

2021-2022

# Zoe' Leadership Academy

## Student Handbook



“Your life is an occasion, rise to it!”

-Suzanne Weyn

## ~2020-2021 ZLA Campus Calendar~

*Zoe' Leadership Academy | 2021-2022 Calendar*

*Zoe' Leadership Academy | 2021-2022 Calendar*

Date	Event	Day	Organizer	Date	Event	Day	Organizer
August 9 <sup>th</sup> -20 <sup>th</sup>	Fall Registration	Mon-Fri	Dean Terranova	January 10 <sup>th</sup>	Required Workday	Monday	President Berry
August 16 <sup>th</sup>	Teacher Induction 10:00am-2:30pm	Monday	President Berry	January 11 <sup>th</sup>	First Day of Spring Semester	Tuesday	ZLA
August 16 <sup>th</sup> -20 <sup>th</sup>	Required Workdays	Mon-Thurs	President Berry	January 17 <sup>th</sup>	Martin Luther King Day Campus Closed	Monday	ZLA
August 23 <sup>rd</sup>	First Day of Fall Semester	Monday	Dean Terranova	January 21 <sup>st</sup>	Spring Open House	Friday	Dean Gaines
September 3 <sup>rd</sup>	Open House 12:00pm-2:00pm	Friday	Dean Gaines	February 5 <sup>th</sup>	Black History Project Community Unity Project	Saturday	Dean Gaines
September 6 <sup>th</sup>	Labor Day - Campus Closed	Monday	ZLA	February 12 <sup>th</sup>	Virtual Sessions   Sam-Noon Valentine's Dance The Senior Center @ 6:00pm	Saturday	Dean Terranova Dean Gaines
October 2 <sup>nd</sup>	Mid-Term Review	Saturday	President Berry	February 21 <sup>st</sup> -24 <sup>th</sup>	Mid-Term Week	Mon-Thurs	President Berry
October 4 <sup>th</sup> -7 <sup>th</sup>	Mid-Term Week	Mon-Thurs	President Berry	February 25 <sup>th</sup>	End of Grading Period	Friday	ZLA
October 8 <sup>th</sup>	End of Grading Period	Friday	ZLA	February 26 <sup>th</sup>	African American Throwback Musical Concert @ 7:00pm	Saturday	Dean Gaines
October 11 <sup>th</sup>	Columbus Day - Campus Closed	Monday	ZLA	March 7 <sup>th</sup>	Required Workday	Monday	President Berry
October 15 <sup>th</sup>	Community Night @ 6:00pm	Friday	Dean Terranova	March 12 <sup>th</sup>	Career Seminar & Job Fair 9:00am-12:00pm @ Sandhills-Hoke	Saturday	Dean Terranova
October 18 <sup>th</sup> -22 <sup>nd</sup>	HOMECOMING WEEK 2021	Mon-Fri	Dean Gaines	March 27 <sup>th</sup>	ZLA & TGZ #ZLAPride at iMax Live	Sunday	Dean Gaines
October 30 <sup>th</sup>	Leopard Family Bonfire	Saturday	Dean Gaines	April 1 <sup>st</sup>	End of Grading Period	Friday	ZLA
November 5 <sup>th</sup>	College Night - Free College Apps 6:00pm-8:00pm	Friday	Dean Terranova	April 11 <sup>th</sup> -15 <sup>th</sup>	Spring Break Campus Closed	Mon-Fri	ZLA
November 11 <sup>th</sup>	Veterans Day - Campus Closed	Thursday	ZLA	April 18 <sup>th</sup>	Academic Workday Student Body Meeting @ 2:00pm	Monday	Dean Terranova
November 19 <sup>th</sup>	End of Grading Period	Friday	ZLA	April 23 <sup>rd</sup>	College Signing Day 10:00am-12:30pm	Saturday	Dean Terranova
November 22 <sup>nd</sup> -26 <sup>th</sup>	Thanksgiving Break Campus Closed	Mon-Fri	ZLA	April 25 <sup>th</sup> -29 <sup>th</sup>	SENIOR WEEK!	Mon-Fri	ZLA
December 3 <sup>rd</sup>	Christmas Performance 6:30pm-8:30pm	Friday	Dean Gaines	May 4 <sup>th</sup> & 5 <sup>th</sup>	Final Exams Please Reference Exam Schedule	Wed-Thurs	President Berry
December 11 <sup>th</sup>	End of Course Review	Saturday	Dean Terranova	May 6 <sup>th</sup>	End of Grading Period Early Release Day	Friday	ZLA
December 15 <sup>th</sup> & 16 <sup>th</sup>	Fall Final Exams Please Reference Exam Schedule	Wed-Thurs	President Berry	May 7 <sup>th</sup>	Last Day of the Spring Semester Graduation Day Optional Workday	Saturday	President Berry
December 17 <sup>th</sup>	End of Grading Period Early Release Day	Friday	ZLA	May 9 <sup>th</sup> -13 <sup>th</sup>	Required Workdays	Mon-Fri	ZLA
Dec 20 <sup>th</sup> - Jan 2 <sup>nd</sup>	Last Day of the Fall Semester Christmas Break Campus Closed	Mon-Fri	ZLA	May 13 <sup>th</sup> - Optional Workday	Campus Shutdown	Mon-Thurs	ZLA
December 27 <sup>th</sup> -30 <sup>th</sup>	Early Spring Registration Online Registration Only	Mon-Thurs	Dean Terranova	May 16 <sup>th</sup> -June 30 <sup>th</sup>			
Jan 3 <sup>rd</sup> -7 <sup>th</sup>	Spring Registration	Mon-Fri	Dean Terranova				

