

# **Southeastern Academy Charter School**

# **SeA**



**Student Handbook 2021-2022**

**School Day Hours 8:00-3:00**

Southeastern Academy Charter School  
12251 NC Hwy 41 N  
Lumberton, NC 28358  
[www.southeasternacademy.org](http://www.southeasternacademy.org)  
Phone: (910) 738-7828

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**Mission Statement**

Southeastern Academy Charter School maintains high expectations and promote excellence, especially in the fields of math and science for all students. Southeastern Academy Charter School fosters a caring and creative learning environment. We emphasize the social, emotional, physical, and intellectual development of each child. This will be obtained through learning experiences that help children reach their greatest potential in order to function as independent learners in a diverse and ever-changing society.

**Vision Statement**

A Diverse Family of Learners that Seek to Challenge the Whole Child Through Innovation.

**School Administrators** (Contact email addresses can be found on school website)

Principal

Kristen M. Stone

**School Faculty**

Financial Office

Tanya Branch

PowerSchool Manager

Lisa Ard

Receptionist

Bebe Bollinger

Curriculum Specialist/Testing Coordinator

Jill Britt

Maintenance/Bus Driver

Terry Floyd

Bus Driver/Teacher Assistant

Patricia Cromartie

Information Technology

Compulink

**School Staff**

**K-4 Instruction**

Kindergarten Teacher

Erin Prevatte

Kindergarten Assistant

Patricia Cromartie

First Grade Teacher

Alicia Lamb

First Grade Assistant

Brandie Bryant

Second Grade Teacher

Lisa Zekanis

3<sup>rd</sup> Grade Teacher

Rachel Correa

4<sup>th</sup> Grade Teacher

Rhonda Willoughby

**5-8 Instruction**

5-6 ELA/Soc. St. Teacher

Alyssa Price

5-6 Math/Science Teacher

Lisa McGirt

7-8 Language Arts Teacher

Lynn Hinson

7-8 Math Teacher

Melody Britt

7-8 Science Teacher

Tiffany Walters

7-8 Social Studies Teacher

Karen Hayes-Locklear

**Resource Instruction**

Art Teacher

Bebe Bollinger

Computer Teacher

Davona Grissett

Exceptional Children

Becca Meroney

Exceptional Children Assistant

Pam Overstreet

Media Coordinator/Enrichment

Jen Whitley

Physical Education/Athletic Director

Matt McDaniel

Spanish Teacher

Maria Powell

Guidance Counselor

Denotra Winston

**Board of Directors** (Contact email addresses can be found on school website)

Chairman	Shelley Foil
Treasurer	Tammi George
Secretary	Gwendolyn Roberts- Payne
Other Board Members	Angelica McIntyre
	Greg Caulder
	Tanner Smith
	Scott McLean
	Paru Patel
	Paul Bass

**Board of Directors Meeting Dates**

In accordance with General Statute 143-318.12(a)(2), please find listed below the 2021-2022 meeting dates of the Southeastern Academy Charter School Board of Directors meetings:

Tuesday, July 27, 2021	Regular Meeting 6 p.m.
Tuesday, September 28, 2021	Regular Meeting 6 p.m.
Tuesday, October 26, 2021	Regular Meeting 6 p.m.
Tuesday, January 25, 2022	Regular Meeting 6 p.m.
Tuesday, March 29, 2022	Regular Meeting 6 p.m.
Tuesday, April 26, 2022	Regular Meeting 6 p.m.
Tuesday, May 24, 2022	Regular Meeting 6 p.m.
Tuesday, June 14, 2022	Regular Meeting 6 p.m.

Board Meetings are open meetings. You may attend any meeting. The Board of Directors meeting will take place in the Southeastern Academy Charter School science classroom at 6:00PM. The Board of Directors meeting minutes can be located on the School website and are available by request. If you wish to speak at the Board Meeting, notify the Board or school secretary that you wish to speak as part of public comment beforehand. Please arrive by 6:00pm and have a written statement.

**Calendar**

The academic calendar will consist of at least 1025 hours of instruction covering at least nine calendar months per year G.S. 115C-84.2 (a) (1).

See School Website for 21-22 Academic Calendar

**Pledge of Allegiance**

The Pledge of Allegiance shall be said every morning along with the School Pledge prior to the start of the academic School day. Individual students may choose to refrain from reciting the Pledge but will be expected to maintain proper decorum while others participate (G.S. 115C-47 (29a)).

## **Equal Education Opportunities**

The School provides equal education opportunities for all students and does not discriminate on the basis of race, gender, disability, nationality, or religious affiliation. The School adheres to the legal obligations and requirements under section 504 of the Rehabilitation Act of 1973 and the Individuals with Disabilities Act Amendments of 1997, including identification, evaluation, and provision of an appropriate education.

## **Compliance with Other Laws**

The School shall comply with all applicable federal laws and regulations, including but not limited to such laws and regulations governing employment, environment, disabilities, civil rights, children with special needs, transportation, and student records. The School shall comply with all applicable health and safety laws and regulations, whether federal, state or local. Neither the State Board of Education nor the local board of education assumes the duty to oversee the operations of the School except as may otherwise be required to monitor the charter School for compliance with applicable laws and regulations. The School is required to notify parents, students and staff of the provisions of this paragraph.

## **Health, Safety, and Immunizations**

### **I. Garrett's Law**

NCGS 115C-375.4 mandates that at the beginning of every School year, local boards of education shall ensure that School provide parents and guardians with information about meningococcal meningitis, influenza, Human Papilloma Virus (HPV) and their vaccines. This important information is available online for parents/guardians at [www.southeasternacademy.org](http://www.southeasternacademy.org)

### **II. Medicine**

Medical Administration: Over-the-counter drugs will be not administered by School personnel without the permission of parents. A "Request for Medication Administration in School" form must be completed and submitted by the parent/guardian to the School office. Any medication must be signed in by the parent/guardian with the School office. Medication will not be accepted from the student.

Only necessary medications that must be given during regular School hours will be administered.

All medications, whether prescribed or over-the-counter, require written permission from the custodial parent. They must complete the Medication Administration Permission form (one form per medication). The form must be renewed each School year or upon any change in medication or dosage.

