

Student/Parent Handbook

INFINITY LEARNING PREPARATORY ACADEMY.
"BORN TO RISE, BUILT TO LEAD"



Student/Parent Handbook.

Infinity Learning Preparatory Academy.

January 1, 2025

Kendall. B Green, Principal

Monday – Friday 8:30am-3:30pm

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Welcome Message

Dear Students and Families,

Welcome to Infinity Learning Preparatory Academy! We are thrilled to have you as part of our learning community. Our mission is to provide an innovative, inclusive, and supportive environment where every student can thrive academically, socially, and emotionally. This handbook serves as a guide to help you navigate school policies, expectations, and resources.

Let's make this an inspiring and productive year together!

Educationally Yours,

Kendall B. Green

Principal, Infinity Learning Preparatory Academy

Mission: Infinity Learning

Preparatory Academy's mission is to help students grow, learn, and succeed by providing an excellent education guided by faith.

Vision: Together with our stakeholders and community, we envision a diverse, inclusive, and innovative educational environment where every student is supported and empowered to thrive academically, socially, and emotionally.

Core Values:

- Respect
- Integrity
- Innovation
- Collaboration
- Excellence

Attendance Policy

Regular attendance is vital for student success. Students are expected to attend school daily and arrive on time. Parents should notify the school office by 8:00 AM in case of an absence.

-We follow the State of North Carolina Attendance Policy.

1. Students who are not present for the Instructional school day and miss 12 plus days in the School Year Will be forced failed and must repeat the Grade/Program that they were in at the start of the enrolling school year that the student enrolled.
2. After 3 Unexcused Absences: The school principal or their designee will notify the parent or guardian about the child's unexcused absences.
3. After 6 Unexcused Absences: A second notification is sent, warning that continued unexcused absences may lead to a violation of the Compulsory Attendance Law.
4. After 10 Unexcused Absences: The school is required to review the case to determine if the parent or guardian has made a good faith effort to comply with the law. If not, the school may refer the matter to the district attorney or the Department of Social Services.

Parental Responsibilities:

Parents or guardians must ensure their child attends school daily unless there is a valid excuse, such as illness or family emergency. Encouraging or allowing unlawful absences is prohibited.

UNIFORM POLICY:

At Infinity Learning Preparatory Academy, we believe that a consistent dress code supports a focused learning environment and promotes school pride.

Uniform Guidelines

1. School Shirt

- Each student will receive **1 official IFLA school shirt** at the start of the year **free of charge**.
- Additional Infinity Learning Preparatory Academy shirts may be purchased for **\$25 each**.

2. Acceptable Attire (If Not Wearing the School Shirt)

- **Tops:** Students must wear a **collared shirt** in one of the following solid colors:
 - **Red**
 - **Orange**
 - **Black**
 - **Yellow**
- **Bottoms:** Must be in the following colors:
 - **Black**
 - **Blue (Navy or Dark Blue)**
 - **Khaki (Beige/Tan)**
- Bottoms must be appropriate in length and fit. No rips, holes, or inappropriate graphics are allowed.

Dress Code Enforcement and Parent Responsibility

We understand that occasional exceptions may occur, but consistent failure to follow the uniform policy disrupts the classroom environment and will not be permitted.

Consequences for Non-Compliance:

- **1st Violation:** Verbal reminder sent home with the student.
- **2nd Violation:** Written notice sent home; parent must sign and return.
- **3rd Violation:** Parent will be contacted and required to bring appropriate uniform attire to school.
- **4th Violation:** A **\$10 inconvenience fee** will be charged and must be paid before the student can return to class.
- **Repeated Violations:** May result in a **parent-school conference** and further disciplinary actions, including potential suspension from school.

Notes:

- Students must arrive at school in full dress code each day.
- Uniform compliance will be checked daily at drop-off.
- Parents are encouraged to purchase additional school shirts to avoid dress code violations.

Thank you for helping us maintain a professional and unified school environment. If you have any questions about this policy, please contact the school office.

Educationally Yours,

Dr. Kendall B. Green, Principal.

Curriculum Overview

Our curriculum combines traditional subjects with hands-on, experiential learning. Core subjects include:

- Mathematics
- Science
- Language Arts
- Social Studies

ADVANCED COURSES:

In all core subjects at IFLA (English/Math/ Science/History) there is an advanced course offered if students and parents choose to enroll in a more rigorous course instead of the standard course of study.