\*ADDITIONAL EVENTS MAY BE ADDED THROUGHOUT THE SCHOOL YEAR\*



Revised: 5-May-21



Revised: 5-May-21

### Campus Expectation

Zoe' Leadership Academy students are expected to be in class every day, on time, ready to learn, respect others, and respect school property. ZLA is a place for a serious study where each person respects oneself, other people, and property. All personnel, including professors, substitute teachers, counselors, media specialists, cafeteria staff, teacher assistants, secretaries, bus drivers, and administrators have the responsibility and authority to discipline students during the school day and during scheduled school activities. Students are expected to follow the rules established by the ZLA Administration and those established for Zoe' Leadership Academy.

### **Leopard Distinctions**

**Cubs:** *These are students in kindergarten through eighth grade who attend a host-school but come to ZLA for academic support through our Deeper Learning program.*

**Leos:** *These are students who have a host Middle or High School but are attending ZLA for dual credit or credit recovery. These students may also be part of the evening academy.*

**Leopards:** *These students attend ZLA for all of their course credits. These UDCC students will graduate from ZLA and will continue their education at the University level as a ZLA alumni.*

## Discipline Guide

Violation of school rules may result in varying consequences. This list does not include every possible violation. Consequences may vary depending on the situation. Administrators reserve the right to modify these consequences when deemed necessary. A serious violation of any of these policies may result in long-term suspension or expulsion. Repeated violations may also subject a student to long-term suspension or expulsion.

### Level One: The Cave/ASD or Community Beautification

Compliance with Directives	Mutual Respect	School/Class Attendance
Trespassing	Dress Code	Appropriate Language
Integrity	Electronic Devices	Tobacco, Vaporizers, and Nicotine Products
Honor Code	Gambling	Plagiarism

### Level Two: Five Day Suspension at Deaf/Blind School

Falsification/Deceit	Inappropriate Illustrations, Images, or Other Material	Hacking and Unauthorized Computer Access	Substantially Disruptive or Dangerous Behavior
School Transportation Disturbance	False Fire Alarm/Reported Emergency	Fire Setting/Incendiary Material	Property Damage
Physical Aggression/Fighting	Indecent Exposure/Sexual Behavior	Harassment/Bullying	Report Firearm/Destructive Device
Sexual Harassment	Threat/False Threat	Extortion	Theft

