Day Suspension from School
- **4th Offense:** 5 Day Suspension from School
- **5th Offense:** 10 Day Suspension from School
- **Additional Offenses:** 10 Day Suspension from School



END-OF-GRADE TEST

All students at Dillard Academy Charter School in grades three through eight will take content specific North Carolina End-of-Grade tests. These tests are mandated by the State Department of Public Instruction for North Carolina and will be administered during the last ten days of school.

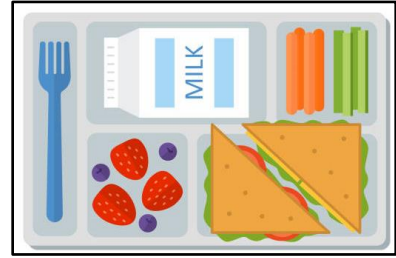
FIELD TRIPS

Field trips provide students with opportunities to enrich and expand the curriculum by immersing students in sensory activities. These experiences also increase knowledge in a particular subject area. At Dillard Academy we believe field trips are an extension of the classroom that enrich learning. Due the lingering effects of the pandemic and for your continued safety, all field trips for the 2021-2022 school year will be virtual field trips.



FOOD & NUTRITION

Students will be provided breakfast and lunch at no cost. All meals are prepared and delivered to Dillard Academy by K&W Cafeteria. To ensure adherence to all CDC compliance, meals will be served in classrooms each day.



Students may also bring their own lunch to eat at lunchtime. We ask that parents send nutritious food to school instead of sodas or candy. Dillard Academy will support parents' efforts to provide a healthy diet and daily physical activity for their child/children.

Special Note: Students are not allowed to bring bottles, cans, or glasses for drinks but they can bring plastic bottles with water.

GLOBAL STUDIES

In addition to the North Carolina state standards, our students will be taught about cultures in the following countries:

- September: Australia
- October: Italy
- November: Spain
- December: India
- January: China
- February: Germany
- March: Brazil
- April: Ireland
- May: Egypt

HOMEWORK

As our children transition back into person-to-person instruction to help offset the lingering effects of the pandemic, our students will not receive any graded homework during the 2021-2022 school year. Students always have the option to study and review their subjects at home.

HONOR ROLL

Outstanding students will be recognized each nine weeks and at the end of the year for the following:

- Perfect Attendance (Attendance every day during the year)
- Principal's List (All A's)
- Honor Roll (All A's and B's)
- TIGER (Teamwork, Integrity, Generosity, Enthusiasm, & Respect)

PARENT PORTAL - POWERSCHOOL

When the first progress report is sent home in September information about the Parent Portal will be attached. We strongly encourage each parent to use this information to set up an account to view your child's grades. This will allow you to know what your child is doing in each class, daily.

PARENT RIGHTS

All parents have the right to request to see their child's teacher's credentials. Additionally, you have a right to attend the annual federal programs parent meeting with questions, concerns, or suggestions. Notification of this meeting will be sent within the first 30 days of the school year. Parents have additional rights as it pertains to exceptional children defined under Parent Rights and Responsibilities in the Exceptional Children's Handbook on Parent Rights. All parents have the right to access the School Report Card.

The complete Parent and Family Engagement Policy is located on the Dillard Academy Charter School website at www.dillardacademy.org/for-parents.html.

PARENT VOLUNTEERS

While Dillard Academy Charter School would love to have volunteers to help in the classrooms, but unfortunately, due to the lingering effects of the pandemic, we are not able to allow for volunteers to come into the building at this time.

If this changes during the school year we will let parents and community members know.

PARENT/FAMILY APPEAL POLICY

At Dillard Academy, parents are very important. Children will develop and learn better with parental engagement. Parents are encouraged to be active in the educational progress of their children and to be involved in the school. Dillard Academy's commitment to parent and family engagement is reflected in the make up of the school's governing body. There is a parent representative on the board of directors.

Parents may submit a grievance in regards to any aspect of the school's operation.

Step 1: Grievances are made either verbally or in writing to the principal. The principal will act within 10 workdays to address the concern and report the action taken to the parents. If the grievance was initially submitted in writing, a written response will be provided whereas verbal concerns may be responded to verbally.

Step 2: If the parent is not satisfied with a decision made by the principal, the decision may be appealed to the Director. Step 2 appeals must be filed within 30 days of the grievance.

PARENT/TEACHER CONFERENCES

A parent teacher conference is a great opportunity for a parent to become more informed about your child's academic progress and growth and any other information about how your child is performing at school. Due to current health and safety restrictions all parent conferences will be virtual. We ask that conference be conducted on Mondays and Wednesdays during that teacher's planning or after school. To request and set up a conference with your child's teacher please call Dillard Academy at (919)581-0128 and

request to speak to that teacher.

PARTIES

In an effort to ensure maximum safety for all of our students and parents, we are requesting that you do not send any food or drink items to school for parties or celebrations.

REMIN

Communication between the school and the home is very important for the success of our children. Dillard Academy Charter School will use the Remind system to communicate with families.

SRO (SCHOOL RESOURCE OFFICER)

This is Dillard Academy's second year of receiving an NC SRO grant, which enables us to have a part time officer on campus for four hours each day. This goal of this grant is to ensure the safety and security of all our students.

TECHNOLOGY & ACCEPTABLE USE

Dillard Academy Charter School students will be using a computing device in their classes. The purpose is to promote learning through using a web-based applications which is essential to our school's curriculum. A digital copy of the form can be found at: <https://docs.google.com/document/d/1Y6wMe-qfyDqWmpa1bAZHnOmcBJdU6zH/edit?usp=sharing&oid=100792660340013113426&rtopof=true&sd=true>

TIGER WORD OF THE MONTH

These are the TIGER words of the month that we will focus on at Dillard Academy Charter School this year:

- August – Respect
- September – Health
- October – Excellence
- November – Integrity

- December – Safety
- January – Learning
- February – Loyalty
- March – Empathy
- April – Diversity
- May – Community

VALUES

These are the values that we practice at Dillard Academy Charter School daily:

- Diversity
- Empathy
- Excellence
- Health
- Helpfulness
- Integrity
- Leadership
- Learning
- Loyalty
- Positivity
- Respect
- Safety
- Sense of Community

WELLNESS

Physical Education requires proper footwear. Students should have closed toed shoes for P.E. every day. Students will have recess every day for at least 20 minutes. Recess will be outside, if possible, so please dress students appropriately.

ANTI-DISCRIMINATION

USDA Non-Discrimination Statement: This institution is an equal opportunity employer. <http://www.dillardacademy.org/nutrition.html>

