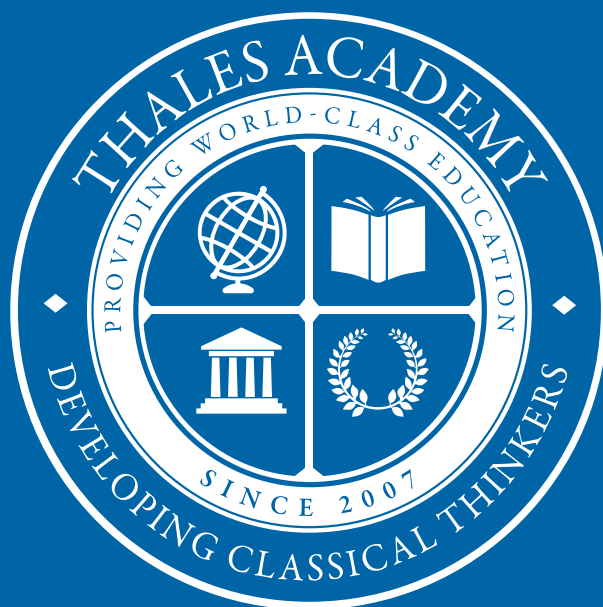


2025-2026



STUDENT HANDBOOK
PRE-K-5

CAMPUSES

Apex K-3 1177 Ambergate Station Apex, NC 27502 (919) 303-3108	Apex 4-12 1300 N. Salem Street Apex, NC 27502 (919) 629-4200
Cary 1120 Buck Jones Road Raleigh, NC 27606 (919) 234-1350	Flowers Plantation 65 SE Flowers Parkway Clayton, NC 27527 (984) 989-0140
Franklin 3835 Carothers Parkway Franklin, TN 37067 (615) 465-6919	Holly Springs 11244 Holly Springs New Hill Road Holly Springs, NC 27540 (919) 762-7297
Knightdale 525 Carolinian Avenue Knightdale, NC 27545 (919) 295-5954	Pittsboro 200 Vine Parkway Pittsboro, NC 27312 (919) 726-2416
Raleigh 8151 Town Drive Raleigh, NC 27616 (919) 882-2320	Richmond 14101 Center Pointe Parkway Richmond, VA 23114 (804) 495-0081
Rolesville 1201 Granite Falls Boulevard Rolesville, NC 27571 (919) 435-2715	Wake Forest 3106 Heritage Trade Drive Wake Forest, NC 27587 (919) 453-6415
Waxhaw 8012 New Town Road Waxhaw, NC 28173 (704) 256-5370	

WELCOME TO THALES ACADEMY

Thales Academy is a 501(c)(3) non-profit school founded by Mr. Robert Luddy and is governed by the Thales Academy's Board of Directors. Thales Academy's Board of Directors and administration look forward to providing a positive school experience for our families and students.

MISSION

The mission of Thales (THAY-LEEZ) Academy is to provide an excellent and affordable education for students in Pre-K to 12th grades through the use of Direct Instruction and a Classical curriculum. Thales Academy embraces traditional American values and the Judeo-Christian understanding of what it means to cultivate excellence through the contemplation of truth, goodness, and beauty. Thales Academy respects the God-given freedom and human dignity of mankind and strives to help every student fulfill their potential.

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

THALES FIRST PRINCIPLES

This philosophical foundation gives rise to four different course strands that permeate the curriculum of Thales Academy in general and our history curriculum in particular. Accordingly, we hope that our classes may encourage students to admire this intellectual inheritance and appreciate its literary works, its figures, and its ideas of human dignity, individual rights, and the pursuit of truth, beauty, and goodness.

- **Natural Order:** Teach students to recognize beauty in the order of the universe and the basic principles that govern it, both in the natural realm and the human realm.
- **Human Dignity:** Teach students to preserve the dignity and uniqueness of every individual in alignment with the *imago dei* and the attendant concept of natural law.
- **Moral Philosophy:** Educate students to cultivate practical wisdom (prudence) and the ability to make moral decisions in the Judeo-Christian and Aristotelian tradition.
- **Our Intellectual Inheritance:** Recognize that as teachers and students at a classical school, we have received as our inheritance the literary and historical treasures of the Western canon.

PAST, PRESENT, AND FUTURE

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

INTRODUCTION

This handbook is provided to present an overview of the policies, regulations, and procedures followed at Thales Academy. Its purpose is to provide guidance and set goals for our school community, including students, parents/guardians, staff, and administration. It is not intended to restrict or hinder in any way the authority of the campus administration, teachers, or staff to make such rules, not inconsistent with this code, as they are authorized by law to make for the operation of their school or classes.

The Board of Directors encourages and supports the right of the Head of School of each campus to employ a variety of disciplinary actions. These may include, but are not limited to: confiscation of or restricted access to school-issued devices or equipment; out-of-school suspension; exclusion from school events and activities; dismissal or expulsion from Thales Academy; or any other action deemed necessary and appropriate.

Nothing in this handbook shall be construed as creating a contract between or among any stakeholders at Thales Academy. Thales Academy reserves the right to unilaterally change the provisions of this handbook at any time.

ORGANIZATIONAL PATTERN AND CURRICULUM

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

ADMISSIONS AND ENROLLMENT

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

The Thales Academy admissions process operates on a first-come, first-served basis. Admissions priority may be given to siblings of currently enrolled students. Timely submission of all applicant materials is required. Materials required for submission as part of an admissions application vary by grade and may include any or all of the following:

- A completed Admissions Application with an application fee. The current application fee is listed on the "Apply Now" page of the Thales Academy website;
- A copy of the applicant's birth certificate;
- Previous school records;
- Confidential student evaluation(s) completed by the applicant's current teacher(s);
- Recent report card(s) for the applicant.

Thales Academy accepts applications beginning in early fall for the subsequent school year. The exact date of application availability will be determined and disseminated by the admissions office. Mid-year applications are considered on a case-by-case basis based on the best interest of each applicant.

All newly enrolled Thales Academy students are subject to enrollment review within the first 30 days of enrollment. While Thales Academy makes every effort to support the needs of each child, if, in the judgment of the campus Head of School and after exhaustive review, a conclusion has been reached that the student is unlikely to successfully meet his or her potential at Thales Academy, the Head of School may request the student's withdrawal from Thales Academy or may inform the parent/guardian that the student may no longer remain enrolled at Thales Academy. Such determinations are deemed final and not eligible for further reconsideration.

