



Endeavor Charter School

Parent and Student Handbook 2023-2024

**Table of
click on the*



*Contents is visible if you
THREE LINES to the left.*

Endeavor's Mission, Vision, and History

Endeavor Mission Statement:

Endeavor Charter School's mission is to engage K-8 students by integrating a challenging, hands-on academic program with multi-faceted fine arts courses in a familial environment.

Endeavor Vision Statement:

Endeavor Charter School's vision is a community of educators and families working together to graduate students who are motivated and curious, capable and confident, and prepared to make a positive impact on the world around them.

Endeavor's Mascot & Colors:

Endeavor Charter School is the Home of the Pride, a family of lions. We represent this with a lion illustration. Our school colors are light blue and black.

About ECS:

Endeavor Charter School is a public charter school in Wake Forest, NC. The school was founded in 2008 by three career public school teachers with an idea of what a public school could be. ECS moved to Wake Forest in 2014, and expanded its facility and enrollment in 2021.

- Endeavor's core philosophy is guided by the words of Aristotle, "We learn by doing."
- ECS is widely known for integrating a challenging "hands-on" academic program with a creative enrichment program in a familial environment.
- Dynamic teachers, supportive families and energetic students are at the core of Endeavor's success, consistently placing Endeavor in the top 3% of North Carolina schools each year.
- The school serves 780 students in grades K-8, with 500+ households spanning Wake, Durham, Franklin and Johnston counties.

Endeavor Charter School is not affiliated with any school system.

ECS is a one-school school system, independently managed and operated by the ECS administration and Board of Directors.

- Endeavor Charter School makes independent decisions regarding calendar, staff, materials, weather delays, special events, curriculum, etc.
- ECS must follow all state and federal requirements.

- Funding is based on student enrollment and home counties, but only partial funding follows students to charters.
- ECS Enrollment is lottery based.
- All Charter schools are tuition-free.
- Endeavor Charter School is a PUBLIC SCHOOL.

Instructional Day for Students

Student School Hours:

8:40am—3:15pm (Morning carpool= 8:10-8:40, Afternoon carpool= 3:15-3:45)

Calendar:

Endeavor Charter School operates on a modified year-round calendar. The current school year calendar can be found on the [website](#), under General Information. There is also a Google Calendar on the homepage.

Morning Care:

- ECS offers Morning Care from 7:00am-8:15am in The Commons and the gymnasium or on the playground in good weather.
- Students will be supervised by a rotation of ECS staff members.
- Information about enrolling in Morning Care is available on our [website](#).
- Families needing occasional Morning Care may do so with no prior arrangement at a fee of \$10 per child, per visit payable at the time of arrival.

After Care:

ECS partners with the YMCA for After Care held offsite at the Kerr YMCA in Wakefield. More information can be found on [Endeavor's website](#).

Early Check Outs:

Students may not be checked out after 2:30pm due to the impacts to our carpool.

Early Release Days:

- On early release days, students will not eat lunch or have recess at school, and they will be dismissed at 12:00.
- Thank you for your prompt pick-up so that teachers can begin scheduled staff development quickly.
- Please ensure that new carpool drivers are provided details about our procedures.

Asynchronous Days:

An asynchronous day may be a state requirement, may provide professional development time, or may be a response to a weather situation. On an asynchronous day students are provided schoolwork equivalent to a full school day's work. This can be completed through Google Classroom or Seesaw.

Homework:

Homework is an opportunity for students to practice skills learned that day or to prepare for tomorrow's learning. Generally, students in each grade should expect nightly homework. A guide to the time required for a typical learner to complete each grade level's homework is below. Studying for tests or completing major projects could increase these times.

K-1 Monthly choice board

2-3 Max of 30 minutes nightly average

4-5 Max of 45 minutes nightly average

6-8 Max of 1.5 hours nightly average (math=30 minutes max)

8th Grade Semester Courses of Math 1 & 2 may have additional homework.

Inclement Weather Procedures:

Endeavor Charter School will NOT follow the Wake County Public Schools' decision during inclement weather. In case of severe weather, watch WRAL-TV channel 5 or visit their website to obtain information on Endeavor Charter School delays and closings. An e-mail notification will be sent to the email address on record at the school and the information will be posted on our website. Parents should remind their students to bring home anything they might need if there is any indication that weather might close the school the following day.

Lunch And Recess

Lunch:

Elementary School	Middle School
<ul style="list-style-type: none">• A staff lunch supervisor will oversee The Lion's Den (MPR A).• Two to four parent volunteers for the grade level distribute Cafe Days food, manage spills, and help students as needed.	<ul style="list-style-type: none">• Two staff lunch supervisors will oversee The Commons.• Two to three parent volunteers for each class help distribute Cafe Days food, manage volume, and help students as needed.

- Parents are encouraged to sign up via the [link](#) on our website and weekly newsletter.
- All students will need to bring a healthy lunch from home if they have not ordered Cafe Days, the hot lunch program coordinated by PAWS Volunteers.
- **Students may not bring sodas to campus.**
- Water is the only thing students should consume outside of lunch and snack. Students may not bring onto campus items such as Starbucks drinks, breakfast food, donuts, etc. unless they are in a closed container and saved for lunch or snack.
- Students may not receive any outside deliveries (ex: balloons, flowers, lunch, etc.)

Snack:

All grades will have a designated snack time during the day. A snack should be something healthy that can be eaten quickly, without mess, and without utensils. An example of an appropriate snack is a granola bar, string cheese, or a bag of crackers. Examples of inappropriate snacks include candy, an applesauce cup which requires a spoon, or an entire sandwich.

Recess:

All K-8 students have 25-30 minutes of outdoor recess each day. Indoor recess is held in classrooms in the case of inclement weather.

- Parent volunteers are essential for ensuring the safety of students during recess.
- Parent volunteers should spread out on the playground or The Courtyard to ensure all students and all areas are well supervised and rules are enforced.
- Recess concerns regarding safety, injury, or misbehavior should be referred to the staff member on duty.
- No food, candy or drinks other than water are allowed at recess.

Gum: Gum may not be chewed on campus.

Academics

Endeavor's Philosophy: "We Learn by Doing."

Curriculum:

ECS follows all [NC curriculum standards](#). Teachers are encouraged to use hands-on learning activities as much as possible to deliver content. Endeavor provides students a rigorous academic program and in-depth enrichment/elective courses.

Core Courses:

Kindergarten & 1st	2nd and 3rd*	4th and 5th*	6th through 8th*
Literacy Block: <ul style="list-style-type: none"> Phonemic awareness Phonics (Whole group and guided groups) Reading (Whole group and guided groups) Writing Math: (Whole group and guided groups) Science Social Studies	4 core courses: <ul style="list-style-type: none"> Reading Writing Math Science/ Social Studies alternate by quarter 	4 core courses: <ul style="list-style-type: none"> Reading Math Science Social Studies Writing embedded in Reading, Social Studies and Science by quarter	5 core courses: <ul style="list-style-type: none"> Reading Math Science Writing Social Studies

*Students in grades 2-8 switch classrooms.

Enrichment/Elective Classes:

Grades K-4	Grades 5-8
<ul style="list-style-type: none"> The enrichment classes consist of music, art, drama, Spanish, STEAM, PE, Story Time, Second Step, Science, Social Studies, Guidance, and more. The students in grades K-4 take one of these classes each week on a schedule which progresses through the years in response to the developmental needs of the students at each age. 	<ul style="list-style-type: none"> Students in grades 5-8 participate in two electives per semester. A Day classes meet each Monday and Wednesday. B Day classes meet each Tuesday and Thursday. Students are offered the opportunity to rank their top choices for electives, and great effort is made to place students in one of their choices each semester. Choices are presented at the end of the school year for the coming year. These courses provide academic, artistic, physical, or social emotional growth for students in grades 5-8.