### Level Three: Ten Day Suspension at Deaf/Blind School

Narcotics, Alcoholic Beverages, Controlled Substances, Chemicals, and Drug Paraphernalia	Assault involving Weapon/ Dangerous Instrument/ Substances	Weapons/ Dangerous Instruments/ Substances	Assault on School Personnel or Other Adult
Assault on a Student	Gang and Gang Related Activity	Bomb Threats	Threats of Mass Violence

---

**Dress Code:**

Students are expected to adhere to standards of dress and appearance. ZLA's guiding principles for the student dress code are similar to those experienced and expected in the workplace: the attire that furthers the health and safety of students and staff enables the educational process and facilitates the operations thereof. To promote these goals, students may not wear or carry clothing, jewelry, book bags, or other personal articles that:

1. *Depict profanity, vulgarity, obscenity, or violence.*
2. *Promote the use or abuse of alcohol, tobacco, or illegal drugs; are prohibited (Gang and Gang Related Activity) or any other provision of the Code of Student Conduct.*
4. *Threaten the health or safety of staff or students;*
5. *Are reasonably likely to create a substantial disruption of the educational process or operations of the school.*

**Specifically:**

- *Students must wear clothing that covers their skin from chest to mid-thigh with opaque (non-see-through) fabric in front, back, and on the sides.*
- *Students must always wear shoes except when changing for physical education or athletic practices or events or when specifically directed otherwise by a professor or administrator.*
- *Clothing must cover undergarments (waistbands and straps excluded).*
- *Breasts, genitals, and buttocks must be covered with opaque (non-see through) fabric.*
- *Clothing must be suitable for all scheduled classroom activities including physical education, science labs, woodshop, and other activities where unique hazards exist.*
- *Specialized courses may require specialized attire, such as sports uniforms or safety gear.*
- *Head coverings (including hats, hoods, sweatbands, and bandanas) are generally prohibited in the school building. However, students may wear head coverings in the school building as an expression of sincerely held religious belief (e.g., hijabs or yarmulkes) or cultural expression (e.g., geles) or to reasonably accommodate medical or disability-related issues (e.g., protective helmets).*

Inappropriately dressed students will have the opportunity to change clothes or will be placed in The Cave until appropriate clothing is provided.

**Head Coverings**

Head coverings may not be visible in the buildings at any time. This includes hoods and bandanas. Please see the dress code policy.

**Bikes and Skates/Skateboards**

Students are not permitted to use skateboards or roller skates on campus at any time. Any

---

skateboard or skate apparatus used on campus will be confiscated and will need to be picked up by a parent or guardian. All bicycles should be parked in the area designated for that purpose. Students are urged to lock their bicycles to the bike rack. ZLA is not responsible for stolen and/or damaged bicycles or bicycle locks. Students who violate this policy will be fined.

### **Prohibited Items**

Playing cards, dice, and other equipment deemed disruptive to an environment conducive to learning is not allowed to be visible or used from 7:20 a.m. until 1:55pm including between classes and during lunch. Such items may be taken by staff members and held by an administrator until the parent of the student comes to retrieve them. The academy will assume no responsibility for confiscated items.

### **Electronic Devices**

Electronic devices are a great tool to have when used properly; however, in a school setting, electronic devices can cause many distractions and can be a safety hazard. Therefore, no cellphones, headphones, or earbuds are to be visible in the classrooms. Cell Phone use is strictly prohibited in the classroom settings unless explicitly instructed by the professor.

### **Lunch Detention (LD)**

Students assigned to lunch detention must report to Student Services at the beginning of their lunch. Students who report late or fail to report for LD will be assigned another day. Should the student miss the assigned LD again, an administrative referral will be issued.

### **Afterschool Detention Program (ASD)**

ASD is a program designed for students who violate classroom guidelines. The Dean of Students will run this program Tuesday through Thursday. Students assigned to ASD must report to the Office of Student Services at 2:05pm and remain until 3:05pm. No student will be able to enter the room after 2:20pm. Any professor has the authority to assign students ASD instead of submitting a discipline referral to an administrator.