Though we encourage a physician's written permission in all cases, a physician signature is required under the following conditions:

- Any possession or use of an inhaler or epinephrine injector
- Any self-possession or self-administration of any medication

Parents must include any prescribed treatment or care plan. An emergency care plan from the physician is required for asthma and epinephrine medications.

Prescribed medication must be delivered to the School in the original container prepared and labeled by a pharmacy. The label must include the dosage and frequency of administration. Over-the-counter medication must be in the original package and have the student's name affixed to the package.

The medication supplied to the School must be in the exact dosage prescribed, so the individual administering medications is not responsible for dividing or splitting pills. All medication must be picked up by the parent at the end of the School year or upon a student's withdrawal. Any medication not picked up will be discarded.

If a parent is accompanying his/her child on a field trip, the parent will be required to administer the child's medication.

### III. Health Assessments

Health Assessments: In compliance with North Carolina law, all students entering kindergarten must present a health assessment (physical exam report) by the first day of School entry. The assessment must have been completed within 12 months of School entry.

### IV. Immunizations

Immunizations: In compliance with North Carolina law, parents/guardian must present certification of immunizations on the first day of School entry. If documentation is not presented, parents and/or guardians have 30 calendar days to provide documentation or the student shall be excluded from School until proof is presented. According to North Carolina state law, every student must present the following information by the time of School entrance. If the student is entering from another North Carolina School, he/she must submit an immunization record at registration. Students from out-of-state have thirty (30) days to comply. Failure to comply will result in exclusion. If you have a religious belief or your child has medical issues which preclude immunization, you are required to provide documentation.

#### Requirements for School Entry:

1. DPTIDTaP/DTJTD vaccine for students entering grades K through 12: Five doses are required. However, if your child received the 4th dose after the 4th birthday, further doses are not required. Students beginning the series after age 7 years only need 3 Td doses.
2. Tdap: one dose for students entering 6th grade: Required if five years or more have passed since last tetanus-diphtheria toxoid, (DPT/DTaP/DT/Td) effective 08/01/08.
3. Polio vaccine for students entering grades kindergarten through 12: Four doses are required for children who received all IPV or all oral poliovirus (OPV) series: However, if child received the 3rd doses after the 4th birthday, further doses are not required. If both OPV and IPV were administered as part of a series, a total of 4 doses should be given regardless of the child's current age.
4. \*HIB: (Haemophilus influenza type b vaccine) two or three doses, depending on the type of vaccine, and a booster dose after 12 months of age. Children who have reached their 5th birthday are NOT required to be vaccinated against Haemophilus influenza type b.
5. Hepatitis B---"Hep B" Three doses are required for all children born on or after 7-1-1994 (third doses must be given after 24 weeks of age).
6. MMR (2 doses of measles, 2 doses mumps and 1 dose of rubella -- usually given as MMR) the first dose of MMR vaccine must have been received on or after the first birthday. 2nd dose is required, usually done with kindergarten boosters. (Note: a dose 4 days or less before the 1st birthday is also acceptable.)
7. Varicella (chickenpox) vaccine. One dose required for all children born on or after 4-1-2001. The dose must be given on or after the 1st birthday (or no more than 4 days before the 18th birthday). A second dose of varicella vaccine should be given at age 4-6 years. If the child has had chicken pox disease, the vaccine is not required.

### V. Blood Borne Pathogens: Any staff member or child who is diagnosed as having a blood borne disease, e.g., AIDS, HIV, HBV, etc. shall be allowed to continue to attend duties/School unless it is determined that the staff/child is too ill to



attend or presents a health risk to others. In any case of communicable disease, strict adherence to control measures as defined by OSHA and the North Carolina Department of Environment, Health, and Natural Resources, Division of Health Services will be observed.

VI. Seclusion and Restraint House Bill 1032 (Deborah Greenblatt Act): The School has established guidelines for the use of restraint and provisions for training the staff in the management of student behavior in accordance to North Carolina General Statute, 115C-391.1, also known as House Bill 1032 – Deborah Greenblatt Act. This law took effect July 1, 2006; and requires the School to inform parents of the existence of the law, the definitions for the following terms and how the School will use these forms:

- a. Physical Restraint is the use of physical force to restrict the freedom of movement of all or a portion of a student's body. The School will use a trained crisis team to physically restrain a child only as the last resort to protect the health and safety of the child and others in the area.
- b. Mechanical Restraint is the use of any device or material attached or adjacent to a student's body that restricts the freedom of movement. The School will use a trained crisis team to mechanically restrain a student only as a last resort to protect the health and safety of the student and others in the area. The School will also contact the proper authorities (law enforcement) to assist when needed.
- c. Seclusion is the confinement of a student alone in an enclosed space from which the student is prevented from or not capable of leaving. The School will use a trained crisis team to seclude a student only as a last resort to protect the health and safety of the student and others in the area. The School will also contact the proper authorities (law enforcement) to assist when needed.
- d. Isolation is a behavior management technique in which a student is placed alone in an enclosed space from which the student is not prevented from leaving. The School will use isolation to help a child get their behavior back under control before allowing them to rejoin their classmates. This space will follow the guidelines set forth in the law.
- e. Time-out is a behavior management technique in which a student is separated from others for a limited time in a monitored setting. The School uses the time out system to manage student behavior. The new law does not regulate the use of time out.

Aversive Procedures are a systematic physical or sensory intervention program for modifying the behavior of a student which causes physical harm and long term psychological impairment. The School will at no time use aversive procedures to modify a student's behavior.