Library:

- The ECS library is located in room 406.
- Students may check in and check out books everyday during these morning and afternoon carpool times: 8:15-8:40 and 3:15-3:40.
- All students must use a library pass to visit the library during carpool, but Kindergarten students must be accompanied by an adult the first semester.
- Students in grades 1-8 may check out two books at a time for one week each, and Kindergarten students can check out one book at a time. Books can be renewed for one more week.
- Students in NJHS who wish to volunteer their time must speak with Julie Tudor in room 606.
- For any other information about the library including overdues as well as lost and damaged books must contact Julie Tudor at jtudor@endeavorcharter.com or Marjan Motamedi at mmotamedi@endeavorcharter.com

Assessment

NC Standardized Testing:

- ECS follows all State (NC) and Federal testing requirements. This includes End of Grade (EOG) testing and Read to Achieve legislation.
- End of Course (EOC) testing is required for certain High School level math courses taught in middle school.
- Students in Grade 3 will take the Beginning-of-Grade (BOG) Reading test at the start of the school year.
- Students in Grades 3-8 take Reading & Math Check-In assessments up to three times per school year.
- Students in Grades 3-8 take End-of-Grade (EOG) tests for Reading and Math during the last 10 days of school each year.
- Students in grades 5 and 8 take an End-of-Grade (EOG) test for science as well.

Local Assessments:

ECS administers local assessments to determine student mastery of content, growth, and proficiency of specific foundational skills. Such assessments include: NC Check Ins, iReady Reading, iReady Math, Running Records, NC ENSI, DIBELS, PAST, and teacher-made quizzes and tests.

Grading:

Students will be graded on academic accomplishments following the given scale:

K-2 Grading Scale

3E	3	2	1
Independently able to demonstrate and apply higher level understandings of learned concepts	Consistently producing grade level work	Only producing grade level work with support	Not able to produce grade level work
Demonstrates and applies grade level knowledge beyond grade level expectations	Demonstrates and applies grade level knowledge and understanding of learned concepts and skills	Demonstrates partial understanding of concepts and skills Requires extra instruction and/or teacher assistance	Demonstrates minimal understanding of concepts and skills Working on standards below grade level expectation

Skills exceed requirements for grade level work	Completes work accurately and independently	Not consistently able to complete work independently and/or accurately	Cannot complete work independently and requires an extended amount of individualized instruction
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K – 2 Behavior Scale

3= Always

2= Sometimes

1=Seldom

Grades 3 – 8 Grading Scale

Grades 3 – 8 Grading Scale	
A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	59 and below

Report Cards and Formal Parent-Teacher Conferences (Grades K – 2)

- Teachers in grades K-2 will offer parent-teacher conferences in the fall to all students.
- Families with students in grades K and 1 will be offered a parent-teacher conference during the first quarter rather than a report card. They will receive a report card during the second, third, and fourth quarters.
- Grade 2 families will receive a report card for each quarter.
- Another conference period will be scheduled during the second semester for all families in grades K-2.
- ECS report cards may be accompanied (whenever available) by information from several assessments to provide a more complete picture of student performance.

Report Cards and Formal Parent-Teacher Conferences (Grades 3 – 8):

- Report cards will be printed after each quarter for students in grades 3 and above. Each student will receive a hard copy of his/her report card in a manila envelope to be reviewed, signed by a parent/guardian, and returned to the assigned homeroom teacher.
- Report cards are available through Powerschool at the end of each quarter in grades 3 and above. A printed report card, along with available testing results (EOG/EOC/iReady Reading) will be provided to students at the end of the school year.
- Teachers in grades 3-8 will offer formal parent-teacher conferences in the fall to discuss academic, social, and behavioral development. During the spring semester, parents are encouraged to request a conference if there are academic, behavioral, or SEL concerns.
- For more information regarding a 3rd-8th report card grade, parents should log into their child's Powerschool account. See below.

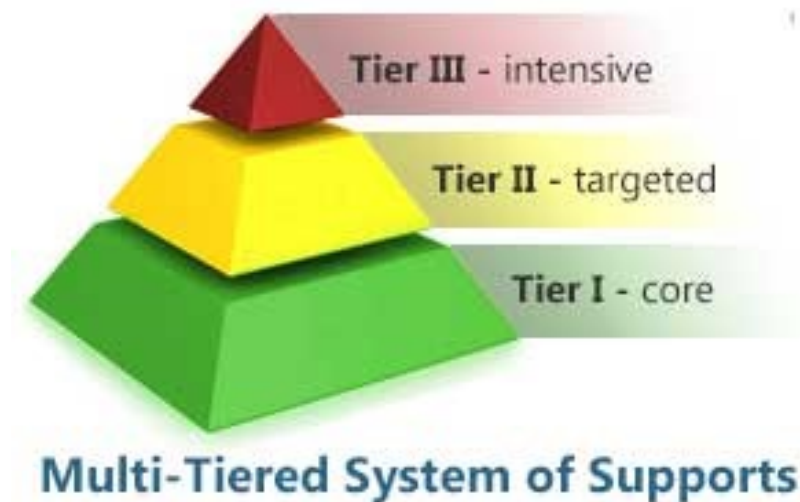
PowerSchool (Grades 3 – 8):

Students and parents have access to grades via the PowerSchool parent portal at all times. An icon on the Endeavor [homepage](#) provides access to the site. Parents in grades 3-8 are encouraged to check each child's grades frequently. Parents can also enable the Powerschool settings so that the site will automatically email

grades to the family. Teachers are required to update grades weekly. If you have issues with your password, please contact Alison Hester at ahester@endeavorcharter.com.

Multi-Tiered System of Support (MTSS):

- ECS provides a Multi-Tiered System of Support (MTSS) for students regarding academics, behavior, attendance, or social/emotional progress.
- Grade-level instruction and regular expectations are considered Tier 1. The majority of students respond and grow appropriately with Tier 1 instruction and procedures.
- When a student struggles in one of the four focus areas and does not respond to core instruction and/or regular expectations, he/she may be referred to the MTSS Team for Tier 2 or Tier 3 support depending on the intensity of support needed.
- The MTSS team consists of teachers, interventionists, and administrators, and a child's parents who work together to create a new plan for extra student support. The team will reconvene approximately every 8 weeks to determine the effectiveness of the supports they've put in place. The team may determine one of the following: that the established supports are effective and should be continued, another set of supports will be implemented, the established supports have been so effective that less support is now needed, a 504 plan is needed, or psycho-educational testing is needed.



Promotion Expectations:

- The administration is expected to place students at the grade level best suited to them academically, socially, and emotionally. The teacher will notify parents, as soon as possible if their child is in danger of being retained. A staff retention committee composed of administrators, curriculum experts, and interventionists will identify students at-risk and determine interventions. Parents are involved as valued members of a team when considering placement of their child, however, the final decision as provided by law will rest with the administration.
- Students who have been referred to MTSS for academic reasons may be considered retention candidates depending on progress made throughout the school year.
- Final retention decisions will be made in late May or early June when final assessment data is reviewed.
- A retention decision can be [appealed](#).
- The primary information used in making retention decisions will include:

Promotion Considerations		
K-2nd	3rd through 5th	6th through 8th
<ul style="list-style-type: none"> Students must score green or blue on the P.A.S.T. phonemic awareness assessment. Students must score green or blue on the phonics decodable assessment. Students must score green or blue on the Dibels 8 Assessment of Early Literacy Skills. Students must score green on the NC ENSI Math Early Numeracy Screener. Students will score a level 3 on the End of Cluster Math Assessments. 	<ul style="list-style-type: none"> Students must pass ELA and Math and one of the other core subjects. Third through fifth grade students must achieve a minimum Level III proficiency on End-of-Grade tests in mathematics and reading. 3rd grade students must also meet one of the state approved Read to Achieve pathways for promotion. 	<ul style="list-style-type: none"> Students must pass ELA and Math and two of the other core subjects. Sixth through eighth grade students must achieve a minimum Level III proficiency on End-of-Grade tests in mathematics and reading.
<ul style="list-style-type: none"> Achievement levels <ul style="list-style-type: none"> Standardized test scores (state mandated, psychological tests, etc.) <ul style="list-style-type: none"> Maturity (social, emotional, and physical) <ul style="list-style-type: none"> Class grades Content mastery Attendance Observations by trained personnel, etc... 		
<p>Promoted with Intervention: Students with passing grades and who have met local promotional standards, but did not score at Level III or above on the End-of-Grade reading and mathematics tests or did not meet a RTA pathway (3rd grade only) may be “Promoted with Intervention” and referred to MTSS at the beginning of the next year.</p>		

3rd Grade Read to Achieve:

“The goal of the State is to ensure that every student reads at or above grade level by the end of third grade.”