Requirements : **Each and Every** student that wishes to enroll in an advanced course must have a Final Grade (F1) In the previous course the previous school year of a 90% or Higher in order to qualify for the Advanced course. Advanced courses give students the flexibility to be challenged academically in a rich and rigorous learning environment. Advanced courses or (Honors) courses do not count double or weigh different amounts on the students transcript , however students receive early college level experience and receive early exposure to some of the next grade levels Instruction.

We are aligned with the State of North Carolina Department of Public Instruction Instructionally.

Grading System

Grades are based on a combination of assignments, tests, projects, and participation:

- A: 90-100%
- B: 80-89%

- C: 70-79%
- D: 60-69%
- F: Below 60%

We are aligned with the State of North Carolina Department of Public Instruction Grading Scale, With different weights for each category.

Elementary (K-5):

- Classwork: 50%
- Quizzes: 20%
- Tests & Projects: 30%

Middle (6-8):

- Classwork : 40%
- Quizzes: 25%
- Tests & Projects: 35%

High (9-12):

- Classwork : 30%
- Quizzes: 20%
- Tests & Projects: 50%

Homework Policy

Homework is assigned to reinforce classroom learning. Students are encouraged to dedicate time to review and complete their assignments daily. Homework will be assigned as the classroom teacher deems necessary.

Student Support Services

Mentorship and Mental Health

Our Mentor team provides academic guidance, career advice, and emotional support. Students and families can schedule appointments with our Mentors as needed. Any adult employed with Infinity Learning

Preparatory Academy is a highly trained mentor for students, staff, and families.

Special Education Services

Infinity Learning Preparatory Academy is committed to providing equal opportunities for all students. Our special education team works closely with families to create individualized education plans (IEPs).

Health and Safety Guidelines

- **Illness:** Students are recommended to stay home if they are unwell. Parents should inform the school immediately.
- **Emergency Drills:** Fire, lockdown, and earthquake drills are conducted regularly, at least once per month, to ensure students and staff are prepared for emergencies.
- **Medication:** Any medication must be administered prior to school. No person employed with Infinity Learning Preparatory Academy is allowed to administer medicine to anyone under any circumstances.

Parent and Guardian Involvement

We encourage parents and guardians to be actively involved in their child's education by:

- Attending parent-teacher conferences
- Volunteering for school events
- Joining the Parent-Teacher Association (PTA)

In North Carolina, student promotion requirements are established by the State Board of Education and may be supplemented by local education agencies. These requirements ensure that **students'** progress through grade levels with the necessary knowledge and skills.

In the state of **North Carolina**, student promotion is generally determined based on several key factors, including academic performance, assessments, and teacher recommendations. These promotion guidelines are set by the **North Carolina Department of Public Instruction (NCDPI)** and may vary slightly depending on school districts, charter or private schools. Below are the main factors that influence promotion decisions at IFLA:

1. Academic Performance

- **Grade-Level Performance:** To be promoted to the next grade level, students are expected to meet or exceed the required academic standards for their current grade level in core subjects such as English Language Arts (ELA), Math, Science, and Social Studies. Students need to achieve a 70% and higher in all courses as a **F1 Grade**. (Quarter 1,2,3,4 averaged together)
- **Cumulative Grades:** Students typically need to maintain a minimum grade average in key subjects to assess a student's readiness for promotion.
- **Final Report Cards:** Report cards provide a detailed account of a student's performance throughout the school year. A student's grades, especially in critical subjects, will play a major role in promotion decisions. **Report Cards are given every 9 weeks, and Progress Reports every 3 weeks.**

2. Standardized Assessments (End-of-Grade/End-of-Course)

- **End-of-Grade (EOG) Tests:** In North Carolina, students in **grades 3-8** take End-of-Grade assessments in **English Language Arts (ELA)** and **Math**. For students in grades 5 and 8, a **Science** test is also included. The results from these standardized tests can be crucial in determining whether students are promoted.
 - **Grade 3:** For promotion to **grade 4**, students must demonstrate proficiency on the **Grade 3 ELA** assessment. If students do not pass, retention may be considered, unless there are extenuating circumstances.
 - **Grades 4-8:** Students must meet a proficiency level on EOG tests in both ELA and Math, which means achieving a **Level 3** or higher.
- **End-of-Course (EOC) Tests:** Students in high school take **End-of-Course exams** in specific subjects, such as **English II**, **Math I**, and **Biology**. These exams contribute to final course grades, which are important for promotion to the next grade.