**FERPA (Family Educational Rights and Privacy Act)** The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to their child's education records. These rights are:

- The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents should submit to the School principal a written request identifying the record(s) they wish to inspect. The School official will make arrangements for access and notify the parents of the time and place the records may be inspected.
- The right to request the amendment of the student's education records that the parent believes are inaccurate. Parents may ask the School to amend a record they believe is inaccurate. They should write the School principal, clearly identify the part of the record they want changed, and specify its inaccuracy. If the School decides not to amend the record as requested by the parents, it will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding

the hearing procedures will be provided to the parents when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. The School does not need written consent to disclose a student's education records to those with a legitimate educational interest in those records, including the following (see 20 U.S.C. §1232g; 34 CFR Part 99):
  1. School administrators, teachers, support staff, and other School officials with a legitimate educational interest in students' education records
  2. Persons or organizations with whom the district has contracted to perform a special task or study (e.g., attorneys, auditors, medical consultants, supplemental educational services and therapists)
  3. A School district to which the students is transferring if a proper records release request is received
  4. Appropriate parties in a health or safety emergency
  5. Accrediting organizations
  6. Certain federal and state officials (for audit and evaluation purposes)
  7. Appropriate parties in connection with financial aid to a students
  8. To comply with a judicial order or lawfully issued subpoena; however, the School must first make a reasonable attempt to notify the parent of the order or subpoena
  9. State and local authorities, within a juvenile justice system, pursuant to specific state law
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, D.C. 20202-5920

## **II. Right to Know under the No Child Left Behind Act of 2001**

Parents of students have the right to know the professional qualifications of the School's classroom teachers. The No Child Left Behind Act of 2001 governs elementary and secondary education, allows parents to ask for certain information about their child's classroom teachers, and requires the School to give this information to parents in a timely manner if they ask for it. Specifically, parents have the right to ask for the following information about each of their child's classroom teachers and the School:

- Whether the State Department of Education has licensed or qualified the teacher for the grades and subjects he/she teaches
- Whether the State Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances
- The teacher's college major
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees
- Whether any teachers' aides or similar paraprofessionals provide services to their child and, if they do, their qualifications
- The School Improvement Plan
- Qualifications of your child's teachers
- Professional development opportunities for teachers and assistants to ensure highly qualified personnel
- Opportunities for parent involvement and input
- School Report Card

### III. Rights under the Protection of Pupil Rights Amendment

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights concerning student privacy, parental access to information, and administration of physical examinations to minors. These include the right to:

- Consent before students are required to submit to a survey, which is funded in part or in whole by a program of the U.S. Department of Education, that concerns one or more of the following protected areas (“protected information survey”):
  1. Political affiliations or beliefs of the students or student’s parent
  2. Mental or psychological problems of the students or the student’s family
  3. Sexual behavior or attitudes
  4. Anti-social, demeaning, illegal, or self-incriminating behavior
  5. Critical appraisals of others with whom respondents have close familial relationships
  6. Legally-recognized privileged relationships, such as with lawyers, doctors, or ministers
  7. Religious affiliations, beliefs, or practices of the students or parent
  8. Income, other than as required by law, to determine program eligibility
- Receive notice and an opportunity to opt a students out of the following:
  1. Any other protected information survey, regardless of funding
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the School or its agent, and not necessary to protect the immediate health and safety of the students (except for hearing, vision, scoliosis, or any other physical exam or screening permitted or required under state law)
  3. Any activity involving the collection, disclosure, or use of personal information or the marketing, selling, or distributing of such information to others
- Inspect the following, upon request and before administration or use:
  1. Surveys created by a third party before their distribution by a School to its students
  2. Instruments used to collect personal information from students for marketing, sales, or other distribution purposes
  3. Instructional material used as part of the educational curriculum

The School has developed and adopted policies regarding these rights, as well as arrangements to protect students’ privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School will directly notify parents of these policies at the beginning of each School year and after any substantive changes. The School will also both directly notify parents through U.S. Mail, e-mail, parent meetings, or the Parent and Students Handbook at the start of each School year of the specific or approximate dates (if such events are planned and/or scheduled) of the above activities and provide an opportunity to opt a student out of participating in them. *Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, D.C. 20202-5920

### IV. Gender Equity Policy (Title IX)

The School certifies compliance with Title IX of the Education Amendments of 1972, as amended, 20 U.S.C 1681 et seq. (Title IX), and its implementing regulation, at 34 C.F.R. Part 106, which prohibits discrimination based on sex. The

School, as a recipient of federal financial assistance from the United States Department of Education, is subject to Title IX and does not discriminate based on gender in employment or any educational program or activity it operates.

Complaints or grievances regarding discrimination based on gender should be delivered in writing to the principal of the School and should provide specific details regarding the event, the date of the event, and the parties involved. The complaint will be considered confidential and will be expeditiously investigated by the principal with the assistance of SEA legal counsel as necessary and appropriate.

#### **V. Unsafe School Choice Option**

Title IX, Section 9532 of the No Child Left Behind Act of 2001 provides that a students attending a “persistently dangerous School” or a students who is a “victim of a violent criminal offense” on School property, as defined by law, has the right to transfer to another safe School in the district, if his/her parent requests a transfer. If there is not another safe School in the district providing instruction at the student’s grade level, the School shall contact neighboring districts to request that the students be permitted to transfer to a School in one of those districts.

#### **VI. Asbestos Management Plan**

The Asbestos Hazard Emergency Response Act (AHERA) requires us to annually notify parents, students, staff members, and others who regularly occupy the School building of compliance with AHERA. An Asbestos Management Plan (AMP) has been developed for the School and is on file in the School office. Parents may schedule an appointment with the principal if they wish to review the AMP.

#### **IX. Hazardous Chemicals:**

The School will take all necessary steps to protect its students and staff from hazardous chemicals or other potentially dangerous materials, and it will comply fully with all required inspections, laws, ordinances, and regulations regarding hazardous chemicals.

#### **X. Fire and Safety Regulations:**

The School will submit to all fire and safety inspections by state, county, and municipal authorities as required by law. The School will also obtain all necessary certificates and licenses prior to opening for each School year.

## **Student Admission and Leave Procedures**

### **Admission Policy**

(G.S. 115C-238.29B(b)(4); G.S. 115C-238.29F(d)(1))

Southeastern Academy Charter School will be open to any child who is qualified under the laws of North Carolina for admission to a public School. To qualify to attend a North Carolina public School, a student must be a resident of North Carolina. County boundaries or School attendance areas do not affect charter School enrollment. Southeastern Academy does not limit admission to students on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, disability, race, creed, gender, national origin, religion, or ancestry or any other characteristic protected by law.

### **Publicize Admission Policy**

Southeastern Academy Charter School will publicize admission procedures. The School will have an admission process with pre-announced enrollment period and deadlines. All student enrollment process and details, including deadlines for applications, lottery date, registration requirements, and waiting list enrollment information, will be publicly available and announced at the School website and office. Southeastern Academy Charter School will publicize enrollment throughout Robeson County with flyers, newspaper ads, websites, mailings and open house.