NC Department of Public Instruction

- Teachers will assess students to make this determination, based on essential aspects of reading: comprehension, fluency, vocabulary, phonics and decoding, oral language, etc.
- Many types of data will be used: observation, class work, homework, assessments, Dibels 8, portfolio passages, running records, iReady reading assessment, fluency checks, etc.
- Reading growth will be assessed using Dibels 8 benchmark levels to determine whether a student is on track to be reading on the grade level by the end of third grade.
- Many aspects of the ECS reading program already address these specific skills, including: annotating, close reading, and written responses to text.
- If a child does not appear to be on track, remediation strategies will occur in class and parents may be asked to provide additional support at home.

- At the end of third grade, each student will be assessed to see if they have met the RtA requirements.

Attendance

Endeavor Charter School believes regular student attendance to be one of the most reliable predictors of student success. All parents are expected to ensure the regular attendance of students. This includes arriving on time each morning and scheduling appointments and trips for out of school times.

General Attendance Rules:

- It is the student's responsibility to obtain from all teachers their missed assignments.
- Students have five (5) days from their return to campus to make-up the work missed.
- A grade of zero (0) will be given for any work not completed during the make-up period.
- Attendance will be a factor in determining student promotion or retention at the end of each school year.

Compulsory Attendance Law:

- North Carolina Compulsory Attendance Law (G.S. 115C-381) requires parents or guardians to ensure a student's attendance at school. It also requires schools to document unlawful absences, work with parents to ensure attendance, and contact local authorities when a student has excessive absences. Families should ensure they understand the Law as stated below.

The principal or the principal's designee shall notify the parent, guardian, or custodian of his or her child's excessive absences after the child has accumulated three (3) unexcused absences in a school year.

After not more than six (6) unexcused absences, the principal or the principal's designee shall notify the parent, guardian, or custodian by mail that he or she may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies of the State and local boards of education. Once the parents are notified, the school attendance counselor shall work with the child and the child's family to analyze the causes of the absences and determine steps, including adjustment of the school program or obtaining supplemental services, to eliminate the problem. The attendance counselor may request that a law enforcement officer accompany him or her if the attendance counselor believes that a home visit is necessary.

After 10 accumulated unexcused absences in a school year, the principal or the principal's designee shall review any report or investigation prepared under G.S. 115C-381 and shall confer with the student and the student's parent, guardian, or custodian, if possible, to determine whether the parent, guardian, or custodian has received notification pursuant to this section and made a good faith effort to comply with the law. If the principal or the principal's designee determines that the parent, guardian, or custodian has not made a good faith effort to comply with the law, the principal shall notify the district attorney and the director of social services of the county where the child resides.

If the principal or the principal's designee determines that the parent, guardian, or custodian has made a good faith effort to comply with the law, the principal may file a complaint with the juvenile court counselor pursuant to Chapter 7B of the General Statutes that the child is habitually absent from school without a valid excuse. Upon receiving notification by the principal or the principal's designee, the director of social services shall determine whether to undertake an investigation under G.S. 7B-302. (g) Documentation that demonstrates that the parents, guardian, or custodian were notified and that the child has accumulated 10 absences which

cannot be justified under the established attendance policies of the local board shall constitute prima facie evidence that the child's parent, guardian, or custodian is responsible for the absences

Lawful Absences (excused):

1. Illness or injury (the school may request a doctor's statement and/or satisfactory evidence of the reason for the absence)
2. Quarantine
3. Religious observation
4. Death in the immediate family
5. Emergency medical or dental appointments or such appointments with prior approval by the administration or designee. It is expected that if at all possible, these appointments should be made after school hours.
6. Court proceedings
7. Absence related to military deployment activities
8. Educational experiences equivalent to what will be missed and that have been approved by the Director two weeks PRIOR to the absence.

Unlawful Absences (unexcused):

Any absence which does not meet the which does not come under one of the excused absence categories above is classified as UNLAWFUL.

- Examples:
 - Hair appointment
 - Oversleeping
 - Car trouble
 - Shopping
 - Family trip
 - Traffic
 - Reasons are not limited to those listed above
 - Any absence not classified as excused in Code One.
 - Any absence listed as LAWFUL for which proper and timely notification is not furnished to the administration.
 - Any absence note not presented within 5 days of the student's return.

Absence Note:

- For an absence to be appropriately classified, a parent must send an email or provide a written note to the front office within 5 days upon returning to school. This will determine how the absence will be classified as lawful or unlawful.
- All absences not accompanied by a note will be recorded as an unexcused absence. This designation will be considered final 5 days after the student returns to school after which time, attendance notes will not be accepted.
- Notes from a medical professional, court officer, or other professional are preferred.
- If a student is absent due to illness or other reason, parents should email their entire grade level team and copy attendance@endeavorcharter.com to report the absence as soon as possible. A note will need to be provided upon the student's return for an excused absence.

Early Dismissal from School:

- If a child needs to leave the building for a portion of the school day or is leaving early, a parent or another authorized adult must come to the front office to sign the child out.
- Parents should not go directly to the classroom to pick up a child.

- If the student will be returning from the appointment within the school day, the parent must escort the child back into the building and sign the student back in at the front office.
- To minimize the disruption to carpool and to ensure the safety and security of our students, all early dismissals must occur before 2:30.

Educational Absence:

- Occasionally, a student may have an opportunity so educationally significant that it merits classification as an educational absence.
- In such rare instances, the intent of the experience should have been educational from the onset and comparable to that which the students would have experienced in school.
- Family trips and vacations that were not designed, initially, to be educational will not be excused.
- 8th graders attending tours and registration events at their future high schools will be granted educational absences for such visits provided the school is notified using the appropriate form.
- In order to be granted an educational absence, permission must be granted prior to the event. The [Educational Absence Request Form](#) can be found on the website and must be completed in its entirety prior to the absence for consideration.

Partial Day Attendance:

A student who leaves campus prior to 12:00 will be counted as absent for that day. A student who arrives after 12:00 will also be counted as absent. If a student arrives late and leaves early on the same day, he/she must have been in attendance for 3 hours and 15 minutes to be counted as present for the day.

First 20 Days:

Funding for our entire school year is determined by our attendance numbers during the first 20 days of each school year. Absences during these days must

Late Pick Up:

The ECS instructional day ends at 3:15. Carpool occurs from 3:15 until approximately 3:45 daily. Parents must ensure the prompt pick up of students each day. When students are not picked up on time, arrangements must be made for their supervision.

When a child is not picked up promptly at the end of a school day, the following steps will be made:

1. At 4:00 students who have not been picked up will be moved inside each day. Parents must come in to sign these students out, creating a log of late pick ups.
2. The first time this occurs within a school year, the family will be provided a copy of this document AND reminded that the school day ends at 3:15.
3. The second time this occurs within a school year, the family will be provided a copy of this document AND reminded that the school day ends at 3:15.
4. The third time this occurs within a school year, the family will be provided a copy of this document AND Child Protective Services for the county of the child's residence will be contacted regarding the failure to promptly pick the child up at the end of the school day.
5. The fourth time this occurs within a school year, the Wake Forest Police Department will be called at 4:15.

On any day, if no one has arrived to pick up a child by 4:30 and no contact has been made to or from the family, the Wake Forest Police Department will be called.

Endeavor Charter School does not provide after school care on our campus. Families needing after school care should contract with the YMCA.

Tardies:

- It is just as important that students be on time to school as present. When students are late for school, they are missing valuable instructional time.
- Students are counted as present if they are in their homeroom at 8:40am. A student who arrives after 8:40am, must be signed in by an adult and receive a tardy slip to give to the teacher.
- The same reasons are excused for being tardy to school as for being absent.
- When student is late because of a Doctor/dentist appointment, we require a note from the doctor. If we do not receive a note, the tardy will be marked unexcused.
- When a student develops a pattern of late arrival to school, the teachers will begin taking timed attendance to note the amount of instructional time lost in impacted classes. The student will then be referred to the MTSS team for support.