3. Teacher Assessments and Recommendations

- **Teacher Evaluations:** Teachers assess students' overall understanding, effort, behavior, and ability to meet grade-level expectations. Their observations play a critical role in determining if a student should be promoted.
- **Progress Monitoring:** Teachers often use progress monitoring tools to track a student's academic development throughout the year. Based on this, teachers may recommend interventions, adjustments to instruction, or retention if a student is struggling to meet expectations.
- **Teacher Recommendation:** In some cases, teacher recommendations may override standardized test results if the teacher feels the student is ready for the next grade based on classroom performance.

4. Intervention Programs and Supports

- **Reading Intervention for Grade 3:** Under the **Read to Achieve (RTA)** program, North Carolina requires third graders to be proficient in reading to be promoted to the fourth grade. If a third-grade student is not proficient, they may be required to attend summer school, receive additional interventions, or be retained.
 - Students who are not proficient in reading by the end of **Grade 3** may have the opportunity to participate in reading remediation programs or retake the ELA test. Failure to meet the promotion criteria may result in retention.
- **Response to Intervention (RTI):** Schools may implement RTI practices to support students struggling in specific academic areas. Through targeted interventions, schools work to help students meet grade-level expectations, and these efforts may influence promotion decisions.

5. Attendance and Engagement

- **Attendance Policies:** Regular attendance is a key factor in promotion. Excessive absences may impact a student's ability to meet academic standards and complete necessary coursework. Please reference the attendance policy. Attendance can influence promotion decisions, particularly if a student's absence rate hinders their academic progress.
- **Student Engagement:** In some cases, consistent engagement in class activities, homework, and participation in learning experiences may be factored into the promotion decision. Teachers and administrators may consider a student's overall commitment to their education.

6. Parent and Student Input

- **Parent Conferences:** In cases where there are concerns about promotion, we will arrange conferences with parents or guardians to discuss a student's academic progress, potential interventions, and next steps. The involvement of

parents is essential for understanding the child's needs and ensuring that all possible supports are in place.

- **Student Self-Assessment:** In some cases, we may involve students in the discussion of their academic growth, especially in middle and high school, where students are encouraged to take ownership of their learning. Self-assessment may influence decisions about promotion, particularly in terms of student motivation and readiness.

7. Special Education and Individualized Education Programs (IEPs)

- **IEP Considerations:** For students with different needs, promotion is based on the goals outlined in their **Individualized Education Program (IEP)**. The IEP team, which includes educators, parents, and specialists, will determine whether a student has met the necessary goals and should be promoted. The decision may also take into account the student's progress on state assessments, accommodations, and modifications provided in the classroom.

8. Retention Decisions

- **Retention:** If a student is not meeting the academic requirements or assessments for promotion, retention may be considered. The decision to retain a student is typically based on multiple factors, including the results of assessments, grades, teacher input, and the student's overall progress. Retention decisions are often made with the collaboration of teachers, parents, and administrators, and are generally used as a last resort after interventions have been exhausted. **The principal may under any circumstance retain a child basing the decision Solely on the above outlined determining factors. The principal will lead the decision-making team and He/She shall have the final say In a student's retention using professional judgement and data provided by the students' academic team listed above.**

Infinity Learning Preparatory Academy Code of Conduct

At Infinity Learning Preparatory Academy, we strive to create a positive, respectful, and productive environment for all students, staff, and visitors. This Code of Conduct outlines the expectations for behavior to ensure that everyone in our community feels safe, valued, and supported.

1. Respect and Integrity

- Treat all members of the Academy community, including students, teachers, staff, and visitors, with respect and courtesy.
- Honor the rights, opinions, and beliefs of others, even if they differ from your own.
- Use appropriate language and avoid offensive or discriminatory remarks.
- Uphold academic integrity by avoiding plagiarism, cheating, and dishonesty in all forms.

2. Responsibility and Accountability

- Take responsibility for your actions and behavior, both in and outside of the classroom.
- Be punctual and prepared for all classes, meetings, and assignments.
- Follow all Academy policies, procedures, and instructions provided by staff and faculty.
- Be proactive in seeking help or clarification when needed, and support peers in their learning endeavors.

3. Safety and Well-being

- Foster a safe, healthy, and inclusive learning environment for all members of the Academy.
- Bullying, harassment, or any form of discrimination will not be tolerated. Respect diversity in all its forms.
- Avoid behavior that could endanger the well-being of yourself or others, whether physically, emotionally, or mentally.