- *Report to ASD by 2:05pm for CHECK IN.*
- *Bring enough schoolwork to keep you busy for 60 minutes.*
- *NO DRINKS, NO FOOD, NO MUSIC, NO TALKING, NO SLEEPING.*
  - *All ZLA rules apply and will be enforced*
- *Leave school grounds immediately following completion of ASD*

ASD will be assigned as many times as needed throughout the year (August-May) at the Professor's discretion.

### **Hall Passes**

Official hall passes are required for students in the hallways following the sound of the tardy

---

bell. Students must properly identify themselves when asked by a staff member.

### **Tardies**

Tardy students must report to the Office of Student Services. The students will be given a tardy slip to be admitted to class. Once a student accumulates 3 tardies (not per period but overall) they will receive an administrative phone call informing parents that their child will start to receive consequences when they reach the 4th overall tardy. Three tardies equal one absence. Students who miss more than thirty percent (30%) of the class period will be counted absent.

### **Attendance**

School attendance is required by state law for all children between the ages of 7 and 16. Students shall be in their assigned area at the beginning of the school day and the beginning of each class, or the student will be marked tardy. Students who arrive at school on time and before the end of the first or second period should report directly to Student Services. If a student wishes to check-in after 10:30am, the student must either have a doctor's note or the student's parent must come into the Office of Student Services and sign the student in. The only exception to this rule would be those students who are considered partial-upper classmen or are age eighteen (18) or older.

### **Checking Out of School**

A student who needs to leave campus early should present a note to Student Services, including an explanation with the reason and the time and date to be excused. This note must be signed by a parent/guardian and should include a phone number for verification. The student should present this note to Student Services before the school day begins to have the note verified in order to receive a permission slip to be released from class at the appropriate time. The student should report to Student Services to sign out. If the student returns to school on the same day, he/she should sign in at Student Services to receive an admission slip for class. If the student returns the next day, he/she should treat this situation as an absence and present to Student Services a note from a parent along with the early release slip that was previously issued by Student Services.

When leaving during the day to visit a doctor or dentist, the student should have the Dean of Student Services stamp the early release slip and return this form to the Office of Student Services. Students who properly obtain permission for early release in advance assist the Office of Student Services from interrupting classes and also prevent further delays for parents who have come to provide transportation. Following an absence from school, students must present a note to Student Services before 7:15am, written by a parent/guardian, explaining the reason for the absence. Failure to present a legitimate note by the second day following

---

an absence will result in the absence being unexcused. When possible, a student should include any official documentation from doctors, court officers, etc.

**Excused Absence Criteria:**

- Illness or injury which makes the student physically unable to attend school Isolation ordered by the State Board of Health or Cumberland/Moore County Health Department.
- Death in the family
- Medical, Dental or other appointments with a health care provider approved in advance
- Court when a student is under subpoena
- Religious observance, as suggested by the religion of the student's parents
- Participation in a valid educational opportunity
- Catastrophic event or natural disaster

A student must obtain prior approval from the President or Vice-President for educational travel including college days or family trips. This approval must be obtained three (3) days prior to the scheduled trip. If the President or the Vice-President grants the request, these absences will be excused; however, excused absences will still count against senior exam exemption. A student who does not obtain prior approval of an educational absence or a request that is not granted by the President/Vice-President will be coded as an unexcused absence.

Frequent absences affect a child's learning. North Carolina law requires that a child enrolled in school attend regularly. Parents, guardians, and custodians are legally responsible for the school attendance of their children. Schools have the responsibility of determining whether or not absences are excusable according to law. At ZLA, cumulative absences of four (4) or more days in a period course or eight (8) or more days in a full-year course are excessive. Attendance letters will be sent after the third, sixth, and tenth absence to keep parents/guardians and students informed.

A student who accumulates three absences will be required to provide official documentation (doctor's note, court documents, etc.) for every absence beyond the third day. Parent letters will not be accepted. Failure to provide official documentation will result in the absence being coded as unexcused. All students participating in interscholastic activities must be present in school for the entire day in order to participate in activities, performances, or practices except where specifically exempted by a physician.