Attending Endeavor Pride Home Events:

Any student who wishes to attend an Endeavor Pride home game on campus must:

1. be picked up through regular carpool and return for the game with a chaperoning adult who will remain for the duration of the student's time on campus or
2. remain in the carpool room until the end of carpool (approximately 3:45) when a chaperoning adult must meet the student(s) at the front office and remain for the duration of the student's time on campus.
3. Any student found on campus after carpool ends without a chaperoning adult will be taken to the office to call a parent and wait for a parent to arrive. In addition, the student will receive a Class 2 consequence the following school day.
4. Students attending a home game **MUST** have a chaperoning adult on campus **at all times** from 3:45 until departing after the game.
5. If an adult plans to supervise students other than their own, they should ensure that they have this permission in writing.

Missing Work:

- If a student is absent from school, he/she will have 5 school days to make up missed work without a grade penalty.
- If not completed by the end of day 5, missing work will earn a zero. Teachers will not accept make up work after the 5 day period.
- Late work will not be accepted for daily grades.
- For both major and minor assignments, students will lose 5% of the total points per day up to 25% off on day 5 (except on tests and quizzes). After 5 school days, a student will earn a zero for the assignment.
- Students and Parents can check PowerSchool to see if a major assignment is missing.
- Parents may request assignments which will be missed prior to a **lawful** absence, being aware that many in-class activities cannot be replicated outside of school and the teacher may be unable to provide this prior to the absence.
- Students should meet with each teacher upon the return to campus to confirm any make-up work required.
- Make-up work may or may not be posted on Google Classroom or Seesaw.

Safety

Safety is of utmost importance to us at Endeavor. We have many procedures and protocols in place which contribute to our safe environment, and we collaborate with local first responders to improve our practices. However, maintaining our safe environment is dependent upon every member of our community understanding and following correct procedures. We do not release specifics of procedures involving our emergency drills, security system, etc. as making such information widely known would actually decrease our safety. Please note the safety information below.

- Complete your background check now so you can volunteer on campus. More volunteers at lunch and recess increases our safety.
- When you come to volunteer on campus, always enter through the front door utilizing the buzzer and get a visitor's tag. (You will be asked to show a photo identification if you are not known to the person at the front desk at that time.)
- Never walk around the building or go directly to the playground when you come to campus to volunteer. Always enter through the main entrance.
- Display your carpool tag until you are off campus, even when you are parked.
- Monitor your child's social media and text accounts for any concerning words or images.
- Teach your child that if he/she sees something concerning, to say something!
- Have your kids follow proper carpool procedures: everyone enters from the passenger side, no one walks between cars, and no adults get out of the car during carpool.

Carpool Procedures

Carpool is the preferred method of transportation at Endeavor Charter School. Any parent who is interested in forming or joining a carpool group should check the carpool link under the General Information tab on our website. For other transportation issues, please contact the school to discuss transportation options.

To ensure safe and effective functioning, the following carpool policy has been established. Please read the entire carpool policy below.

Carpool Policy:

- All families/groups will be provided with two official ECS carpool tags one of which must be displayed hanging from their rearview mirror until the child is in the car.
- For a replacement or additional carpool tag, please use [Permission Click](#) to order. Tags are \$8 and will be ordered twice per year, at the beginning of each semester. During the waiting period for a new tag, a loaner tag will be issued to use until the permanent tag arrives.
- Cars without an official ECS carpool tag will be required to show proper identification before students will be released into their custody. For the safety of our students, there will be no exceptions to this policy!
- Cell phones must not be used in carpool while cars are in motion.
- Students are not allowed to load items into the back of a car while in the carpool lane or to cross between cars.
- Students must always enter and depart their cars on the sidewalk side of the school.
- Please ensure that all students riding in your carpool are able to buckle, unbuckle, and open and close the car doors unassisted.

- Written authorization must be on file in the office for any adult to pick up any child other than his or her own child(ren). Any exception to this rule would require a signed note from the parents turned in to the child's teacher on the day of the change.
- Morning drop-off times are from 8:10-8:40. Students should be ready to disembark as soon as the vehicle comes to a halt. Please allow students to walk inside independently.
- Families arriving after 8:40am must enter the building with their students and sign them in.
- Afternoon pick-up times are from 3:15 to approximately 3:45pm.
- If a child is not in place on the sidewalk when his or her carpool arrives, the driver will need to re-enter the recall lane.
- Pets must remain in the vehicle.
- Carpool Changes - If a change to your student's afternoon carpool plan is necessary (such as going home with a friend), please submit the change in writing to your classroom teacher and email jviola@endeavorcharter.com. In the event of an emergency, please contact the front office.

***If the actions of any driver may be deemed by the school as potentially endangering the safety of our students, staff, volunteers, or others, or demonstrates a disregard for the rules and regulations of the school, that driver will no longer be allowed to drive in the carpool for a period to be determined by the severity of the offense.**

Morning Carpool Procedures:

- Parents should not arrive on campus before 7:50am (unless students are enrolled in Morning Care).
- Students may not be dropped off before 8:10am without paying a fee for Before School Child Care.
- Students may exit their cars between 8:10am—8:40am.
- All students must be in their homeroom by 8:40am for morning announcements
- If you arrive after 8:40am, each student will need to be signed in by an adult and receive a tardy slip to give to their teacher.
- If a student is not in homeroom at 8:40am, he/she will be marked tardy
- Please note: If traffic prevents us from ending carpool at 8:40am, we will be flexible and adjust as necessary

Afternoon Carpool Procedures:

- Carpool begins at 3:15pm which is the end of the instructional day.
- Cars should display ECS carpool tag at all times while on campus.
- Carpool begins at 3:15pm, students will begin loading at this time
- Carpool tag names are displayed in every classroom in the order that they arrive
- Carpool typically ends around 3:45pm. Please plan to arrive by 3:40pm.

Student Illness & Medication

Illness:

Temporary exclusion from school is appropriate for any illness which prevents the child from participating comfortably in activities as determined by school staff or for any illness which results in a greater need for care than the school staff determine they can provide without compromising their ability to care for other children.

Students must be kept home if any of the following symptoms are present:

1. Fever above 100.4 °F orally (must be fever free for 24 hours WITHOUT the use of medication such as Tylenol or Motrin before returning to school)

2. Diarrhea (defined as watery or bloody stools) (must be 24 hours after last episode before returning to school)
3. Vomiting (must be 24 hours after last episode before returning to school)
4. Moderate or severe abdominal pain or headache
5. Pink eye (until treated for 24 hours)
6. Impetigo (until treated for 24 hours)
7. Strep throat (until treated for 24 hours)
8. Head lice (until treated)
9. Scabies (until treated)
10. Chicken pox (until all lesions have dried or crusted)
11. Whooping cough, or pertussis (until 5 days of treatment given)
12. Other specific infectious disease exclusion policies as detailed in the American Academy of Pediatrics "Red Book"

The school must be notified if a student has a contagious condition such as, but not limited to: COVID-19, influenza, chicken pox, head lice, pink eye or hand foot and mouth disease. Policies for caring for sick children in the school setting are detailed in the AAP manuals "School Health Policy & Practice" and "Managing Infectious Diseases in Child Care and Schools" and will be followed when applicable in our school setting.

Medication:

The School Nurse will administer medications as prescribed by the student's physician. All medications must be given to the nurse in the original packaging. The student's parent or guardian must fill out the [Parent Request form](#) and have the student's Physician fill out the order form for the student to receive medication while at school. No medications (prescription or over-the-counter) will be given at school without these forms on file.

All medications will be given in the Nurse's office under the supervision of the Nurse or school personnel who have been trained to administer medication. A select few medications (Epi Pens, Inhalers, Insulin pumps) may be carried independently by a student with their parent or guardian permission. A [Physician's order](#) must be filled out in order for the student to do so. Students will be required to demonstrate proper usage of the medication to the School Nurse prior to this being approved.

If prescribed medication must be administered during the school day, the parent/legal guardian must sign it in at the main office in a sealed, original container labeled with the following information:

1. Student's name and grade;
2. Completed Physician's Order Form signed by the treating physician and parent;
3. Name of the medication;
4. Amount of the medication to be taken; and
5. Time the child is to take the medication.

Concussion

Students who have incurred a concussion may not return to school on the day of the injury, while showing any symptoms of concussion and/or until a doctor has provided a written plan for returning to class. Endeavor Charter School will follow the concussion protocol recommended by the student's doctor. We encourage the family to share the [ECS Return to Learn: Academic Accommodation Plan Following Concussion](#) form with their doctor to have completed and returned to ECS.