NON-DISCRIMINATION STATEMENT

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

Thales Academy makes reasonable accommodations for children with physical disabilities. Requests for accommodation should be directed to the Head of School.

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

JUDEO-CHRISTIAN VALUES

Thales Academy affirms the Judeo-Christian tradition as it relates to the development of ethical thought, Western civilization, the problems of the human condition, and the nature of the good life. From this tradition, we draw our convictions about the human person as a creature of dignity and worthy of respect. We understand each human being to be made male or female and endowed with rationality, which enables us to view people as the most significant resource for positive change.

Although Thales Academy does not align with any specific denomination or branch within a religious tradition, our curriculum, instruction, and educational philosophy are shaped by the Judeo-Christian worldview.

TUITION, FEES, AND SCHOLARSHIPS

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

Thales Academy families make tuition payments through Blackbaud Tuition Management, the school's tuition management system.

Thales Academy encourages all families residing in North Carolina and enrolled at a Thales Academy campus located in North Carolina to apply for the North Carolina Opportunity Scholarship, which provides financial assistance from the State of North Carolina to students enrolled in kindergarten through 12th grade at eligible private schools. Further information is available from the North Carolina State Education Assistance Authority website at ncseaa.org.

The Luddy Schools Scholarship Fund may provide tuition assistance to students in need. The community at large holds a special responsibility to help children achieve their potential as responsible, compassionate citizens. Members of the community accomplish this by providing material support to families. Thales Academy invites charitable community friends to contribute to the Luddy Schools Scholarship Fund. Tax-deductible grants for tuition scholarships may be given in honor of persons or organizations, on the approval of the Thales Academy Board of Directors.

If ineligible or not approved for an Opportunity Scholarship award, Thales Academy students in kindergarten through 12th grade may apply for need-based scholarships through the school's financial aid services vendor, Blackbaud Financial Aid Management. Information on the application process may be obtained from the campus Head of School. Students must be accepted through the admissions process before applying for Thales Academy financial assistance.

Students who are awarded a North Carolina Opportunity Scholarship are not eligible for any additional scholarships awarded by Thales Academy. Students who receive any tuition assistance from any source are not eligible for any tuition discounts.

ACADEMIC POLICIES

SCHOOL HOURS

School hours for each campus can be found on the website.

GRADING

Guidelines for Above-Level Math and Reading/Language Arts Classes K–5

End-of-Year gateways for moving from one upper level math or reading/language arts class to the next are established school-wide. This applies only for students who are in above-grade-level classes. All decisions are at the Head of School's discretion and are dependent on the needs of the student. For students in grades K–4, a year-long test average of at least 90% in the current school year is required for placement in a subsequent above-grade level class. For 5th grade students entering 6th grade, a year-long test average of at least 85% is required.

Kindergarten through 12th grade students are evaluated on personal/social growth, work habits, and material outlined in the Thales Academy Curriculum. Progress is evaluated on the following scale:

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

The highest grade a student can earn is 100.

MID-QUARTER CHECKS AND REPORT CARDS

Mid-Quarter Checks are given four times per year at the midpoint of each quarter. Report cards are given four times per year at the end of each quarter. Please refer to your onRecord account to print copies of these records if needed.

PHILOSOPHY OF HOMEWORK

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

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

HOMEWORK HINTS

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

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

ACCESSING GRADES VIA CANVAS

All grades use Canvas to inform parents/guardians of progress and assignments. The school provides Canvas access for all parents/guardians..

EXTRA CREDIT

Opportunities for students to receive extra credit are left to the discretion of the teacher. Providing extra credit is not encouraged nor endorsed by the school.

PROMOTION REQUIREMENTS: GRADES K–5

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

In order to be promoted from one grade level to the next, the student must show sufficient progress and/or mastery to allow him/her to be successful in the subsequent grade level.

If retention of a student appears likely, appropriate notification will be given to the parent(s)/guardian(s) of the student. Administration has the final say in decisions of grade placement.

STANDARDIZED TESTING INFORMATION**CLT (Grades 3-5)**

The Classic Learning Test (CLT) will be administered to all students in grades 3–5. The CLT suite of assessments provide a highly accurate and rigorous measure of reasoning, aptitude, and academic formation for students from diverse educational backgrounds. The CLT also provides colleges and secondary schools with detailed information about student learning trends to facilitate decisions about admissions, curricula, and instruction.

MASTERY-BASED PROGRAMS

At Thales Academy, students are grouped homogeneously for Reading, Math, and Language Arts. Students are placed in an appropriate level based on assessments and placement tests. Thales Academy uses mastery-based Direct Instruction programs. This means that students are expected to achieve mastery within their level. If a student is placed accurately and appropriately, they will be successful without extensive outside instructional support or resources. Retests are given when a student scores below 85% on assessments in Math, Reading, and Language Arts. Retests are for mastery of skills; grade inflation will not occur. The school has established criteria for moving students from one level to another. Parents/guardians are notified of this accordingly. Student placement decisions are data driven and are determined by school staff.

FAMILY AND SCHOOL COMMUNICATION

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

Contact the classroom teacher directly for the following:

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

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

Contact the school office for the following:

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

CONFERENCES

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

FRIDAY FOLDERS

Communication is very important. Friday Folders are a convenient, consistent way of sending information and student work home. All student work will be sent home in Friday Folders. Parents/guardians should make it a top priority to look through the folder every week. Folders are to be signed and returned every Monday. Friday Folders are used in grades Pre-K–5. Please note: ALL outside materials sent home via Friday Folders MUST be approved by administration prior to being sent. It is expected that any outside materials will be copied and packaged for distribution.

ATTENDANCE POLICY

"If you are early, you are on time. If you are on time, you are late."

The habit of showing up early—for class, practice, a meeting, the school day, work—demonstrates respect for everyone else's time.

Our curriculum is detailed and fast-paced at Thales Academy, so even one part of a class missed can put a student behind. Thus, to help our students find success, we are strict on attendance at Thales Academy.

ATTENDANCE OVERVIEW

Teach your child that success starts with showing up by helping them arrive early, attend every day, and stay all day. Furthermore, set the example yourself—don't make excuses or condone skipping school. Limit absences to sickness, family emergencies, and bereavement leave, and try to schedule appointments outside of the school day or over track out.