**Make-Up Work**

If the professor approves, work should be made up for all absences, regardless of whether or not the absence was excused. If an absence is approved in advance and/or if the work is assigned by the professor in advance, all makeup work (including any tests scheduled for the day of return), is due upon the student's return to school. If the make-up work has not been assigned in advance, for

---

absences of 1-3 days, the student will have one day for each day absent to complete any assignments he/she missed. For absences exceeding three days, the student may have two days for each day absent to make up work. The student is responsible for securing makeup work. No professor is required to accept make-up work. In which case, the student will not have the opportunity to make up missed work. This information will be expressed at the beginning of the school year. Make-up work for unexcused absences will not be accepted.

### **Suspensions**

Students who have been suspended may not attend assemblies, pep rallies, dances (including Prom), or any other campus events during the semester in which they were suspended. Students who are suspended for a drug or alcohol offense will not be able to attend dances or school functions during the semester of the given offenses, including prom.

### **Prom**

Prom is an exciting event that requires a lot of time, money, and coordination. In order to ensure student safety and enjoyment, the following guidelines are in place:

#### **1) Student Eligibility:**

- a. Attendance: Students who miss more than 10 days in any single class will be placed on a list and may be denied the ability to purchase a prom ticket. This includes excused and unexcused absences. Students may verify absences with their professors at any time.*
- b. Discipline: Any student who has been suspended for Level II offenses or any Level III Offense will be ineligible to attend.*

#### **2) Guest Eligibility:**

- a. No guests over the age of 18 will be permitted to attend.*
- b. Students are required to submit the guest application in its entirety before a guest will be permitted to enter the event.*
- c. All ZLA juniors and seniors must purchase a prom ticket in order to attend. Students in 9th and 10th grade must be invited by an eligible junior or senior and submit the guest application form.*

#### **3) BAC Testing:**

- a. All guests may be subject to a random Blood Alcohol Concentration screening prior to entry into Prom. Students who refuse the test will not be admitted and parents will be contacted.*
- Note: Further information will be published by the Dean of Arts in the spring.*

### **Dance Rules & Regulations**

- **Non-ZLA Students:** must attach a clear photocopy of a current High School ID or Driver's License showing their date of birth with a permission slip.
- Any nonstudent who has been suspended or expelled for the current school year will not be eligible to attend ZLA dances.



- 
- Any guest attending the dance with a ZLA student must not be older than 20 years of age and not be a middle school student.
  - Students or guests who leave during the dance will not be readmitted.
  - Any inappropriate dancing will be addressed by the ZLA Administration. Repeated violations could result in removal from the dance.
  - Students who are suspended for a drug or alcohol offense will not be able to attend dances during the semester of the given offenses, including prom and Homecoming.
  - Any student or guest using alcohol or any controlled or illegal substances are subject to all school rules in regulations. Any students found in violation of the above rule will be removed from the dance and disciplined in accordance with ZLA's Discipline Policy. Parents will be called to escort the person(s) home. All students, their guests, and their vehicles may be checked for possession or being under the influence of illegal or controlled substances prior to or during the dance.
  - Students removed or denied entry to the dance will not be given a refund.
  - ALL ATTENDEES MUST PRESENT VALID PICTURE IDENTIFICATION AT THE REGISTRATION TABLE AT THE DANCE.

### **Schedule Changes and Course Payments**

All students are required to register for courses through the Office of Student Services. The Dean of Students is responsible for overseeing the process of creating and revising student schedules. All changes to a student's schedule must be approved by the Dean of Students or an Administrator. Students are permitted to change their schedule up to ten days after the start of the term.

Course Payments are required for each course. ZLA hybrid students (Cubs/Leos) and general students (Leopards), may be provided waivers for the course depending on its classification and relationship to their pathway. The Dean of Students will provide each student with a financial report. This report will contain the course verifications and the total cost for the semester. All payments must be made to the Chief of Staff within the first ten days of the semester. Failure to do so may result in course cancellation. No arrangements will be made after the deadline has passed.