Covid-19 Information

Endeavor Charter School continues to follow guidelines set forth by the NC Department of Health of Human Services, the CDC and recommendations from the Governor's office. The latest information from the NC DHHS Strong Schools Toolkit can be found here: <https://covid19.ncdhhs.gov/media/164/download>

Masks:

Based on current guidance, masks are optional for all staff, students and visitors. Masks are required for 10 days, regardless of vaccination status, after a COVID-19 exposure or after returning from a COVID-19 infection. The only approved face coverings are face masks (cloth or disposable). Gaiters are NOT permitted.

Illness:

Students, teachers and staff who have symptoms of COVID-19 should stay at home and be referred to their healthcare provider for testing and care.

Symptoms: Students, teachers, and staff who have symptoms of [COVID-19](#), should stay home and be referred to their healthcare provider for testing and care. Staying home when sick is essential to keep infections out of schools and prevent spread to others.

For students, staff, and teachers with chronic conditions, symptom presence should represent a change from their typical health status to warrant exclusion from school. Occurrence of any of the symptoms below while a student, teacher, or staff member is at school suggests the person may be referred for diagnostic COVID-19 testing or evaluation.

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

More information on [how to monitor for symptoms](#) is available from the CDC.

Isolation:

Any student, staff or teacher diagnosed with COVID-19 (by test or clinical diagnosis) must stay home until they meet the criteria for returning to school.

Person can return to school when

- It has been at least **5** days after the first day of symptoms; AND
- It has been at least 24 hours since the person had a fever (without using fever reducing medicine); AND
- Other symptoms of COVID-19 are improving.

The person is not required to have documentation of a negative test in order to return to school.

The person must continue to wear a mask for 10 days after the first day of symptoms to minimize the risk of infecting others, unless an exemption to mask use applies.

Quarantine:

Individual contact tracing and exclusion from school after an identified exposure (regardless of location of exposure) is no longer recommended in K-12 schools.

Although exclusion from school is no longer recommended following an exposure, **when a COVID-19 case is identified in the school setting:**

- ECS should be notified so that we can notify potentially exposed students or staff so that they may receive appropriate public health guidance, testing and access to any resources that may be needed.
- Notification will take place through our [COVID-19 Dashboard](#).

People who have been notified of an exposure should:

- Wear a well-fitting mask for 10 days after the last known exposure
- Be tested immediately if symptomatic, and again on day 5 after exposure, unless the person has tested positive for COVID-19 in the last 90 days.

COVID-19 Notifications:

Once the school is notified of a positive case involving students, staff or visitors, our School Nurse works diligently to notify all necessary persons' of the exposure. Families of those affected are notified of the return to school date and how their child will receive instruction while off campus. Contact information for those identified as close contacts may also be shared with NC DHHS in accordance with Strong Schools guidance. ECS siblings of both positive and exposed students are allowed to continue to attend school, but will need to monitor for symptoms. Please note, in accordance with HIPAA/FERPA individual names of students who test positive or situational information will not be released.

Social-Emotional Learning and Behavior

Positivity Project:

The Positivity Project is a study of 24 character strengths and a focus on the idea that "Other People Matter." Recognizing the traits in ourselves, in book characters, in figures from history, and in our peers establishes a common language. Everyone has all 24 traits in differing amounts.

Core Values:

We have organized our 24 Positivity Project traits into four core values. These values will be the focus of behavioral and social-emotional decisions.

RESPECT: Fairness, Perspective, Leadership, Open-mindedness, Gratitude, Appreciation of Beauty and Excellence

RESPONSIBILITY: Prudence, Self-control, Connection/Purpose, Hope/Optimism, Integrity

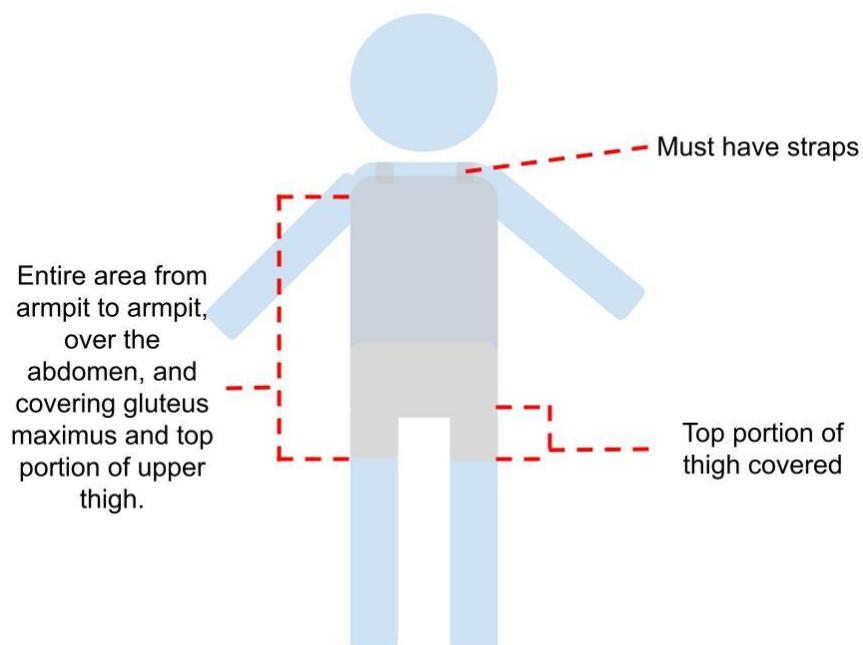
RESILIENCE: Creativity, Curiosity, Perseverance, Bravery, Zest/Enthusiasm, Love of Learning

RELATIONSHIPS: Humility/Modesty, Teamwork/Citizenship, Humor, Love, Social Intelligence, Forgiveness, Kindness

Dress Code:

Students must dress in a way that is conducive to participation in active learning. Bodies should be covered during movement using the guidelines below.

Grades K-5	Grades 6-8
<ul style="list-style-type: none">• Shoes must have a backstrap and be appropriate for all activities including recess. Shoes may not have wheels.• Hats (including holiday hats) and hoods are not to be worn in the building unless there is a special costume day, spirit day, or if the opportunity to wear a hat has been earned by the student.• Clothing with slogans that might be offensive to others or advertising products that students are not old enough to use are not allowed.• Students must be able to remove and replace clothing for restroom use independently.	<ul style="list-style-type: none">• Bodies must be covered armpit to armpit and over the abdomen during movement.• The length of shorts, skirts, dresses, etc. should ensure that the gluteus maximus and the top portion of the upper thigh are covered fully during movement.• Shoes must allow for safe movement in all school environments including recess. Shoes may not have wheels.• Hats (including holiday hats) and hoods are not to be worn in the building unless there is a special costume day, spirit day, or if the opportunity to wear a hat has been earned by the student. This includes holiday hats.• Clothing must be opaque in all areas required to be covered by this dress code.• No undergarments may be showing.• No strapless tops may be worn.• Clothing with slogans that might be offensive to others or advertising products that students are not old enough to use are not allowed. <p>Note: All school movement includes when raising hands, reaching into backpacks, engaging in recess or PE activities, learning in different environment settings (chairs, floor, gymnasium, etc.)</p>



Bloomz

- Bloomz will be the primary tool used to document student behaviors.
- Students will earn points for demonstrating resilience, respect, responsibility and maintaining positive relationships.
- Students will lose points for not demonstrating resilience, respect, responsibility, or maintaining positive relationships.
- Parents can see the points earned and lost through the Bloomz app.
- Students in grades K-1 will have the opportunity to spend their earned points in their class treasure boxes.
- Students in grades 2-5 will have the opportunity to spend their earned points at the Bloomz Store beginning in late August or September.
- Students in grades 6-8 spend their earned points at the Bloomz Extravaganza at the Bloomz School Store Extravaganza at the end of each semester.

Familial Environment:

One of our commitments to the state is that we provide a “familial environment.” We build this familial environment in the following ways: getting to know all students and staff by name, getting to know things about one another, having class meetings, discussing character traits as well as core content, holding all students to high standards, discussing small concerns as well as large concerns, and being sure all members of our community know they are valued.