Regular school attendance is of paramount importance in the educational process. A pattern of absenteeism and/or tardiness can rapidly have a significant, negative impact on a student's ability to learn and grow. In order to achieve optimal student outcomes, and accounting for the central role daily attendance plays in the cumulative curriculum at Thales Academy, the Thales Academy Board of Directors has established our attendance policy in alignment with state compulsory school attendance laws.

ATTENDANCE POLICY

Any of these instances will cause a student's enrollment to be placed under review, and the student may be subject to removal from Thales Academy:

Per School Year:

- 5 Unexcused Absences
- 10 Total Absences (of any type)
- 12 Tardies/Early Departures

When a student reaches any of the benchmarks above, the student's enrollment will be placed under review, and an attendance contract will be issued (see Attendance Contract Template on the website). Failure to adhere to the contract will result in the student's enrollment being terminated.

Excused Absences are granted ONLY for documented illness, injury, or death in the immediate family. Written documentation in the form of a doctor's note or a note from the student's parent/guardian must be submitted to the Office Manager within 24-hours of the absence to count as an excused absence. We highly recommend getting a doctor's note whenever possible.

All other absences will be counted as Unexcused Absences (including any absences that could be defined as excused but lack the required written documentation submitted to the Office Manager within 24-hours of the absence). Suspensions also count as unexcused absences.

- Tardies/early departures will be counted in total regardless of reason, with no excused or unexcused differentiation.
- Students will be marked tardy if they are not inside the building by the end of the morning carpool time listed on the campus bell schedule.
- Family vacations, travel, educational enrichment activities, sports programs, or any other non-school-related activity during the academic year, including religious observances and scheduled non-urgent medical appointments (doctor checkups, dentist appointments, etc.) are all considered unexcused absences.
- Absences should be reserved for medical emergencies, sickness, or death in the immediate family.
- Families should use the four track outs during the year to schedule non-urgent medical appointments, vacations, trips, and celebrations.
- Family vacations, travel, educational enrichment activities, sports programs, or any other non-school-related activity during the academic year, including religious observances and scheduled non-urgent medical appointments (doctor checkups, dentist appointments, etc.) are all considered unexcused absences.
- The Head of School may, but is not obligated to, provide a one-time excessive absenteeism exception in the instance of a documented case of illness if the student has satisfactorily maintained their work for the duration of the absence.

MAKE-UP WORK POLICIES:

- Due to Excused Absences: Students have one day for each day absent to complete missed work (not counting weekends).
- Due to Unexcused Absences: Students are expected to keep up with missed assignments and return to school with work completed.
- **Pre-K-5:** Families must inform each teacher in advance and collect any missed work. All work is due immediately upon the student's return.
- **Excessive Tardies/Early Departures in Same Class:** 7 tardies or early departures in the same class in a semester will remove the privilege for a student to make up work missed due to future tardies or early departures in that class unless an exception is approved for documented medical reasons by the Head of School.

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

- Work will be assigned during the suspension. When the student has completed serving his/her suspension, he or she will need to bring in all of his or her completed work to be readmitted to the school. Students will not be readmitted if the work is not completed during the suspension.

LATE WORK POLICY: GRADES K-2

Work turned in late will receive a 10-point deduction for each day the item is late. If a student is absent due to illness, they have 1 day for every school day absent to complete missed work. If a student has an extended absence due to an emergency, please discuss with your Head of School in order to determine if missed assignments should be modified.

LATE WORK POLICY: GRADES 3-5

Work turned in one day late will receive a maximum grade of an 80%. Work turned in two days late or more will receive a maximum grade of a 50%. Students have three (3) school days from the due date of an assignment to turn in for credit. After three days, it will become a permanent zero. Teachers are encouraged to contact parents/guardians via phone and/or email when a child is missing multiple assignments.

ILLNESS

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

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

Students must be symptom free for 24 hours prior to returning to school. The school should be notified if your child has a contagious disease including, but not limited to, chickenpox, pinkeye, impetigo, or pediculosis (head lice). Students who were absent from school on a given day due to illness are

not permitted to attend any school functions on that day, including after school clubs, performances, events, or any other school activities. Students who leave school early due to illness are not permitted to attend school functions for the remainder of that day.

PROLONGED ABSENCES

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

ADMINISTERING MEDICATION

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

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

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

BEHAVIORAL INTERVENTION

At Thales Academy, we are committed to fostering an educational environment that is conducive to the academic and personal development of our students. If there is a concern that a student has attempted or is planning to conduct self-harm, school administration will contact the child's legal guardian within a reasonable time after the school receives notice. All reports of suicidal thoughts or threats of which school administration becomes aware will result in a child being sent home from school to seek the appropriate professional care, unless at the discretion of school personnel it is necessary to obtain medical treatment or contact law enforcement. School administration for the purposes of this policy includes the Head of School, Assistant Head of School, or any other member of the school faculty or staff.

Thales Academy will ask caregivers to sign a form to indicate that relevant information has been provided to the family. The student will only be released to a parent/guardian, law enforcement officials, or emergency medical staff if a suicidal threat is made.

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

STUDENT HEALTH POLICY

VISITING THE SCHOOL OFFICE FOR ILLNESS/INJURY

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

IMMUNIZATIONS

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

PEDICULOSIS (HEAD LICE)

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

STUDENTS WITH ALLERGIES

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

PEANUT AND TREE NUT POLICY

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

TELEPHONE USE

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

DRESS CODE

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

BOTTOMS FOR BOYS & GIRLS

Pants, Shorts, and Skorts

Color: Khaki or Navy Blue

Style & Length: Shorts & skirts/skorts:

- Dress-style, knee-length (at the knee)
- Pants: Dress-style, full-length, straight-leg. Pants must be straight-leg style only- No wide leg, skinny, boot cut, flare, etc.
- Skirts must be worn with bike or knit shorts, leggings, or tights (white, navy, light blue, or red only) underneath.
- No cargo-style, capri-style, knit, stretch, denim, or corduroy material allowed. All garments must be free of holes, rips, and/or tears.

JUMPERS AND POLO-STYLE DRESSES: GIRLS

Jumpers

Color: Khaki or Navy Blue

Style: Jumpers & skirts should be professional and appropriately fitting. Jumpers must be worn with a short or long sleeve polo-style, collared shirt underneath. No corduroy or knit material. Jumpers must be worn with bike or knit shorts, leggings, or tights (white, navy, light blue, or red only) underneath.