- Adhere to all health and safety guidelines set by the Academy, including any COVID-19 protocols or other relevant measures.

4. Academic Excellence and Growth

- Strive for excellence in all academic pursuits and maintain a high standard of work.
- Collaborate respectfully with peers, contributing to group work and discussions in a meaningful way.
- Take responsibility for your own learning and be open to constructive feedback.
- Seek opportunities for personal and professional development both inside and outside the classroom.

5. Technology and Digital Citizenship

- Use technology responsibly and for academic purposes, in alignment with Academy guidelines.
- Do not use electronic devices for disruptive or non-educational activities during class time.
- Be respectful when communicating online, and avoid inappropriate content, cyberbullying, or harassment on digital platforms.
- Maintain privacy and confidentiality when interacting with others in both physical and virtual spaces.
- Any school-issued technology (including but not limited to laptops, tablets, chargers, or accessories) must be returned in the same condition in which it was signed out. Students are expected to handle all equipment with care and ensure its safe and functional return.
- **Policy on Damage, Loss, or Non-Return:** If a device or accessory is damaged, lost, or returned in a condition that differs from when it was issued, the student and/or parent/guardian will be held financially responsible for the repair or full replacement cost, as determined by the school. This includes but is not limited to physical damage, internal damage due to misuse, and missing parts.
- Failure to pay assessed charges may result in the withholding of report cards, transcripts, or other school-related privileges until the matter is resolved.

6. Environmental Responsibility

- Be mindful of the environment, and take steps to reduce waste and promote sustainability.

- Respect the Academy's property and resources, ensuring they are used appropriately and cared for.
- Report any damage to school property or safety concerns to staff promptly.

Consequences for Misconduct

The following are possible consequences for misconduct:

1. Verbal Warning:
 - A verbal reminder of the Code of Conduct and a discussion of the behavior that needs to change. The teacher will redirect the student.
 - This may be appropriate for minor infractions, especially if it's the individual's first violation.
2. Written Warning:
 - A written notice of the misconduct will be issued, outlining the specific behavior that violated the Code of Conduct.
 - A meeting may be scheduled with the student, parent(s)/guardian(s), or employee to discuss the situation further.
 - A record of the written warning will be kept in the individual's file.
3. Temporary Suspension:
 - A temporary suspension from the Academy or specific activities may be imposed for more serious misconduct.
 - The length of the suspension will depend on the nature and frequency of the violation. The Suspension timeframe and or the time student needs to be separated from the Learning environment is Up to the Principal or the Principals Designee.
 - During suspension, the individual will be required to complete academic work and may be required to meet with a Mentor team or administrator before returning to full participation.
4. Expulsion/Termination:
 - For the most serious violations, such as repeated misconduct, violent behavior, or actions that put others in harm's way, expulsion (for students) or termination (for staff) may be considered. A case will be submitted to the BOARD OF EDUCATION FOR INFINITY LEARNING PREPARATORY ACADEMY. Board members will have 24hrs to meet and rule on the particular matter from the time the claim is made.

- Expulsion or termination will only be used after thorough investigation and consultation with the relevant parties (e.g., student, parents, staff, administrators, and B.O.E). When a student is expelled they may not attend any Infinity Learning affiliated school for 1 years time from the date of expulsion.

5. Restorative Actions:

- In some cases, restorative actions may be implemented. This involves helping the individual understand the impact of their actions on others and working to repair relationships within the Academy community.
- This may include a manifestation meeting, conflict resolution workshops, or peer mediation.

Additional Considerations

- **Repeated Offenses:** If misconduct occurs repeatedly, the severity of the consequences may increase.
- **Mitigating Factors:** In some cases, mitigating factors such as the individual's intent, prior record, or personal circumstances may be taken into account when determining consequences.
- **Appeal Process:** Individuals who feel that disciplinary actions were unjust may appeal the decision through the Academy's established grievance procedure by informing the School Principal and or Principal's designee to the grievances.

Final Note:

The goal of the consequences for misconduct is not only to maintain a safe and respectful environment but also to encourage personal growth, responsibility, and accountability. By following the Code of Conduct, we can work together to create a community of learning and mutual respect at Infinity Learning Preparatory Academy.

8. Acknowledgment

By being a part of Infinity Learning Preparatory Academy, students, staff, parents, and visitors acknowledge and agree to adhere to this Code of Conduct. Together, we can create an environment where everyone has the opportunity to thrive and reach their full potential.