### **Enrollment and Application Policy**

During each period of enrollment, Southeastern Academy Charter School will accept applications for new students. Once enrolled, students are not required to enroll in subsequent enrollment periods. Open space is determined by the number of current students planning to return. The School may give enrollment priority to siblings of currently enrolled students who were admitted to the School in a previous year and to the children of Southeastern Academy Charter School staff or board members of the charter School. This is assumed that the total number of students allowed under this exemption will represent only a small percentage of the School's total enrollment.

The enrollment application will begin the first School day of February and end on the close of the last School day of March. The School shall enroll an eligible student who submits an application, unless the number of applications exceeds the capacity of a program, class, grade level, or building. If the number of applications exceeds the number of available spaces, a lottery will be held to fill vacant seats for the next School year. After seats are filled, the drawing will continue to determine the order of a waiting list. Any application received after the enrollment period is NOT entered in the lottery, but is added to the end of the grade level waiting list on a first-come, first-served basis. Lottery procedures will comply with NC Open Meeting Law provided in G.S. 143-218.10(a) by publicizing the date and location of the meeting and allowing anyone to attend.

### **Lottery Policy**

Lotterease is an independent automated lottery system that the school uses to manage their lottery and wait list. Since Lotterease is an independent system, the school staff do not have the ability to manipulate or adjust the lottery outcome. They must work within the requirements of the system.

In addition, all activity that takes place with your application is tracked in a history log that you can view at any time by logging into the parent portal.

Parents will go to [lotterease.com](http://lotterease.com) online to register their child/children for the lottery. They will have the option of currently enrolled sibling preference, multiple birth siblings, and school employee students that are currently in place. The application period will last from February and March. The lottery will be held in April. On that day, the staff and a local official, not affiliated with the school will be on campus to initiate the program online. This will be able to be viewed by all who want to attend the lottery. The program will instantly notify the parent and/or guardian via phone or email, based on what they requested when they filled out the application online.

After completing the acceptance by lottery, Southeastern Academy shall have a specified and reasonable, timeframe in which the accepted applicants must reply to the school clarifying their decision to accept or decline continuation of the enrollment process. The school's enrollment policy, including all time frames will be declared on the original application completed by the applicant.

If multiple birth siblings apply for admission to a charter School and a lottery is needed under G.S. 11 5C-238G(g)(6), the charter School shall enter one surname into the lottery to represent all of the multiple birth siblings. If that surname of the multiple birth siblings is selected, then all of the multiple birth siblings shall be admitted.

(See website for full policy)

### **Withdrawal**

Students who are planning to withdraw from School should report to the Administrative Assistant with their parents in person prior to leaving Southeastern Academy Charter School. The student will report to the records office to receive the appropriate withdrawal form. Students must return all textbooks, pay all outstanding debts, obtain the required signatures, and return the completed withdrawal form to the records office before the withdrawal process is complete. When a student transfers to another School and requests transfer of student's records to new School, Southeastern Academy Charter School will fulfill this request with appropriate written documentation.

## **Board of Director Policies**

### **Attendance Policies and Procedures**

Southeastern Academy Charter School recognizes that regular attendance is one of the most significant factors in school success and educational achievement. Therefore, the Board encourages and strongly supports every effort made to have students at school and present for all classes in order that they might benefit from a quality education. Student, parents/guardians, and all school personnel are encouraged to recognize and fulfill their individual responsibilities in keeping with laws, regulations, and school policies governing the attendance of students in school. Regular Attendance by every student is Mandatory by NC General Statute 115C-378 whereby "every parent, guardian or other person in this state having charge or control of a child between the ages of seven and sixteen (who is enrolled in a public school or charter school in grades K-12) shall cause the child to attend school continuously for a period equal to the time which the public school the child is assigned shall be in session."

**Definition of Attendance:** All children are expected to be in school attendance each day unless they are ill or there is an emergency. To be considered "in attendance" a student must be present in school for at least one-half of the school day or a place other than the school with the approval of school officials to attend an authorized school activity. One-half of the school day is defined as:

1. Present until 11:30 a.m.
2. Present from 11:30 a.m. until the end of the school day

State of North Carolina and Charter School Board of Trustees Attendance Policy states that any student with more than fifteen (15) absences (excused or unexcused) may be retained the following year. Parents may appeal the decision if a medical condition exists which may have prevented normal attendance.

**Definition of an Absence from School and Procedure to Follow when Returning from an Absence:** An absence is defined as missing half of the school day as defined above or more. In compliance with North Carolina Compulsory attendance law GS 115C-378, all absences require parent documentation explaining the child's absence. The documentation from parents should state the student's name, date(s) of absence, and parent/guardian signature. The notes are to be given to the student's homeroom teacher on the morning the student(s) return from an absence(s). Students may also have their parent/guardian send an e-mail to the homeroom teacher for their absence to be considered excused. Failure to provide a note within three (3) days of returning from an absence will result in the absence being coded unexcused. It will be the responsibility of the administration to determine if the absence is excused or unexcused.

**Excused Absences:** In accordance with state policy, absences from school will be excused for the following reasons:

1. Illness/injury
2. Quarantine
3. Death of an immediate family member
4. Medical or dental appointments (a note from doctor/dentist office is required to verify appointment)
5. Court proceedings
6. Religious observance
7. Inclement weather

### **Unexcused Absences:**

Anything NOT listed above. Such as: transportation issues, family trips, trips for organizations outside of school, oversleeping, someone else in the house being sick

### **Excessive Absences:**

Each student will be allowed **ten (10)** unexcused absences **per year**, with only **five (5)** hand written/parent excuse notes for **per year**. Any additional days (over the **five** handwritten/parent notes) must be excused with a doctor's note. Students must return all excused notes within **three (3)** days of returning to school; otherwise the day will remain unexcused.

### **Excessive Unexcused Absences:**

Fifth (5<sup>th</sup>) unexcused absence: - Notification letter sent to parent/guardian that all remaining absences must have a doctor's note

Ten (10<sup>th</sup>) unexcused absence: A notification letter sent to parent/guardian. The school has discretion to confer with Department of Social Services to determine whether any action should be taken to address the absences.