Efforts which contribute to our culture include carpool family names rather than numbers, announcing student and staff birthdays, middle school students volunteering with younger students, and special events. Annual events include Meet the Teacher, Fall Fun Fest, Spring Color Run, the 8th Grade Walk, pep rallies, and more.

Morning Meeting:

This class meeting, which may occur at any time of day, is essential for community building and establishing norms for classroom behavior. The Positivity Project will be the primary curriculum for all grade levels. Lower grades classes will follow the framework of The Morning Meeting Book by Roxann Kriete. In addition to the Positivity Project, upper elementary grades will focus on student interactions, decision making, and growth mindset, and middle school students will focus on topics such as decision making, online behaviors, and high school transition.

Social-Emotional:

Social-Emotional learning at ECS is led by our school Guidance Counselors and teachers in their classes and through events and activities throughout the school day.

Behavior Expectations:

It is the expectation of Endeavor Charter School that all students behave in a manner conducive to the academic success and happiness of all students. Each student is a member of the Endeavor community and, therefore, equally deserves respect and an opportunity to learn. Students who make choices which impede the opportunity of others to feel comfortable and to learn will be considered in violation of the ECS Code of Conduct.

Quiet Transitions:

Our school has adopted a policy of quiet movement in our halls and transitions.

Discipline Policy

Good discipline is imperative to Endeavor's success and to the success of each individual student. Our goal is to help a student adjust to the requirements of his/her environment rather than punishment for his/her not having adjusted and to turn unacceptable conduct into acceptable conduct. Teachers are encouraged to seek positive, innovative, and constructive methods of correcting and managing student behavior to avoid repeated misbehavior and suspension.

Consequences for violating Endeavor's Student Code of Conduct or teacher standards may include, but are not limited to the following:

- Parental involvement
- Isolation or time-out for short periods of time
- Behavior improvement agreements (contracts)
- Individual or small group sessions with an administrator
- Silent lunch
- Detention during lunch or before/after school
- Exclusion from extracurricular activities
- Suspension, exclusion, or expulsion

There is no way that any disciplinary policy or code can list every potential misconduct. Endeavor's Student Behavior Code sets parameters for addressing inappropriate student behavior, but the school can and will impose consequences for misconduct that is not listed.

Endeavor is not required to engage in progressive discipline. Some offenses, and the context in which they might occur, could call for the immediate imposition of more severe consequences such as exclusion or expulsion.

Endeavor follows North Carolina and federal law in imposing disciplinary consequences. North Carolina law allows charter schools to exclude students for infractions of the Student Behavior Code. Exclusion is the forfeiture of the student's right to attend the charter school and the return of that student to the traditional public school district where s/he lives.

Student Code Of Conduct

All students are expected to demonstrate integrity, respect, responsibility, honesty, and self-control. This expectation is directly related to Endeavor's educational objectives for students to learn, to be responsible for their actions and accept the consequences for their behavior. Integrity, respect, responsibility, honesty, and self-control are critical for establishing and maintaining a safe, orderly, and inviting learning environment. Parents are expected to help model these expectations through their behavior on and off campus.

This behavior code is not all-inclusive. Endeavor retains the right to impose disciplinary consequences for conduct not listed below and to amend this Code as it deems appropriate. The administration further reserves the right to deviate from the stated disciplinary action(s) based on unique or aggravating factors.

Failure to follow the instruction of a teacher, administrator, or other school official and any conduct in violation of any written rule, policy or procedure or code of Endeavor will result in appropriate disciplinary measures.

Definitions:

Detention: time outside of school hours during which a student completes a task to compensate for the conduct violation

In School Suspension: students report directly to administration and stay current with assignments in an alternate location within the school building. Students who are placed in in-school suspension (ISS) may be required to turn over all electronic devices to the administration while they are in ISS.

Short-Term Suspension: suspension from school, school activities and school grounds for a period of up to ten (10) school days.

Long-Term Suspension: suspension from school, school activities and school grounds for more than ten (10) school days, but less than exclusion.

Exclusion: Permanent suspension and exclusion from school, school activities and school grounds.

Note: *As circumstances warrant, Endeavor may impose consequences more or less severe than the Class-category would suggest.*

Classes of Offenses:

Responsibility

Class 1 offense	Class 2 offense	Class 3 offense
<ol style="list-style-type: none">1. Repeatedly neglecting to bring notebook, pencil and/or other learning materials to class2. Handling technology in violation of expectations.3. Not treating library books carefully4. Not turning in or completing assignments on time5. Inappropriate use of transition times (including late arrival to class)6. Failure to report an inappropriate behavior, action, or situation7. Inappropriate bathroom behavior or use of bathroom time8. Mismanagement of belongings	<ol style="list-style-type: none">1. Committing repeated Class I offenses2. Failure to comply with other assigned consequences3. Violation of the Student Technology and/or Student Cell Phone Policies4. Handling technology in violation of expectations and minor repair of technology is needed.5. Failure to attend an assigned class without a valid excuse, skipping school or cutting classes6. Willfully leaving the classroom, school grounds, or any assigned location without permission7. Staying after school without a chaperoning adult or other written permission	<ol style="list-style-type: none">1. Committing a combination of/or repeated Class I, II and/or Class III offenses2. Handling technology in violation of expectations and major repair of technology is needed.3. Trafficking, possessing, selling, exchanging, distributing, attempting to purchase, using or being under the influence of alcohol, illegal drugs, tobacco/nicotine/CBD, THC, cannabis-derivatives, drug paraphernalia, or any substance purported to be an illegal drug, prescription medicine or alcohol on school property or at a school-sponsored event, including, but not limited to, the use or possession of an electronic vaping device

	<p>8. Any conduct committed off-campus that (a) if committed on campus would constitute a Class II offense and (b) has a reasonable relationship to school operations</p>	<p>or paraphernalia. This also includes distribution of or purposely taking more than the prescribed amount of medically necessary prescription medication.</p> <p>4. Stealing or possessing stolen property, theft</p> <p>5. Possessing, handling, transferring, or bringing a weapon or ammunition (including a toy weapon; for example – toy gun or toy knife) on school property or at a school-sponsored event</p> <p>6. Possession or use of explosives, fireworks, sparklers, smoke/stink bombs on school grounds or at a school-sponsored event</p> <p>7. Gambling</p> <p>8. Possession and/or distribution of pornography</p> <p>9. Any conduct committed off-campus that (a) if committed on campus would constitute a Class III offense and (b) has a reasonable relationship to school operations</p>
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Respect

Class 1 offense	Class 2 offense	Class 3 offense
<ol style="list-style-type: none"> 1. Littering on school property 2. Violation of dress code 3. Chewing gum anywhere on campus 4. Repeatedly blurting/yelling out and/or talking while the teacher is talking 5. Not respecting the personal space of others and/or touching other people's items without permission 	<ol style="list-style-type: none"> 1. Committing repeated Class I offenses 2. Repeatedly violating dress code expectations 3. Deliberately disrupting the normal educational process in the school and school-sponsored activity 4. Use of inappropriate language, noise, drawings, and/or an obscene gesture on campus 	<ol style="list-style-type: none"> 1. Committing a combination of/or repeated Class I, II and/or Class III offenses 2. Creating or encouraging other students to join in a disturbance, so as to cause the disruption of normal school operations, including participating in inappropriate social media challenges 3. Touching or any conduct

6. Touching or irritating classmates despite reminders 7. Violating expected hallway volume levels - level 0 elementary building, level 1 middle school building 8. Damaging or misuse of classroom supplies valued at \$5 or less 9. Showing behavior toward a substitute, enrichment teacher or volunteer that is less respectful than that shown to a core teacher 10. Not following given directions 11. Misuse of recess equipment (kicking ball on roof, drawing/writing on equipment, etc.)	5. Inappropriate public displays of affection 6. Refusal to answer questions, respond appropriately, or lying to a faculty member 7. Damaging classroom materials valued at \$6-20 8. Defacing school property (including, but not limited to, writing on walls, furniture, and/or school equipment)	perceived as sexual or inappropriate in nature or which is deemed offensive to that person 4. Damage/destruction/vandalism/arson of or trespassing on school property 5. Damaging classroom materials valued at more than \$20
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Relationships