Length: Knee-length (at the knee)

Polo-Style Dresses

Color: Navy Blue, Light Blue, or Red

Style: Collared dresses should be professional and appropriately fitting. Polo-style dresses must be worn with bike or knit shorts, leggings, or tights (white, navy, light blue, or red only) underneath.

Length: Knee-length (at the knee).

TOPS

Shirts

Boys & Girls

Color: Solid Red, Navy, Light Blue only

Style: Polo-style cotton or dri-fit collared shirts, long sleeve or short sleeve. No button down blouses. Turtlenecks in colors red, light blue, and navy are acceptable if they are worn under school appropriate sweaters or sweater vests. Turtlenecks may not be worn alone. Polos should be free of graphics, emblems or designs such as Polo, Under Armour.

Sweaters

Boys & Girls

Color: Solid Red, Navy, Light Blue only

Style: Woven, knit pullover sweater, sweater vest or cardigan. Crewneck or V-neck are allowed. A polo-style, collared shirt must be worn under all sweaters, vests or cardigans.

Inside: Sweaters with hoods are not allowed.

Fleece

Boys & Girls

Color: Solid Red, Navy, Light Blue only

Style: Fleece pullovers, fleece vests, or fleece jackets are acceptable and can be worn in class. A polo-style, collared shirt must be worn under all Fleece pullovers, fleece vests, or fleece jackets. Sweatshirt fabric is not allowed.

FOOTWEAR:

Boys & Girls

Allowed: Low-top tennis shoes (no bright neon-colors; no character-themed)

Close-toed, solid brown, black, or navy dress flats/shoes.

Prohibited: High top sneakers, heels, boots, Ugg-style shoes, sandals, clogs, flip-flops, sport slides, crocs, mules, Heelys or other wheeled shoes, blinking or light-up shoes, shoe charms, shoe sequins/gems, socks above ankle-length, leg warmers.

Socks: Socks must be a solid color of white, gray, black, or navy blue only and be ankle-length.

Leggings and Tights: Leggings and tights must be solid color of white, navy, light blue, or red and are only allowed to be worn under skirts, jumpers, and polo-style dresses.

SCHOOL GYM UNIFORMS AND PE CLASSES

Students do not dress-out for PE.

ACCESSORIES

Belts

Belts may be worn in solid black or brown but are not required unless the pants or shorts have belt loops. Belt buckles should not be excessively large or gaudy and should not contain inappropriate text or symbols.

Piercings/Jewelry

Girls may wear small earrings only; earrings should not contain inappropriate text or symbols. Boys may not wear earrings. No facial piercings.

No smart watches, Fitbits, or other watch-style smart devices.

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

Makeup

Makeup should not be heavy. Temporary and/or permanent tattoos, and face/body glitter are not allowed. Nail polish, if worn, should be in natural colors only.

Hair

Student hair should not be colored, highlighted, tinted and/or dyed hair in unnatural colors or have faux hawks. Boys' hair length should be clean cut and above the collar. Boys are required to be clean shaven. No Fairy Hair.

Hats and Head Gear

Hats, bandanas, or other head coverings are not allowed to be worn inside of the buildings.

Hair Accessories: Headbands, hair bows, and other hair accessories should be solid in color and not include any glitter, sparkles, gems, charms, or character-themes; no neon- or metallic-colored hair accessories. All hair accessories should not be excessively large or gaudy and should not contain inappropriate text or symbols.

Other Notes Regarding Dress Code:

- Shirts are to be tucked in at all times.
- Bike or knit shorts are to be worn under skirts.
- No coats, hoodies, jackets, sweatshirts, or non-uniform sweaters/fleeces may be worn in the classroom.
- Undergarments must not be visible when students are in uniform.
- Shirts must be properly buttoned and must be tucked.
- No deep V-necks or plunging necklines may be worn.
- Undershirts, camisoles included, should be white and/or match school colors and should be tucked in appropriately. Boys' undershirts should be t-shirt style only.
- Outside: Other outerwear may be worn outside of the school building only but may not contain inappropriate text or symbols.
- Backpacks: Wheeled backpacks are prohibited.
- Articles of clothing or accessories not detailed or listed in this section will be considered not in compliance with the dress code.

- School administration makes the final decision on the acceptability of items in reference to dress code. All decisions are final and are not subject to appeal.

DRESS-DOWN POLICY

Student Spirit Day Dress Code Policy: Thales Academy holds special "spirit days" where students and teachers may wear attire outside of the normal dress code. On spirit days, students may wear a spirit t-shirt with uniform bottoms. These days are announced in advance and typically fall on the last Friday of each month/quarter and field trips. Campus administrators will notify students about specific days. The spirit shirts must be Thales approved spirit wear from our campus store or an approved club t-shirt. No hoodies are allowed on spirit days. Shirts must be tucked in at all times. As a campus we will host one spirit week each year for homecoming. All Thales Academy students' attire every day should reflect that you are a representative of Thales Academy.

DRESS CODE VIOLATIONS & ENFORCEMENT

All Thales Academy team members have been assigned the responsibility to uphold the dress code.

Articles of clothing or accessories not detailed or listed in this section will be considered not in compliance with the dress code.

Students may be reported and sent to the front office for dress code violations by any Thales Academy team member, even if it is not his or her student, and for any dress code violation, including untucked shirts and rolled-up shorts/skirts/skorts.

The Office Manager will confirm details with the reporting Thales Academy team member and issue consequences (see below for list of consequences). (Students may be required to wait in the instance of a busy front office.)

All Thales Academy team members are trained to show prudent judgment that upholds our school's official policies and values, and their decisions to report any students for violations will be final and not subject to appeal without requiring any additional review from Heads of Schools or Leadership.

School administration makes the final decision on the acceptability of items in reference to dress code. All decisions are final and are not subject to appeal.