**More than ten unexcused absences will cause a review by the administration as to whether the student continues to attend Southeastern Academy Charter School.**

**Wavier Procedures:** A parent/guardian or student may apply to the principal for a waiver of absences (excluding suspensions) due to extenuating circumstances. This request must be submitted in writing. The parent/guardian and the student shall be notified in writing of the decision of the principal on whether or not to grant the waiver. The parent/guardian or student shall have ten (10) school days from the date of receipt of such notification to appeal the principal's decision to the Board of Trustees pursuant to the Southeastern Academy appeal policy.

**Make-Up Work from School Absence:** Students are responsible for and they are permitted to make up work missed during an absences. All work must be made up within FIVE (5) school days following the student's return to school unless the teacher or administrator determines that extenuating circumstances might support an extension of the time. THE STUDENT IS RESPONSIBLE FOR FINDING OUT WHICH ASSIGNMENTS, QUIZZES AND EXAMS WERE MISSED AND COMPLETING WITHIN THE SPECIFIC TIME PERIOD. Students who are absent due to suspension from school will be provided an opportunity to take any examinations missed. The Southeastern Academy Administration can determine what, if any, other make-up work the student will be permitted to complete during the suspension.

**Tardy to School:** A child who arrives to school after 8:00 am will need to be signed in at the front office by a parent or guardian. **Ten (10)** unexcused late arrivals, after 8:00 am, **and/or** early dismissals, before 3:00 pm, or a combination of both, will count as **one (1)** unexcused absence. Failure to comply with the attendance policy may result in court action.

### **Tardy to School Excused:**

1. Inclement weather (snow, ice, flooding)
2. Documented transportation problems
3. Compliance with court order
4. Doctor appointment with a note
5. Funeral

### **Unexcused Tardies:**

1. Undocumented transportation problems
2. Sleep Late
3. Just Because
4. Other person in house being sick
5. Any other not listed as excused



## **Virtual Attendance Policy (IF NEEDED)**

### **Attendance Responsibilities**

- Students should answer “Question of the Day” on Google Classroom by 8:05 a.m. each morning.
- Students must be present on Zoom for every course, every day. They will follow their daily schedule.
- All assignments must be turned in by the end of the day via Google Classroom or the directive from the classroom teacher.
- The family must maintain regular communication with classroom teacher and the school.
- Students and parents must check their classroom communication avenues each day. Ex: email, Google Classroom, Private FB page, text, etc.

### **Reporting Absences**

Please email Lisa Ard and your child’s teacher if your child will be absent and unable to attend Zoom sessions. Please state the reason for the absence in the email as well as the expected duration of the absence. Your child is only considered present for the entire day if they attend all classroom lessons and complete the assignments.

**\*\*All of the regular attendance policies apply to virtual attendance Policy**

## **Southeastern Academy Charter School Board Expectations and Code of Conduct (Adopted 11/5/2014)**

1. Board members shall abide by the NC Open Meetings Law (G.S. 143.318.9 et seq) The law prohibits the conducting of board business (policymaking, actions, resolutions, etc.) among a quorum of the board, except at regularly scheduled or advertised special meetings. Board meetings are defined as communication through person, telephone, or any other means. Confidentiality law is also outlined in the open meetings statute and pertains to current and past board members. Personnel matters, individual student information, and negotiations are confidential by law.
2. Admit shortcomings, accept responsibility, and act for the future of SEA Charter School.
3. Work collaboratively with other board members to fulfill the fiduciary and governance obligations of SEA Charter School board.
4. Support the mission of SEA Charter School.
5. Advocate for SEA Charter School within the community.
6. Adopt policy to clarify the operational boundaries of the school leader.
7. Allow the hired leadership to perform daily, operational duties while they also help shape the governance effectiveness of SEA Charter School board.
8. Act in professional and respectful manners to provide an example that others may emulate and to foster effective and efficient operation of SEA Charter School: a. Follow the duty of loyalty to pursue actions that are in the best interest of the school, not a personal agenda b. Enact policies and procedures that are governance-based not management-oriented c. Evaluate, annually, individual and full board performance
9. Attend board meetings regularly as set forth in the board by-laws Article IV, Section 4. If not able to attend, the board chair or secretary is to be notified with the reason for the absence.

10. Serve on at least one standing committee of the board.
11. Prepare for board meetings by reviewing materials in advance of the noticed meeting.
12. Ask pertinent, thoughtful, and engaging questions to help the board make the best decision possible for the students and staff of SEA Charter School.
13. Expectations include a professional demeanor at all board meetings. Issues being discussed shall not be personalized and directed toward any other board member, staff member, parent or anyone else. Discernment should be used in interpersonal relationships and communications.
14. Sign, annually, the school's Conflict of Interest statement. Should a conflict arise during the year, you must bring that to the attention of the full board for a discussion. Failure to do so violates this agreement.
15. Participate actively in fundraising and school-related events.
16. Remember that each board member has no individual authority. It is only as a collective board that there is authority.
17. It is important that the board demonstrate cohesion. Board members shall support the decisions, policies, and actions of the board, even when they personally disagree or advocate a contrary position.
18. Resign from the board if you believe you are unable to fulfill the above stated expectations or that you no longer support the mission/vision of SEA Charter School.

### **Bus Transportation Policy**

Charter Schools are not required by state law to provide bus transportation for their students. However, Southeastern Academy Charter School offers a bus transportation system. Every effort is made to provide students with safe, efficient transportation. Bus routes and stops are established with the safety of students in mind. The bus route will be determined by the School administrator. Any requests for changes should be directed to the School administrator. The bus driver(s) cannot accommodate requests for changes to the bus route without approval from the School administrator.

Students must abide by all School and bus safety rules as stated in the Discipline Policy. Students who misbehave or violate School or bus safety rules may lose their opportunity to ride the bus. Please remember bus riding is a privilege and should not be abused.

The buses will travel to centralized stops. The bus route will be available from the School office and website. In the interest of safety and efficiency, parents must meet the buses at the designated time each morning and afternoon. Repeated failure to do so may result in the loss of bus privilege.

Due to limited space on our buses, transportation is not guaranteed. Parents interested in using the bus for transportation for their child(ren) to and from School should inquire at the time of enrollment or with their letter of intent to return. If the number of interested applicants exceeds space available, a lottery will be held to determine riders.