Class 1 offense	Class 2 offense	Class 3 offense
1. Name calling/teasing 2. Not being inclusive, intentionally excluding others 3. Reacting negatively when partnered with someone you don't like 4. Intentionally lying to peers 5. Not being a caring friend, intentionally being hurtful or unkind	1. Committing repeated Class I offenses 2. Taking or sharing unauthorized pictures or videos of another individual 3. Making comments in a "joking" manner to a friend which might be considered offensive to the friend or others	1. Committing a combination of/or repeated Class I, II and/or Class III offenses 2. Bullying/harassment 3. Threatening to physically or socially harm another student, staff member or adult on school property or at a school-sponsored event verbally, physically, through writing or through social media 4. Threatening campus safety, included but not limited to: bomb threat/hoax, false alarms verbally, physically, through writing or through social media 5. Physically striking (slapping, kicking, punching, etc.) a student, staff member or adult whether as an individual

		act or with the assistance of others 6. Hazing 7. Verbal/written/visual expression of offensive sentiments regarding ethnicity, religion, gender, or sexual identity
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Resilience

Class 1 offense	Class 2 offense	Class 3 offense
1. Being disruptive in his/her reaction to a direction or disciplinary action 2. Refusing to check over work before turning in 3. Refusing to read directions or try before asking for help 4. Giving up/refusing to complete an assignment 5. Avoiding working on a task in an attempt to delay 6. Violation of ECS Academic Integrity Policy - first violation	1. Committing repeated Class I offenses 2. Violation of ECS Academic Integrity Policy - second violation	1. Committing a combination of/or repeated Class I, II and/or Class III offenses 2. Violation of ECS Academic Integrity Policy - third or further violation

Possible Consequences:

Class I Offenses

Possible consequence: self-reflection sheet, phone call or email to a parent, after school or lunch detention, recess detention (middle school only), loss of Bloomz point

Class II Offenses

Possible consequence: self-reflection sheet, phone call or email to a parent, after school or lunch detention, recess detention (middle school only), loss of Bloomz point, reparation work, relocation to another class, after school detention, or in-school/short/long-term suspension.

Class III Offenses

Possible consequence: After school detention, Short-term suspension; long-term suspension; exclusion; expulsion; or any consequence permitted under North Carolina and/or federal law

Note: Any student who inadvertently possesses or finds a weapon or illegal substance or stolen property, which may subject the student to exclusion, may or may not be recommended for these sanctions if the student voluntarily surrenders the property to a school staff person prior to discovery by another person. This should be done as soon as the student realizes that he/she is in possession of the weapon or substance or stolen property.

Endeavor and its staff will follow applicable rules concerning the discipline of students with disabilities who qualify under laws.

Building principals (and their designees) have the authority to suspend a student for up to ten (10) school days at a time (i.e. a Short-Term Suspension). There are no appeals for short-term suspensions to either Endeavor's Director or its Board of Directors.

For Class III offenses, building principals and/or Endeavor's Director (and their designees) may recommend a long-term suspension; exclusion; and/or expulsion. Decisions as to long-term suspensions and/or exclusion shall be made by an impartial hearing officer after appropriate written notice to the parties involved. Endeavor's Director shall serve as the hearing officer for this purpose. The decision of the hearing officer may be appealed to the school's Board of Directors within ten (10) days of the hearing officer's decision. Appeals to the Board of Directors shall be done in writing. No new evidence shall be allowed, and the Board may or may not ask for oral argument.

If Endeavor's Executive Director is involved in the investigation of the disciplinary incident or the recommendation for long-term consequences, then any hearing that must be held shall be conducted by a panel of three board members appointed by the board chair. Decisions of the Board Panel shall be final, and there will be no further appeal to the full Board of Directors.

Bullying - Endeavor Anti-Bullying and Harassment Policy:

The Endeavor Charter School Board of Directors acknowledges the dignity and worth of all students and employees and strives to create a safe, orderly, caring and inviting school environment to facilitate student learning and achievement. The Board will not tolerate any form of unlawful discrimination, harassment, or bullying in any of its educational or employment activities. As provided under North Carolina state policy, bullying is defined as "unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time." See the full policy posted on our website.

Title IX

Title IX of the Education Amendments of 1972 ("Title IX") prohibits discrimination on the basis of sex in any federally funded education program or activity. Sexual harassment, which includes sexual assault and other sexual misconduct, is a form of sex discrimination. Under the School's Policy, the School prohibits sexual harassment, sexual assault, sexual exploitation, stalking and retaliation. The School complies with Title IX and has appointed Carolyn Southard as the Title IX Coordinator with overall responsibility for Title IX compliance. Specific policies, procedures, and forms can be found on the ECS website.

Communication, Website, Social Media

Email:

Email is the preferred primary communication method of Endeavor Charter School. It is the responsibility of every parent to ensure that his or her most up-to-date e-mail address is on record with ECS through PowerSchool.

Text:

Texting is not an appropriate method of communication between parents and staff members regarding school matters. Texting between students and staff members is never allowed. Parents should not text their children during the school day.

While home phone numbers of ECS teachers with children in the school may be available in the ECS Directory, they should not be used to contact them as a child's classroom teacher unless a telephone call is requested and scheduled by the teacher.

Student Cell Phones, smart watches, or other personal devices:

- Students may have personal devices on campus after they have turned in a Responsible Usage Agreement.
- Phones and smart watches are not to be used during the school day. From “**car to car**” cell phones should not be visible unless a teacher has provided a direction for phone usage. This means that cell phones should not be used in the halls, in the restrooms, at recess, in homeroom, or during carpool.
- If a student has a cell phone visible during the school day or is caught using a smartwatch, the student will be directed to immediately turn the device in at the front office. The child will be offered the opportunity to call home and notify a parent that the device must be picked up from campus. After 24 hours, the student may pick up the device from the front office.
- Students **MUST** not access any social media site while at school on any device - personal or ECS owned. These sites include, but are not limited to Facebook, Instagram, Snap-Chat, Tik-Tok, Twitter, YouTube, etc.
- Repeated violations will result in an escalation of consequences.

Timelines of Responses:

Teachers and parents should respond to emails within 1 school day (a 24- hour period within the work week), except in the case of absences or other special circumstances. Teachers are not required to check email during the instructional hours of the day (8:10 – 3:45) or during before- or after-school activities sanctioned by Endeavor Charter School. Time sensitive changes to carpool or other emergencies should be conveyed by calling the front office.

Parent/Teacher Communication Policy:

Disrespectful emails will not be tolerated within the Endeavor Community. Such emails may be escalated to the Administration and ultimately to the Board of Directors as necessary. In addition, emotional discussions will not be tolerated in public areas of the school as they are disruptive to the instruction of students. A member of the community should request a private meeting to discuss such issues.

The Endeavor Community is committed to being free of gossip and rumor spreading. Parents expect and understand that all children and parents are treated consistently, and that no preferential treatment is given based upon parental involvement or funds contributed. ***Full Policy can be found on ECS website.***

Weekly Email Update:

Parents/guardians will receive the Weekly Update email from news@endeavorcharter.com with important information each week. Please use this email to access school updates, scheduled activities, grade level newsletters, and special announcements.

ECS Website:

The Endeavor Charter School Website (www.endeavorcharterschool.com) is the main location for information on academics, athletics, policies, school calendar, before and after school care, PAWS information. There are also links for Powerschool, lunch sign ups, and background checks.

Social Media:

Endeavor posts updates, photos and videos on Facebook, YouTube, Twitter and Instagram. PAWS coordinates grade level Facebook Groups for parents only. The Facebook Groups are specifically designed to connect parents and families and share grade-level information. Such social media communications should never be used to

PAWS & Volunteer Opportunities

PAWS (Parents Active With Students):

Endeavor Charter School not only encourages parental involvement; it depends on it. PAWS, our “PTA” program, takes the lead in organizing that effort. All money raised by PAWS goes directly towards enhancing and supporting the programs at Endeavor. PAWS is always looking for volunteers eager to contribute to Endeavor.

Parent volunteers play a vital role in the learning community whether assisting with carpool or coordinating Café Days. Parents are needed to serve in myriad ways. Please consider giving your time, talent and resources to PAWS. Enthusiastic parental support is essential to the success of ECS. **All parents are encouraged to volunteer a minimum of 3 hours a month per child. Please do your part so other parents are not overburdened.**

Café Days:

During the school year, parent volunteers will work through PAWS to provide Café Days which provides families the opportunity to purchase lunch for their child rather than pack a lunch. Vendors will be selected from the local business community. Participation in Café Days is optional. Proceeds benefit the school.