PRE-K-5 DRESS CODE VIOLATION CONSEQUENCES

- **First Offense:** An official written warning will be recorded and shared.
- **Second Offense:** An official written warning will be recorded and shared, and a call will be made to the parent/guardian.
- **Third Offense:** An official written warning will be recorded and shared, and a call will be made to the parent/guardian. If the dress code violation requires a change of clothes to comply, a parent/guardian will be contacted to bring an appropriate change of clothing for the student before the student may return to class and/or to pick up any prohibited items if necessary
- **Fourth Offense:** 1 day suspension
- **Fifth Offense:** 3 day suspension and student's enrollment put under review

UNIFORM RETAILER GUIDELINES

Families are welcome to purchase students' daily uniforms at any retailer they choose, as long as uniforms are in compliance with our dress code policies. (We have also arranged uniform stores with Lands' End, if preferred.) Please note that all students must purchase PE uniforms and spirit wear directly from their campus online stores; more information will be provided by your campus.

STUDENT LIFE

FIELD TRIPS

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

- All children must have written permission to go on field trips PRIOR to leaving campus.
- Once a fee is paid for the field trip in Blackbaud Tuition Management, it will not be refunded. This is necessary because the school will be obligated to cover the cost of tickets, transportation, etc.
- No child will be denied access to a field trip because of an inability to pay. Please contact your child's teacher in such cases.
- School uniforms are required on all field trips unless otherwise noted by the teacher.
- Children who choose not to attend a field trip and stay home will be coded as absent. Children who stay behind from a field trip and attend school may be assigned to another grade level for the duration of the day.
- Chaperones should not bring any siblings on field trips.
- Parents/Chaperones must provide the homeroom teacher with a copy of their driver's license and car insurance information when driving anyone other than their own child on school field trips prior to the event.

LOCKERS

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

SCHOOL LUNCH

Thales Academy does not have a cafeteria and does not provide in-house lunches. We do, however, contract with local vendors to have lunches brought in for a reasonable price. If a child forgets to order lunch, all possible means will be exhausted to provide a lunch for the child.

SNACK

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

RECESS

Recess is a time during the school day that is set aside so that students have the opportunity to run, play, exercise, and be better able to concentrate on their class work. All students are expected to go outside during recess time. Exceptions may be made for medical reasons, disciplinary actions, or for special school activities.

Students are expected to go outside for recess unless they have been ill and have a note from a physician. Written requests for a child to stay inside may be accepted for one (1) day in the case of illness or injury.

Please note: During the summer and winter months, teachers must be mindful of weather conditions and recess limitations. Classes may not be outside at all on days with a heat index over 100 °F or a wind chill below 32 °F.

Note: The Administration/Staff reserve the right to adjust recess times based on current weather conditions.

PHOTOGRAPHS

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

CHEWING GUM

Chewing gum is not permitted on campus.

ARRIVAL & DISMISSAL

In order to ensure the safety of our students at all times, we must adhere to strict procedures during arrival and dismissal times. Carpool procedures will be distributed as part of the required documents at the start of the school year. All parents/guardians must acknowledge and sign to indicate their adherence to the procedures. Failure to adhere to carpool procedures may result in disciplinary action up to and including discontinuation of enrollment at Thales Academy.

STUDENT ARRIVAL

- We encourage all parents/guardians to help their children learn to enter the building independently.
- Students start their day best when they are in class and ready to learn prior to our start time. Please allow ample time for your child to unpack and prepare for the school day.
- Students who arrive after carpool has ended will need to be checked in at the office by a parent/guardian in order to be permitted to enter class.
- Students must be dropped off in the carpool line of the school.
- The school requests that parents/guardians and /or siblings not develop the habit of personally escorting their children into the school building, in order to keep carpool flowing efficiently.

- If a circumstance arises where it is necessary to escort your child into the school building, please be considerate of others by not parking in the carpool line. Parents/guardians may park in the parking lot for this purpose.
- Students will have a homeroom period when they arrive at school until the end of morning carpool. At this time, students may read, study, complete work, or seek assistance from another teacher (provided they have permission from their homeroom teacher first).

STUDENT DISMISSAL

- Afternoon carpool procedures for students to be released from classrooms vary by campus. Information is available from the Head of School.
- Parents/guardians are asked to remain outside of the building until the end of the carpool window. At the end of the carpool window, parents/guardians may enter the building if necessary. Please note that students are not allowed to return to classrooms after school hours.
- Students are required to remain in their assigned carpool classrooms for dismissal until their name has been called to exit the building.
- Leaving the carpool room without being called and without permission is considered skipping and will be addressed accordingly with appropriate disciplinary measures.
- If you need to pick up your child prior to the end of the school day, please do so prior to 30 minutes before these school hours.

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

CARPOOL PROCEDURES

Morning

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

Please note: Students who are required by state law to be in a car seat or booster seat must be securely fastened in a car seat or booster seat for arrival and departure.

Afternoon

- Parents/guardians may not line up in the carpool line or anywhere on Thales Academy property until the designated time as communicated by campus administration. Individuals arriving prior to the designated time will be directed to leave the property until the appropriate time. This policy is in place to ensure the safety and security of our campus, including situations where an evacuation of the building may need to occur.

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

PROCEDURES FOR CARPOOL IN INCLEMENT WEATHER

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

LATE PICK-UP

All children are to be picked up on time. Students not picked up by the end of the carpool window will be charged \$1/minute to the parent/guardian's Blackbaud Tuition Management account. Please do not ask to be excused from this fee. It can be quite traumatic for students to be left behind after their classmates are gone. The school does understand that emergencies arise and will deal with them on an individual basis. If a parent/guardian knows he/she will be late, he or she should call the school office; otherwise, fees will be charged. If a parent/guardian knows he or she will be late to pick up their child regularly he or she is expected to secure some type of after school care for his or her child.

AFTER SCHOOL CARE (ASC)

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

- Program runs from the end of the school day until 6:00pm.
- Structured homework time
- Planned activities for all age groups
- Offered to students Kindergarten and up, based on availability and students meeting acceptable behavioral expectations.

The After School Care program is optional and requires an additional fee separate from standard tuition. Program fees for students who attend the program regularly are billed monthly to the student's Blackbaud Tuition Management account. The current fee schedule for After School Care is available from the campus office. Drop-in care is available as well for occasional use at a per-day rate. Prior registration is required for After School Care, and availability is not guaranteed. Please contact the After School Care director via the campus office for further information. Please note that After School Care is not available for students enrolled in Pre-Kindergarten.

BEFORE SCHOOL CARE (BSC)

The Before School Program offers supervised care in the morning before the school day begins. Below is an outline of the program:

- Program runs prior to the start of school.
- Time is available for students to play games and/or work on assignments.
- Staffed by Thales Academy employees.
- Offered to students in grades K–5.