Priority for seat availability will be given to:

- Bus riders from the previous year

- Siblings of bus riders from the previous year (even if newly enrolled)

Therefore, students who rode the bus the prior year and wish to continue will **not** need to enter their name in the lottery. If student names are in the lottery and there are siblings, all the siblings will go under the last name as one. If that name (with the multiple sibling names) is pulled, the whole sibling group gets spaces on the bus.

### **Bus/Van Rules**

There are certain rules that each student must abide by to afford everyone the opportunity to have a safe and comfortable bus/van experience. Everyone must understand that riding the bus/van is a privilege that may be suspended or revoked if rules are broken or continually abused.

The following rules apply to students riding the bus/van to and from School as well as those riding during field trips, sporting events, and any other extracurricular activities.

1. Be courteous. Use no offensive language.
2. Respect the rights of others.
3. No eating, drinking, or smoking on the bus/van.
4. Do not throw paper or trash on the floor or out the windows of the bus/van.
5. Keep the bus/van clean.
6. Cooperate with the driver.
7. Do not be destructive. This means do not tear, write on, or cut the interior or exterior of the bus/van.
8. Keep hands, feet, and your head inside the bus/van at all times. Stay in your seat at all times while on the bus/van.
9. Seats may be assigned. The designation of seats will be left to the discretion of the bus/van driver.
10. No yelling, screaming, or loud noises while riding the bus/van. There will be no gestures or yelling from the directed toward cars, people, and/or pedestrians outside the bus/van.
11. Be on time! The bus will leave the pick-up area on time! Failure to stay on schedule makes others late for their arrival time at School or the next stop. Students left will need to be brought to School.

Failure to obey these rules or any subsequent bus/van rules will result in bus/van riding privileges being suspended or revoked.

### **Conflict of Interest Policies and Procedures**

All Southeastern Academy Charter School employees and Board of Director members have an obligation to act at all times in the best interest of Southeastern Academy Charter School and to conduct all Southeastern Academy Charter School related business transactions without actual or potential conflicts of interest. Each employee and Board member must, therefore, avoid incurring any kind of financial or personal obligation that might affect his or her judgment in acting on behalf of Southeastern Academy Charter School with outside firms or individuals. Employees and Board members also must, at all times, act in a manner that is consistent with the spirit of this policy and their specific responsibilities with Southeastern Academy Charter School and take all necessary precautions to avoid any actual or potential conflict of interest.

An actual or potential conflict of interest occurs when an employee or Board member is in a position to influence a decision that may result in direct or indirect benefit, personal gain or advantage for that individual or his/her relative or associate as a result of Southeastern Academy Charter School business dealings or affairs. For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee or Board member is similar to that of persons who are related by blood or marriage. For the purposes of this policy, an associate is any

person or entity acting for, or on behalf of, or in the name of an employee or Board member or who is otherwise directly associated or connected to the employee or Board member for business or other purposes.

Unless otherwise exempted by state law, no employee or Board member who is involved in making or administering a contract, transaction or decision on behalf of Southeastern Academy Charter School may derive a direct benefit from such actions. In addition, even if so exempted, employees or Board members who will derive a direct benefit from a Southeastern Academy Charter School contract, transaction or decision but who are not involved in making or administering the same shall not attempt to influence any other person or entity who is involved in such actions.

Business dealings and contracts with outside firms also should not result in unusual gains for those firms and shall not result in any gains or direct benefits for employees or Board members, including kickbacks, bribes, bonuses, fringe benefits, promises of employment, and other windfalls designed ultimately to benefit either the outside firm, employee(s) or Board member(s) involved, or both.

Except as otherwise specified above or by applicable state or federal law, employees and Board members who have influence over transactions involving Board purchases, contracts, leases or business matters must disclose the existence of any actual or potential conflict of interest in writing to the Board Chairperson and the school administrator, if and as applicable, as soon as possible so that safeguards can be established to protect all parties. All employees or Board members with knowledge of any actions that may violate this policy should also contact the Board Chairperson or school administrator as soon as possible regarding the same.

Failure to make advance disclosure of potential conflicts of interest or to otherwise abide by the requirements set forth in this policy may result in disciplinary action, up to and including discharge for an employee or removal from the Board for Board members.

Examples of conflicts of interest that are prohibited by this policy include, but are not limited to:

☐ Holding substantial financial interest (i.e., more than a ten percent ownership or other interest) and/or acting as an officer, director, partner, creditor or guarantor in an outside firm or entity that provides goods, wares, merchandise, services, supplies, material, equipment or property to Southeastern Academy Charter School;

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☐ Acting as an agent for any manufacturer, merchant, dealer, publisher or author for any article of merchandise or service to be used by, sold or distributed to Southeastern Academy Charter School; ☐ Borrowing money from suppliers, customers or other individual firms or entities with whom Southeastern Academy Charter School does business, with the

exception of lending institutions; or Soliciting or receiving any gift, reward, or promise of reward in exchange for recommending, influencing or attempting to influence the award or outcome of a contract, transaction or other decision

### **Virtual Behavior Policy (IF NEEDED)**

Virtual students are subject to the rules and consequences as stated in the SeA's Behavior Policy, Student Code of Conduct, and Acceptable Internet Use Policy.

#### **Acceptable Use Guidelines for the Internet and Zoom Meetings:**

- Proper Dress Attire is required
- Student work area should be at a table or desk ONLY
- NO Green Screen should be on
- Students should be focused and not doing anything else during class time.
- Students should not chat with other students in the chat box unless it is an assignment given by the teacher.
- No insults or attacks of any kind against another person. Posting material that is obscene or defamatory or which is intended to annoy, harass or intimidate another person. This includes distributing "spam" mail, chain e-mail, viruses, or other intentionally destructive content.
- Bullying anyone based upon gender, race, color, national origin, or disability.
- ALL policies on the school's original Acceptable Use Policy

#### **Consequences**

Students will be given a warning by the teacher, and or administrator, for any violation of the policy and parent may be notified. If a violation occurs more than once during the class period the teacher will block the video camera on the student's device. If those issues continue a parent/teacher/student conference will be held and student will be removed from zoom meeting for a set period determined by the teacher and/or administrator.