Visitors and Volunteers:

- Parents are welcome to volunteer and to attend special activities in the classroom.
- It is imperative that ALL visitors and volunteers, including parents who visit on a regular basis, sign in and out at the office. All visitors and volunteers must wear (not carry) an identification tag while on the school campus.
- A visitor will not be left unattended with students, whereas a volunteer may provide supervision for students without a staff member present.
- Parents, other visitors, and students should only be on campus during normal hours of operation, a school function, or through approval by ECS Administration.
- Unscheduled parent conferences or visits are not permitted.

Lunch/Recess Volunteers:

Parents with a current background check will join staff members to supervise the room, hand out cafe days, and monitor students while at lunch and recess. Parents can sign up on the school website to volunteer. Lunch and recess volunteers must sign in at the front office and should never walk around the building or report directly to a playground as per our security procedures.

Background Check:

All volunteers must submit to a criminal background check to ensure the safety of our students. While this requirement may seem inconvenient for our frequent volunteers, it is important for maintaining the security of our students, staff, and facility. Background checks must be completed by clicking on the [Background Check](#) icon on our webpage.

ECS Special Events

Meet the Teacher will typically occur each year in the days immediately before the official first day of school. During the event, homeroom lists will be shared, classrooms will be open for visitation, informational tables regarding school opportunities, and supplies may be dropped off.

Curriculum Night is a parent-only event. This meeting provides teachers an opportunity to share information about their curriculum and procedures. This is typically held early in the first quarter.

Fall Fun Fest is a fundraising event and an evening of fun and community building with faculty, students and families. This event is typically held in October each year.

Spring Fun Run/Color Run is a two week pledge program leading up to a K-5 Fun Run and 6th-8th Color Run on campus. This event is typically held in April each year.

Field Day is an outdoor event held during the school day and run by our parent volunteers and PAWS (parent association). All staff members are expected to help at this event.

Special Theme Days are held annually. The purpose of such days is to highlight curriculum and topics of benefit to our students and staff and experience learning in a different way. Some such days may be school-wide, for elementary or middle school only, or focused on a particular curricular area. Some examples include: One School-One Book, Day of National Parks, Fear Factor Middle School Science Day, etc.

Opening and Closing Ceremonies are opportunities to celebrate our middle school student and staff successes. They also provide a time for community building. End of quarter and/or end of semester awards will be given for Honor Roll, academics, athletics, electives/fine arts, helpfulness, and character.

Pep Rallies are opportunities to celebrate our grades K-5 student and staff successes. They also provide a time for community building.

Day of Celebration will occur on the next to the last day of the school year. The purpose of this day is to celebrate our graduating students. The schedule for the day will include Graduation Rehearsal, Moving Up, the final Closing Ceremony/Pep Rally of the year, 8th Grade Walk, and Graduation (evening). 8th grade parents are invited to the 8th grade walk and to the graduation ceremony.

Moving Up is a student-only event. Each grade K-7 will move simultaneously to visit the next grade. Teachers will introduce themselves to their upcoming students, sharing their excitement about their grade level. This event should leave every student looking forward to the year to come. During this same time, 8th grade students will rehearse for graduation.

Miscellaneous

Birthday treats:

Families are welcome, but not expected, to provide a special treat on a child's birthday. Such treats may not be homemade. Individually wrapped treats are preferred, but items such as doughnuts are acceptable when provided in the original store packaging. Please note that allergy friendly treats are appreciated! We will no

longer be distributing birthday treats during lunch. Homeroom teachers will distribute them during the school day.

Board of Directors:

Board meetings will generally be held each month at Endeavor Charter School. Meetings will always be posted on the website to inform our ECS community. Board meetings are open to the public.

Court Orders:

Legal custody arrangements will always be followed. A copy of the court order should be provided to ECS each time it is adjusted. In the case where no such paperwork is provided or such paperwork does not order to the contrary, the following guidelines will be followed:

- ECS will not hold separate conferences for the parents of a single child. Parents can both attend the same conference in person, via zoom or conference call, or one of each. If both parents cannot agree on who may appear live at a conference, then both parents must appear via Zoom or conference call. Holding separate conferences would certainly result in parents hearing different information based on questions asked, etc. If either parent feels unsafe, we will arrange for a police officer to be present for the conference.
- Any communication going to either parent from the classroom, including a response to an email from one parent, will be sent to both parents.
- Conversations with school staff should always focus on the child and not on the other parent. Staff will not engage in such conversations.
- It shall be the intent that both parents receive equal access to communication from the school. No additional parties will be granted such communication unless agreed upon in writing by both parents.
- Emergency pick-up contacts, other than the parents, must be agreed upon in writing by both parents.

Field Trips:

When an educational opportunity is available off campus that we cannot recreate on campus, students are provided the opportunity to participate in a field trip.

- Attending a field trip is a privilege that must be earned. The opportunity to participate is dependent on consistent appropriate behavior.
- Any student meeting legal requirements for car seat use must provide a car seat.
- Siblings are not allowed to attend field trips.
- Any family needing financial help with a field trip fee should complete the [Application for Financial Assistance](#) form and turn it in to the ECS Director.
- The need for parents chaperones will vary based on site requirements, transportation needs, etc. Generally a lottery system will be used when parent chaperones and/or drivers are needed. A current ECS background check will be required of any parent selected as a chaperone. Parents selected for a trip that requires students to be transported by private vehicles must also provide a signed vehicle use form and a copy of their current insurance card.
- Students taking daily medications at school will have a dose of medication sent with the supervising teacher. For overnight or extended field trips where students require medication not typically taken at school (prescription and over the counter medications) parents will need to have the [Extended Field Trip Medication Form](#) completed by the student's physician. Medications should be given to the school nurse no later than 48 hours prior to the field trip.
- All as needed emergency medications will be sent on field trips with the supervising teacher.

Lost and Found:

Items that are found will be placed in lost and found areas. Students may search the lost and found area for items they are missing before and after school or with a note from the classroom teacher during the school day. At the end of each quarter, items not claimed will be donated to a charity.

**Please write your child's name on any garment that might be removed, all lunchboxes, calculators, backpacks, etc. to expedite their return.*

Parent-Teacher Conferences:

- The parents of any child who is struggling academically, socially, or behaviorally as well as the parents of any student in grades 1-8 new to Endeavor will be offered the opportunity to schedule a Parent-Teacher Conference each fall.
- If such a concern arises at another time of year, parents are encouraged to reach out to the teacher team and request a conference at that time.
- Unscheduled or drop-in conferences are not allowed. Many parents feel that it is okay to ask a quick question as they are entering or exiting lunch duty or during morning homeroom time. However, such an unscheduled conference does not provide a teacher the opportunity to prepare for the conversation, collect data, etc. It also assumes that the teacher does not need those minutes for another task and can potentially leave the students not fully supervised. Just as you would always schedule a time to speak with your doctor or other professional, please always schedule a time to speak with our busy teachers.

Endeavor Pride Athletics:

Endeavor Charter School is pleased to offer an optional athletic program for all interested students in grades 7 and 8 regardless of skill level. Boys and girls cross country, girls tennis, girls volleyball, and boys soccer will be played in the fall; boys and girls basketball will be played in the winter; boys tennis, boys baseball, girls soccer, boys and girls golf and boys and girls track will be played in the spring. Sign ups for sports are sent through emails to parents three times a year. Please be sure to follow all deadlines.

Games and practices will be held during the week and will occur during track outs as well. It is a privilege to participate and represent the school on sports teams; therefore, students participating in the athletic program must meet academic, attendance, and behavioral requirements as outlined in the [Endeavor Pride Athletic Handbook](#). The athletic program is primarily funded through the donations of our parents. A recommended donation is suggested for each sport. Endeavor believes that all students should be able to participate; therefore, we have a no-cut policy. Contact Josh Burt, Athletic Director, for more information.

Staff Directory

For a complete staff directory, please refer to the Endeavor Charter School website under the tab [Our School > Faculty](#).

*We learn by doing.
-Aristotle*