### **Registration**

New students are required to complete the New Student Registration form on the ZLA website. Once approved, the student will be contacted by the Office of Students Services and sent the form for course registration along with the course catalog. Once the registration process is complete, the student will officially become a ZLA Leo or Leopard.

---

### **Administering Medication**

School officials may administer medication to students if the “Parent Request and Physician Order for Medication” (see Student Services) is completed and is in the possession of school officials.

Students are also required to have the form on file if they self-carry medication including over the counter medications.

### **Grades**

Grades and grade point averages will be applied as follows:

- A | 93-100% | 4.0 | Mastery – President's List**
- B | 85-92% | 3.0 | Mastery – Dean's List**
- C | 77-84% | 2.0 | Partial Mastery – 80% Credit - Academic Probation**
- D | 69-76% | 1.0 | Not Mastered – Incomplete/Partial Credit – Academic Probation**
- F | 0-68% | 0.0 | Not Mastered – No Credit - Academic Probation**

All academic information will be measured by the Grading Scale provided above. All EOC's and courses are now required to be mastered with an 80% or higher. From now on, letter grades will be a point of measurement for various academic awards, scholarships, and other academic qualifications.

Students are expected to complete all assignments on time. Homework is assigned to enrich and extend school experiences through related home activities and to reinforce learning by providing practice and application. All ZLA students are required to master the course with an 80% or higher. Failure to do so will result in the students failing the class. Any student who does not master a course will be required to take the course again. All registration procedures will apply. There are no exceptions to this policy.

### **Integrity**

Cheating, plagiarism, tampering, stealing, or falsification will not be tolerated. Cheating is the use of dishonest means of obtaining credit for academic work. Plagiarism is the use and presentation of another's words or ideas as one's own. Tampering refers to manipulating a teacher's testing or instructional supplies. Stealing is the theft and/or distribution of teacher materials. Falsification is any verbal or written statement of untruth. Students who engage in any of these behaviors are subject to an array of disciplinary actions. Students will also be expected to complete an alternate, standards-based assignment to demonstrate their mastery of the assessed content or they will be dropped from the course completely.

---

## **Lunches**

During lunch, seniors (12th grade) are permitted to leave campus but must return before the end of their lunch period. Off-campus lunches will be available on-site to include Chic-Fil-A, Panda Express, and Papa Johns. Students must have a student ID to receive a free or discounted lunch. Staff and work-study students are permitted two free meals per week. Meal privileges can be suspended at any time due to behavioral issues.

## **Leopard Cove**

These spaces are designated for usage by students before school, during lunch, and after school only. There are electronic charging stations and furniture in these spaces and must be kept clean and properly cared for. Students who are not in compliance with the above rules and regulations will be banned from Leopard Cove for one week or more. The duration is solely dependent on the administration's decision. This would vary by case.

## **Student Parking Permits**

Any senior or junior that does not owe a fee or fine is eligible to apply for on campus parking. The cost of an on-campus parking permit is \$35.00 for the entire year. The replacement cost for a lost parking permit is \$35.00. Due to the limited number of parking spaces, there will be one distribution day for seniors and for juniors to submit a completed application for a parking permit which includes the following items:

- Photocopy of valid NC Driver's License (Driver's permit is not sufficient).
- Photocopy of registration card for each vehicle.
- Full payment in the form of cash, check, or money order. Checks and money orders made payable to "Zoe' Leadership Academy".
- Signed copy of the "Zoe' Leadership Academy Parking Regulations".
- Senior/Junior "Vehicle Registration Form".