Before School Care is offered at a per-day cost billed to your Blackbaud Tuition Management account and is not available at every Thales Academy campus. Parents/guardians may contact the campus office for more information.

ELECTRONICS & INTERNET

STUDENT INTERNET ACCESS

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

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

- Accessing, producing, posting, sending, or displaying material that is offensive in nature.
- Harassing, insulting, or attacking others.
- Attempting to damage computers, computer systems, software, or computer records.
- Using another's ID or password.
- Illegal use of data in folders or work files.
- Intentionally wasting limited resources.
- Employing the network for commercial purposes.
- Using the system for political lobbying.
- Posting personal or private information about themselves or other people on the Internet. Posting information that could be disrupting, cause damage, or endanger students or staff.
- Arranging or agreeing to meet with someone they have met online.
- Downloading files without prior approval from school personnel.
- Accessing chat rooms or social media.

- Accessing another's email.
- Sending mass emails to students, teachers, etc.

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

All communication software/systems or information are owned by Thales Academy, and the school reserves the right to inspect, examine, or monitor any and all systems, and the information contained therein, at any time to ensure that the system is being appropriately used in accordance with school policy.

PERSONAL TECHNOLOGY DEVICE POLICY

Thales Academy recognizes the importance of modern technology skills as part of an effective 21st century education. However, personal technology devices brought from home cause distractions and discipline issues in an educational setting. To maximize learning and remove the disciplinary challenges personal devices invite, Thales Academy will no longer allow personal technology.

With the exception of the school-issued iPads, personal technology and wireless communication devices are not permitted for students anywhere on school property, including at after-school events or in After School Care. These devices are prohibited on campus for students even if they are turned off or stored in a bag, pocket, or locker. If a driving student brings a device to school, the device must be left in their vehicle and cannot be accessed during the school day.

Examples of Prohibited Devices:

- Cellular telephones
- Gaming devices
- iPods/ MP3 players
- AirPods/ Bluetooth earbuds or headphones
- Non-school issued iPads/ Tablets
- Personal computers/ laptops
- Smart watches (such as Gizmo/ Apple Watch/ FitBit/ Garmin)
- Kindles/ E-readers
- Video recording devices
- Any other electronic device without Head of School permission

Additional Notes:

Thales Academy will not be responsible for theft and/or destruction of such devices.

Wired headphones only may be worn for educational purposes during the school day.

With a Thales Academy team member's permission, students may use the Thales Academy office phone to call a parent/guardian for pickup after events.

PERSONAL TECHNOLOGY DEVICE ENFORCEMENT POLICY

All Thales Academy team members have been assigned the responsibility to uphold the Personal Technology Device policy.

Prohibited devices may be taken and students may be reported and sent to the front office for Personal Technology Device violations by any Thales Academy team member, even if it is not his or her student.

The Office Manager will confirm details with the reporting Thales Academy team member and issue consequences (see below for list of consequences). (Students may be required to wait in the instance of a busy front office.)

All Thales Academy team members are trained to show prudent judgment that upholds our school's official policies and values, and their decisions to report any students for violations will be final, not subject to appeal, and do not require any additional review from Heads of Schools or Leadership.

Personal Technology Device Violation Consequences

Should a student be found with a prohibited device on campus, the consequences will be as follows:

First Offense: An official written warning will be recorded and shared. The prohibited device will be held by the Office Manager and may be collected by a parent or guardian at the end of the school day.

Second Offense: 1 day suspension

Third Offense: 3 day suspension and student's enrollment put under review

THALES-ISSUED TECHNOLOGY

Thales Academy issues iPads to high school students for educational purposes only. Each student who receives an iPad must complete an iPad usage agreement annually. In the event of damage to a Thales Academy iPad, the student who caused the damage will be assessed a minimum \$50 fee for covering the repair.

All use of Thales Academy technology, including content stored on a school-owned device, is subject to the expectations set forth by administrations and student code of conduct. Data is monitored and subject to review at any point by Thales Academy staff.

STUDENT & STAFF COMMUNICATION

- Any electronic communication sent to parents/guardians by Thales staff should always assume a professional, kind, and service-oriented tone, regardless of disagreements that may occur.
- Any electronic communication between students and staff should be solely focused around issues related the school.
- Students should not provide personal emails or cell phone numbers to staff.
- Social interaction between staff and students using any form of electronic communication is considered inappropriate. Any necessary communications with students should be professional in tone, short, and to the point.

STUDENT BEHAVIOR

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

STUDENT CONDUCT

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

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

Violation of board policies, the Student Code of Conduct, Dress Code, or regulations issued by the individual school may result in disciplinary action. Students shall be informed of local school rules that, if broken, may result in short-term or long-term suspension. Serious or repeated violations of any of the policies listed in this code of conduct may result in long term suspension or expulsion of a student. A student who brings a firearm to school shall be subject to immediate expulsion.

When a teacher or school head has reasonable belief that an act has occurred on school property involving assault resulting in serious personal injury, sexual offense, rape, kidnapping, indecent liberties with a minor, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a weapon in violation of the law, or possession of a controlled substance in violation of the law, the school official shall report immediately such violation to the proper law enforcement agency. In such cases, school officials shall cooperate fully with the law enforcement agency. Internal disciplinary proceedings shall proceed independently from the criminal investigation and prosecution.

DISCIPLINE AUTHORITY

A school climate conducive to serious study and respect for oneself, other people, and property is essential for a school to meet the needs of youth. Each Head of School has the authority and responsibility to take whatever reasonable and legal action is necessary to establish and maintain appropriate student behavior in accordance with Board policy. Any parent/guardian who refuses to pick up their child after disciplinary action will automatically have their child's enrollment placed under review. Final decision of enrollment status will be communicated by the Head of School within 24 hours. Heads of School do their best judgment in determining proper disciplinary action based on investigation discovery, teacher insight, and policy review. All disciplinary decisions are final and requests for meetings and/or modifications will not be considered. The campus Head of School is the final arbiter of all rules and policies governing the school.