### **Discipline Policies and Procedures**

Southeastern Academy Charter School is an academic institution; therefore, all behaviors should reflect the seriousness of this endeavor. Each student is a valuable member of the school community. A community which values the dignity and worth of each individual is created by each member taking personal responsibility for his or her behavior and respecting the personal and cultural differences of others. Students shall display a courteous attitude at all times. When students fail to do this, disciplinary action may take place. Discipline and self-control are essential to the academic and social success of each child. We are committed to fostering in each student self-discipline, sound moral character, and respect for our community of unique individuals.

#### **Students will:**

1. Strive to maintain high academic standards.
2. Respect the personal space, property, and privacy of others.

3. Be kind, courteous, and thoughtful.
4. Respect and keep our environment clean.
5. Complete all class assignments and submit when due.
6. Exhibit good manners at all times. This includes:
  - a. Not interrupting others or speaking out of turn.
  - b. Raising one's hand to be called upon.
  - c. Addressing all adults by their appropriate title (Mr., Mrs., Miss, Dr., etc.)
  - d. Using polite responses frequently, such as: "Thank you", "Please", "Yes Ma'am/Sir", "No Ma'am/Sir", etc.

### **Dolphin Honor Code**

As a member of the Southeastern Academy Charter School family, I agree to show respect for myself, my classmates, others, and my School at all times and I will ensure that my actions never impede the learning process for myself or my fellow students.

### **Intolerable Behaviors:**

The following behaviors will not be tolerated. They require immediate referral to the Administrator. They may result in immediate in school suspension, out of school suspension, or expulsion depending on the severity of the offense. This will be determined by the Administrator. In addition, violations that may be criminal will be reported to the appropriate law enforcement officials.

1. Any action or threat of an action that could jeopardize the safety and well-being of others
2. Possession of illegal drugs (including counterfeit), alcohol, or tobacco products including all vape devices on campus or at a school sponsored off campus event
3. Possession of a weapon
4. Repeated willful defiance of a teacher or refusal to follow directions given by an adult in charge
5. Major disruptive behavior
6. Destruction of school property
7. Theft
8. Bullying – defined as "unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose."
9. PDA- Public displays of affection (ex: Kissing)
10. Inappropriate gestures or offensive language/profanity
11. Violating Internet Safety Policy
12. Violating the Dolphin Honor Code
13. Academic Dishonesty- cheating and/or plagiarism

## **Discipline Procedures:**

These are the steps for discipline write-ups for repeated infractions. For major infractions of the discipline code, students can automatically be suspended, dismissed, or expelled from this school.

1. **(First Infraction) Office Referral** – Warning given, parent contacted and explain the steps for discipline
2. **(Second Infraction) Office Referral** – Parent/Administrative Conference with One (1) day to Three (3) days of In-School Suspension (ISS)
3. **(Third Infraction) Office Referral** – Parent/Administrative Conference with One (1) to Ten (10) days of Out-of – School Suspension (OSS)
4. **(Fourth Infraction) Office Referral** – Recommendation for expulsion

Each Office Referral will be noted on a student's **permanent** discipline transcript. Parent(s)/Guardian(s) will be notified of the offense, the resultant consequence, and advised as to their student's current status within the disciplinary cycle.

## **Discipline For Children With Disabilities**

The School shall comply with all applicable federal and state laws and regulations governing discipline of children with disabilities, including compliance with 20 U.S.C. Sec. 1400 et seq. and Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. Sec. 706(8).

The School shall comply with state and federal due process requirements both in notifying students of conduct for which they may be suspended or expelled and in providing notice and hearing opportunities to students being recommended for exclusion from the School. If the School suspends a student with special needs, it shall continue to provide to the student all continuing education services to the extent mandated by federal and state laws and regulations. In the event the School suspends or expels a student, the School shall promptly notify local School officials in the School district to which the student would otherwise be assigned. Such notification shall include the student's name, special education status, length of suspension/expulsion and the circumstances giving rise to the suspension or expulsion. At the beginning of each School year, the School shall notify all parents/legal guardians that: 'The local board may refuse to admit any student who is suspended or expelled from a School due to actions that would lead to suspension or expulsion from a public School under G.S. 115C-391 until the period of suspension or expulsion has expired.' (G.S. 115C-238.29B(b)(1)).

## **Due Process for Suspensions and Expulsions**

The School complies with all state law governing student discipline including Article 27 of the North Carolina General Statutes. It is the School's intent for all provisions in this section to be interpreted consistent with and in compliance with those statutory provisions. All policies or procedures set forth herein shall be consistent with federal law, including the Gun Free Schools Act, the Individuals with Disabilities Education Act and the Rehabilitation Act of 1973.

The following due process procedures only govern the suspension or the expulsion of a student from the School's regular educational program. If a student charged with violation of the Student Code of Conduct/Honor Code has been returned to the regular School program pending a decision, then such action of reinstatement shall not limit or prejudice the School's right to suspend or expel the student following that decision.

### **I. Suspension of Ten School Days or Less (Short Term Suspension)**

As a general rule, prior to any suspension of the student, the principal and/or his/her designee shall provide the student with the following due process:

1. The student will be informed of the charges against him/her by the end of the workday during which the suspension is imposed when reasonably possible but in no event more than two days after the suspension is imposed. Notice shall be given by any method reasonably designed to achieve actual notice.
2. If the student denies the charges, the principal and/or designee shall provide the student with an explanation of the evidence.
3. The student shall be provided an opportunity to explain his/her version of the facts.
4. If, after providing the student with his/her due process rights, the principal and/or designee determine that the student has engaged in a prohibited act under this Student Code of Conduct, the Honor Code or any written School policy, then he/she may impose a disciplinary penalty of a suspension not to exceed ten (10) days. The principal and/or his/her designee, shall inform (in person or by phone) the student's parent of the suspension and of the reasons and conditions of the suspension. The student shall be provided the right to take home textbooks, complete homework assignments and an opportunity to make-up exams. A decision to suspend a student for ten (10) or fewer School days is final and not subject to further review or appeal.
5. If a student's presence in School poses an immediate danger to persons or property or an ongoing threat of disruption to the educational process, the principal and/or designee may immediately suspend the student, and as soon thereafter as reasonable, provide the student with his/her due process rights as set forth in this section.