Parking a vehicle on campus is a privilege, not a right. Students must utilize the assigned parking space with the vehicle listed on the vehicle registration form on file at ZLA. Please review all parking regulations at the Office of Student Services. Some infractions may include but are not limited to the following:

- Parking in the wrong student space, faculty/bus lot or designated fire lanes
- Sharing a parking permit with a non-registered student driver
- Exceeding speed limit (10 MPH) while driving on campus
- Storing prohibited items, contraband or controlled substances

Minor parking violations will result in parking tickets administered by school security officers. Repeated violations, major infractions, or violations of academy policy (including tardy policy) may result in temporary suspension or permanent revocation of parking permit. Repeated parking

---

violations may also result in a conference with your administrator and towing of the vehicle. Students are responsible for the cost of releasing a vehicle from a towing company. Because parking spaces are property of ZLA, vehicles utilizing a Zoe' Leadership Academy parking space are subject to administrative searches.

### **Parents Dropping Off Items**

Parents will be allowed to leave items for students in Student Services; however, students will not be called out of class to retrieve items. This includes food and money. Students will only be allowed to retrieve items left by parents during passing periods or during their lunch. Students who arrive at Student Services, during class time, to pick up items left by parents, will be returned to class, and told to return during the appropriate times.

### **Leopard Fees**

This year, student dues are as follows:

→ Freshmen: \$35 → Sophomore: \$45 → Junior: \$55 → Senior \$65

Dues can be paid by check (made out to Zoe' Leadership Academy), online via PayPal ([media@zoefamilycenter.org](mailto:media@zoefamilycenter.org)) or Cashapp (\$zleopards), or paid in cash in the Office of Student Services. Senior Class dues cover the cost of your diploma cover, senior picnic, graduation, and other Senior Class activities. Dues must be paid before your cap and gown can be ordered. All other students must pay before the end of the fall semester.

### **Fire & Severe Weather Drills**

Fire drills and tornado drills are a required part of the school routine. Everyone is to leave the building and return in a quiet and orderly manner during fire drills following established routes. Remain across driveways and away from buildings until all clear is signaled. During tornado drills, remain indoors and follow the instructions of the ZLA staff in the area.

### **School Closing, Delayed Starting Time, and Inclement Weather**

In case of snow and other dangerous weather or emergency situations, a decision may be made to close or delay school. As soon as a decision is made, local radio and television stations are notified. Tune in for this information. Please do not call school offices or radio and television stations. Telephone lines must be kept open so that news media can receive special information from schools and businesses regarding schedule changes. If school days are missed for inclement weather, the order of makeup days can be found on the ZLA webpage.

---

### **Student Email at School**

Email accounts are automatically created for all students. Students will access their ZLA email in Gmail. They will be able to access their emails from the web or a mobile device. Although students are permitted to access their email via a mobile application please note, our campus does not support applications installed on students' personal devices. The account information will be available from the Dean of Students. When using email, students must observe guidelines and prohibited uses as stated in this student handbook. These emails should not be used for personal or social purposes.

### **Athletic Eligibility**

**Code of Sportsmanship:** It is recognized that school interscholastic athletic events should be conducted in such a manner that good sportsmanship prevails at all times. Every effort should be made to promote a climate of wholesome competition. Unsportsmanlike acts will not be tolerated. Players are under the coach's instruction from the time they arrive at the athletic field until they leave the field. The penalties listed in the North Carolina High School Athletic Association Handbook (NCHSAA) will be adhered to for any athlete ejected from an athletic contest. Information on Athletics and Physical Education can be found in the ZLA Athletic Student handbook.

### **Driver's Education**

Driver's Education is not a Zoe' Leadership Academy program. The program is a partnership established by ZLA with the North Carolina Department of Motor Vehicles. Information about this can be found in the Office of Student Services along with the registration application. For more information about this, please see the Dean of Student Services.