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

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

STUDENT BEHAVIOR

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

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

- Physical Aggression: e.g., bodily harm and/or destruction of property, etc.
- Social Aggression: e.g., rumors or exclusion from a group that inhibits learning or physical space, etc.
- Verbal Aggression
- Intimidation: Verbal or physical
- Written Aggression
- Sexual Harassment
- Racial and/or Cultural Harassment
- Harassment based on Disability
- Inappropriate Computer Use
- Possession of a Weapon: e.g., bringing to school a weapon or other object that can reasonably be considered a weapon or dangerous instrument. Toy weapons are not allowed on campus.
- Theft
- Repeated Conduct Violations: e.g., repeated classroom violations and/or any violation that has increased in intensity, frequency and/or duration.
- Cheating: Includes copying from the work of others AND providing work to others for them to copy; first offense may result in a zero being issued for the assignment. Subsequent offenses may result in suspension.
- Plagiarism
- Inappropriate Behavior: e.g., lying, disrespecting authority, etc.
- Public Displays of Affection
- Skipping/Cutting Class: e.g., failure to report to any school assigned activity including lunch and carpool
- Cyber Bullying: Use of school time or equipment for bullying through cyberspace
- Inappropriate language: Use of curse words or diminutive words used with the intent to be derogatory or hurtful toward another person or group, as determined by school administration.
- Disruption of the learning environment: Includes but is not limited to engaging in any behaviors, as determined by administration, that interfere, impede, or distract from the learning of the student or his/her classmates or that interfere with the climate of the learning environment.
- Use or possession of tobacco, vaping, drugs, or alcohol products of any form

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

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

DISCIPLINE AND STUDENT PRIVACY

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

EXPULSION AND APPEAL PROCESS

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

HARASSMENT & BULLYING

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

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

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

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

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

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

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

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

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

SEXUAL AND OTHER FORMS OF ILLEGAL HARASSMENT

The Thales Academy Board of Directors believes that all staff and students are entitled to work and learn in school-related environments that are free from sexual harassment and all other forms of illegal harassment. The Board prohibits staff and students from participating in any form of harassment. When evidence of harassment is established, disciplinary action will be taken.

A student or staff member does not have to report illegal harassment for an investigation to begin if a staff member knows.

Illegal harassment between students is a serious violation of the Student Code of Conduct and may result in the suspension or expulsion of the offender. Students who are guilty of illegal harassment receive a minimum consequence of a one-day suspension.

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

DEFINITIONS

Sexual Harassment

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

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

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

Unwelcome

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

Quid pro quo

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

Hostile Environment

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

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

Other Forms of Harassment

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

Examples of other forms of harassment include:

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

- Sending messages by letters, notes, electronic mail, or phone that may be offensive to individuals in a particular group based on a characteristic protected by law

REPORTING INCIDENTS OF HARASSMENT

All complaints of bullying or harassment will be investigated by Thales Academy.

For Students/Parents/Guardians:

- Contact campus Head of School

Upon learning of a situation that may violate this policy, Thales Academy will conduct a prompt investigation. All information regarding the alleged harassment will be kept as confidential as permitted by the investigation process.

If it is determined that a violation of this policy has occurred, Thales Academy will take appropriate steps, which may include disciplinary action up to, and including, termination of employment. For students, this may result in disciplinary action including suspension and up to and including expulsion. In addition, Thales Academy will not tolerate retaliation against an employee or student for making a complaint or cooperating in an investigation.

SEARCH AND SEIZURE

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

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

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

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

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

PORTRAYALS OF VIOLENCE

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

PARENT/GUARDIAN INFORMATION**CUSTODY CONCERNS**

A student may be picked up from school by a parent/guardian or by a person designated as an authorized pickup on the student's Contact Card in onRecord. If one parent is not allowed to pick up the child, the school must have in its possession a current signed court order (restraining order) in order to prevent it. Thales Academy will remain neutral in all family matters and follow all orders in its possession that are made through the Court as they are written. Thales Academy will not amend or make exceptions to these orders unless the court reflecting the requested changes has updated the order itself.

DELIVERIES/MESSAGES

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

FUNDRAISING AND THALES ACADEMY

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

DONATIONS

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

PARENTAL SUPPORT OF SCHOOL MISSION

Thales Academy's mission is to assist parents/guardians in cultivating virtuous, critical-thinking, compassionate student citizens from Pre-K through 12th grade. Thales Academy strongly encourages and welcomes parents/guardians to be involved in their child's education and to become part of the school community by attending events or volunteering at school where such opportunities are available. Parents/guardians are expected to act in an appropriate, courteous and professional manner toward school faculty, staff, and other students.

As Thales Academy partners with parents/guardians and students, it is essential for families to be in agreement and supportive of the vision, mission, purpose and beliefs of the school. Additionally, as a partner with Thales Academy, your respect for the advancement of the school's mission as well as the support of the administration and faculty are expected.

Initial and continued enrollment at Thales Academy is based upon effort, behavior, and academic standing of the student, and the support and cooperation of the parent/guardian. Any decision to discontinue a student's enrollment, to deny re-enrollment, to request a withdrawal in lieu of expulsion, or any other action affecting the student's enrollment status at Thales Academy is reserved solely to the Head of School with the support of the Thales Academy Board of Directors. Such decisions are deemed final and are ineligible for further reconsideration. Students expelled from Thales Academy shall be permanently ineligible for readmission. The process for parents/guardians in violation of the above will be as follows:

- Written warning and the opportunity for the parent/guardian to correct immediately based on instructions from Administration or the Chairman of the Board.
- If not corrected or additional violations occur, the family will be asked to leave Thales Academy.
- Thales Academy reserves the right to move forward with immediate dismissal if there is a serious violation.

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

PARENTS/GUARDIANS' RIGHTS REGARDING STUDENT RECORDS

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

- The school will allow parents/guardians to inspect and review their child's records within 45 days of the day the school receives a request for access.
- Parents/guardians may have copies of their child's records.
- Parents/guardians may request an explanation of their child's records by the Head of School and school officials.
- Parents/guardians may challenge any records they think are inaccurate.

AMERICAN FLAG & THE PLEDGE OF ALLEGIANCE

The US flag and the Pledge of Allegiance to the flag are important symbols of the democratic heritage of the United States. The Pledge is said at the beginning of each school day.

LOST AND FOUND

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

LUNCH VOLUNTEERS

Thales Academy greatly appreciates parents/guardians who are willing to come in and relieve our teachers by covering lunch. Parents/guardians who volunteer as a lunch assistant are expected to adhere to and enforce school and classroom rules. Rules and guidelines will be provided to any parent/guardian who signs up as a lunch assistant. All visitor policies will be enforced for lunch assistants, and all volunteers will be required to have a current background check on file at the campus office.

REQUEST FOR A SPECIFIC TEACHER

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

TEXTBOOKS

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

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

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

TOBACCO

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

WITHDRAWAL PROCEDURES

Parents/guardians wishing to withdraw their student must obtain a withdrawal form from the campus office. Once this form is completed and returned, it is the parent's/guardian's responsibility to assure any outstanding financial obligations with the school are paid in full. Academic records will not be released to another school or institution until all outstanding balances to Thales Academy are settled.

Families who withdraw or are withdrawn from Thales Academy during a school year may be subject to an early withdrawal fee of \$100. This is an administrative fee to cover the adjustments necessary to process withdrawals.

Parents/guardians wishing to withdraw at the end of a school year must complete the withdrawal form and indicate that the withdrawal is to be effective at the end of the current school year. The early withdrawal fee will not be charged for families who are withdrawing a student's enrollment at the conclusion of an academic year.

If a student's tuition was paid in full prior to the start of the year and the student withdraws from current enrollment midyear, the unused balance of the tuition will be prorated based on the withdrawal date and refunded to the parent/guardian by check.

VISITORS

All visitors will be required to identify themselves and the purpose for their visit prior to entering the school building. This includes parents/guardians eating lunch, volunteers, and any other visitor attempting to enter the building during the school day. Visitors may be denied access to the building at any time and for any reason at the sole discretion of campus administration. Upon being granted access to enter the building, visitors must produce a valid photo ID, sign in as a visitor, and receive a visitor badge. The visitor badge must be displayed prominently at all times while the visitor is on school property. Thales Academy believes that while family and community involvements are encouraged, student and staff safety and protection of instructional time must be maintained. Conferences, volunteer activities, and visits should be by appointment only. No individual shall by use of passive resistance, noise, threat, fear, intimidation, coercion, force, violence or any other form of conduct cause disruption of any lawful function, mission or process of the school. Individuals who fail to follow this policy shall be subject to the restriction or revocation of visiting privileges at the school.

CRISIS PLAN

Thales Academy has a fully developed crisis plan in place to deal with any type of emergency. If the school must evacuate for a prolonged period of time, students will be escorted to designated locations where dismissal and sign-out will take place. Information will be provided to parents/guardians via email and text alerts as necessary.

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

Once a lockdown is in place, police and school administrators work together to ensure the safety of every individual on campus. After the situation has been stabilized, an email will be sent to parents/guardians to inform them that the school was placed on lockdown and the nature of the incident. During a lockdown, your child's school is a secure area. School officials and law enforcement are

working together to keep everyone safe. To ensure the safety of all involved, we ask that families please refrain from coming to school campuses during a lockdown. Once the all clear is given, students and staff will be permitted to enter and exit the school again.

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

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

AHERA MANAGEMENT PLAN

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

INJURY REPORTS

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

DELAYED SCHOOL OPENING AND INCLEMENT WEATHER CLOSING

In cases of inclement weather or other events affecting the safe operation of the school day, Thales Academy campuses in geographic proximity to each other will make decisions regarding closings or delays independently based on local conditions. Please note that as school policy, there are only two courses of action during inclement weather: school delay OR entire school day cancellation.

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

- Facilities are cleared of snow and ice
- Major highways and primary roads are open
- Secondary state-maintained roads are open

Families should use their best judgment in the transportation of student(s) to any Thales Academy campus, taking full responsibility for the decision to attend school. Thales Academy administrators use their best judgment when determining whether driving conditions are safe, but there may be cases in which driving is not advisable.

In the event of inclement weather or another event requiring an early dismissal, information will be sent to parents/guardians via email and text alert as soon as possible. Parents/guardians will need to arrange for pickup at the designated time. After-School Care will not be offered on days where school dismisses early.

Information concerning school closings and delays will be announced through a notification distributed to Thales Academy families via onRecord and Canvas.

EVENT INVITATIONS

Students are not allowed to hand out party invitations while on campus at Thales Academy. Similarly, staff members may not hand out invitations on parent/guardian's or students' behalf.

CREDIT BALANCE REFUNDS ON FAMILY ACCOUNT

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

UNPAID FEES & TUITION RESTRICTION

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

- Extracurricular Activities: For activities with curricular impact, participation may be restricted dependent on the specific activity/club.
- School Records: School records will not be issued until all outstanding fees and/or tuition is paid.

BIRTHDAY CELEBRATIONS AND SNACKS

Student birthdays celebrations will be held once at the end of each month during the lunch hour. Outside sweets/food are not permitted on campus as an act of celebration for a student's birthday as it adds additional tasks for busy families and creates additional work and disruption to the day for teachers. Parents/guardians are welcome to have lunch with their child on his or her birthday.

Singing "Happy Birthday" and other forms of recognition will always be encouraged since these are meaningful to students.

SPEECH/LANGUAGE THERAPY

"Communication is a skill that you can learn. It's like riding a bicycle or typing. It takes time and practice, over and over. But if you're willing to work at it, you can rapidly improve." –Brian Tracy

Your child's capacity to understand and use language effectively depends on his or her ability to clearly produce meaningful speech. Speech is a critical skill in human development and one which can require additional practice and work for some children to master.

To help ensure our youngest students are set up for long-term speech and communication success, some Thales Academy campuses offers speech/language evaluations at no cost for all students in grades K–3 (Families may choose to opt out of this if desired). The preliminary measurement of these skills is obtained with a speech/language screening—a verbally administered assessment using pictures. The purpose of screening is to identify children who would benefit from speech/language therapy. After screening, parents/guardians will receive written notification only if speech errors are noted. All previously screened students with documented errors will be rescreened.

Families who opt for additional speech/language therapy for their child must cover the cost of the speech therapist and pay the speech therapist directly, but our schools will work with parents/guardians to schedule time as possible for such therapy to take place during school hours if desired (outside of core class time to avoid students falling behind in their key classes).

Your campus Head of School can may be able to recommend a speech/language therapist, or families may request another speech/language therapist of their choice. All speech/language therapists working on Thales Academy school grounds must pass a Thales Academy background check and be approved by the campus Head of School.

For more information, please contact your campus Head of School.

ADMINISTRATIVE DISCRETION AND STUDENT HANDBOOKS

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