### **COVID-19 Recovery Plan:**

<b>Phase I</b>	The ZLA campus will operate 100% virtual meaning students will not be permitted on campus. All instruction and academic support will be conducted remotely.
<b>Phase II</b>	The ZLA campus will operate at 50% capacity. Limited ZLA students will be permitted on campus. All instruction and academic support will be conducted under dual contact (virtual and face-to-face). Masks and social distancing are still required, and student will have limited roaming privileges. At any time, the mask requirement may be removed during this phase and student roaming permitted. Announcements will be made as changes are implemented.
<b>Phase III</b>	The ZLA campus will operate at 75% capacity. Most of the student body will be permitted on campus. All instruction and academic support will be conducted under dual contact (virtual and face-to-face). Masks and social distancing are still required, and student will have limited roaming privileges. At any time, the mask requirement may be removed during this phase and student roaming permitted. Announcements will be made as changes are implemented.
<b>Phase IV</b>	All students will be permitted on campus with virtual options available upon request. Masks will be required during the start of this phase, but will likely be removed as time progresses and successful.

---

### **Virtual Campus Standards**

Google Meets and/or Zoom Sessions are required for all students. Microphones are to be turned off while cameras are turned on. Just like the classroom, if students login after the designated time they're tardy. Most of our Professors are not allowing students to join their sessions after the first 15 minutes. We do this for accountability purposes. If the student is not engaged (i.e. sleeping, texting, or any other form of diverted attention) during the meet, they will be removed from that session and counted absent. Multiple absences can result in the student being required to retake the course or be retained altogether. There are no exceptions to this policy.

### **Senior Checklist**

All Senior Leopards are required to complete the Senior Checklist before the end of the school year. This Checklist is provided to every senior during registration for their first course here at ZLA. For Seniors to receive their diploma and official transcripts, the checklist must be completed in its entirety. All of our Leopard families should review this Senior checklist together and make sure your Senior's Adviser or a Dean has signed off on it. If not, the task is not completed.

### **Campus Property**

All ZLA students are entrusted with emails, laptops, and Leo-Fis. These items are for academic use only. No downloading of social media, apps, games, etc, is permitted. All items are to be returned in good condition. If a laptop is broken, the student will pay a fee and will be issued a Chromebook. If the Chromebook is broken, the student will need to pay a fee and no other technology will be issued. All student fees will need to be paid by the end of the year. If not, Senior diplomas and official transcripts will be held. All other students will not be provided with access to new technology. These holds will remain until all student fees have been paid in full. Questions about this can be directed to the Chief of Staff or the Dean of Student Services.

### **Virtual Campus Operation Plan**

1.) The assignments for each course will be provided using Google Classroom. You can access it using this link provided by your professor. All registered students will be added to Google Classroom, therefore; all that is required is the student's acceptance into the class. The student will then have access to the class. You can also download the Google Classroom app on your smartphone and access it from there as well.

2.) Attendance is vital! Per semester you are permitted four (4) absences. Excused or unexcused, it will count as an absence. There is no exception to this policy as the class meets weekly causing the pupil to miss instructional time. More than four absences will result in course dismissal. All students are required to check-in via the Attendance Form. Failure to do so does count as an absence.

---

3.) Tardiness: Three (3) tardies are equivalent to one absence. If you are more than fifteen (15) minutes late to class, you will not be permitted inside. There is no exception to this policy.

4.) Course Drop: Students are permitted to drop the course as they see fit. However, once they drop the course, if they change their minds, they will have to wait until the next registration period to re-register. After two drops from the same course, you will not be allowed to re-register for one full school year.

5.) Registration Fee? University and Life Enrichment courses all have a registration fee. This fee must be paid by the end of the tenth (10th) day of the course. Failure to do so will result in the student being dropped from the course.

6.) Students will participate in one of two instructional models. These models are selected by the professor for instructional purposes.

**Model 1: Synchronous Learning** - The instruction of online or distance education that happens in real-time. This means that all your students are required to be doing the same thing at the same time in the same place.

**Model 2: Asynchronous Learning** - This occurs through online channels without real-time interaction. This means that no student is required to be at the same place at the same time. The work is done within a specific timeline, however; no direct interaction occurs.



*All students are responsible for complying with and are expected to be familiar with the ZLA Student handbook. All policies are contained in the Student Handbook, which is distributed to all students and parents at the beginning of each school year or upon enrollment in ZLA. If there is a conflict between the rules expressed in this handbook and the partnerships thereof, the ZLA policies shall take precedence.*