## **II. Suspension for Eleven (11) or More School Days (Long Term Suspension)**

- A. When a student is recommended by the principal for long-term suspension, the principal shall give written notice to the student's parent. The notice shall be provided to the student's parent by the end of the workday during which the suspension was recommended when reasonably possible or as soon thereafter as practicable. The written notice shall provide at least the following information:
  1. A description of the incident and the student's conduct that led to the long-term suspension recommendation.
  2. A reference to the provisions of the Code of Student Conduct that the student is alleged to have violated.
  3. The specific process by which the parent may request a hearing to contest the decision, including the number of days within which the hearing must be requested.
  4. The process by which a hearing will be held.
  5. Notice that the parent is permitted to retain an attorney to represent the student in the hearing process.
  6. The extent to which the local board policy permits the parent to have an advocate, instead of an attorney, accompany the student to assist in the presentation of his or her appeal.
  7. Notice that the parent has the right to review and obtain copies of the student's educational records before the hearing.
  8. A reference to the Board policy on the expungement of discipline records.
- B. Written notice may be provided by certified mail, fax, e-mail, or any other written method reasonably designed to achieve actual notice of the recommendation for long-term suspension. When School personnel are aware that English is not the primary language of the parent or guardian, the notice shall be written in both English and in the primary language of the parent or guardian when the appropriate foreign language resources are readily available. All notices described in this section shall be



written in plain English, and shall include the following information translated into the dominant non-English language used by residents within the local School administrative unit:

1. The nature of the document, i.e., that it is a long-term suspension notice.
2. The process by which the parent may request a hearing to contest the long-term suspension.
3. The identity and phone number of a School employee that the parent may call to obtain assistance in understanding the English language information included in the document.

C. No long-term suspension shall be imposed on a student until an opportunity for a formal hearing is provided to the student. If a hearing is timely requested, it shall be held and a decision issued before a long-term suspension is imposed, except as otherwise provided in this section. The student and parent shall be given reasonable notice of the time and place of the hearing.

1. In accordance with N.C. G.S. 115C-390.7(c), if no hearing is timely requested, and the student recommended for long-term suspension declines the opportunity for a hearing, the Board shall review the circumstances of the recommended long-term suspension. Following such review, the Board (i) may impose the suspension if it is consistent with board policies and appropriate under the circumstances, (ii) may impose another appropriate penalty authorized by board policy, or (iii) may decline to impose any penalty.
2. If the student or parent requests a postponement of the hearing, or if the hearing is requested beyond the time set for such request, the hearing shall be scheduled, but the student shall not have the right to return to School pending the hearing.
3. If neither the student nor parent appears for the scheduled hearing, after having been given reasonable notice of the time and place of the hearing, the parent and student are deemed to have waived the right to a hearing and the Board shall then review the circumstances of the recommended long-term suspension. Following such review, the Board (i) may impose the suspension if it is consistent with board policies and appropriate under the circumstances, (ii) may impose another appropriate penalty authorized by board policy, or (iii) may decline to impose any penalty.

D. The formal hearing may be conducted by Board, or by a person or group of persons appointed by the Board to serve as a hearing officer or hearing panel. The Board shall not appoint any individual to serve as a hearing officer or on a hearing panel who is under the direct supervision of the principal recommending suspension. If the hearing is conducted by an appointed hearing officer or hearing panel, such officer or panel shall determine the relevant facts and credibility of witnesses based on the evidence presented at the hearing. Following the hearing, the Board shall make a final decision regarding the suspension. The Board shall adopt the hearing officer's or panel's factual determinations unless they are not supported by substantial evidence in the record.

E. Long-term suspension hearings shall provide students procedural due process including, but not limited to, the following:

1. The right to be represented at the hearing by counsel or, in the discretion of the local board, a non-attorney advocate.
2. The right to be present at the hearing, accompanied by his or her parents.
3. The right of the student, parent, and the student's representative to review before the hearing any audio or video recordings of the incident and, consistent with federal and State student records laws and regulations, the information supporting the suspension that may be presented as evidence at the hearing, including statements made by witnesses related to the charges consistent with subsection (H) of this section.
4. The right of the student, parent, or the student's representative to question witnesses

appearing at the hearing.

5. The right to present evidence on his or her own behalf, which may include written statements or oral testimony, relating to the incident leading to the suspension, as well as any of other factors such as student's intent, disciplinary and academic history, the potential benefits to the student of alternatives to suspension, and other mitigating or aggravating factors.
6. The right to have a record made of the hearing.
7. The right to make his or her own audio recording of the hearing.
8. The right to a written decision, based on substantial evidence presented at the hearing, either upholding, modifying, or rejecting the principal's recommendation of suspension and containing at least the following information:
  - a. The basis for the decision, including a reference to any policy or rule that the student is determined to have violated.
  - b. Notice of what information will be included in the student's official record pursuant to N.C.G.S. 115C-402.
  - c. The student's right to appeal the decision and notice of the procedures for such appeal.

F. Following the issuance of the decision, the principal shall implement the decision by authorizing the student's return to School or by imposing the suspension reflected in the decision.

G. Unless the decision was made by the Board, the student may appeal the decision to the Board in accordance with Step 3 of its Grievance Policy. Notwithstanding the provisions of N.C.G.S. 115C-45(c), a student's appeal to the Board of a decision upholding a long-term suspension shall be heard and a final written decision issued in not more than 30 calendar days following the request for such appeal.

H. Nothing in this section shall compel School officials to release names or other information that could allow the student or his or her representative to identify witnesses when such identification could create a safety risk for the witness.

I. The Board's decision to uphold the long-term suspension of a student is subject to judicial review in accordance with Article 4 of Chapter 150B of the General Statutes. The action must be brought within 30 days of the Board's decision. A person seeking judicial review shall file a petition in the superior court of the county where the board made its decision. Local rules notwithstanding, petitions for judicial review of a long-term suspension shall be set for hearing in the first succeeding term of superior court in the county following the filing of the certified copy of the official record. (2011-282, s. 2.)

### **III. Expulsion (N.C.G.S. § 115C-390.11.)**

A. Upon recommendation of the principal, the Board may expel any student 14 years of age or older whose continued presence in School constitutes a clear threat to the safety of other students or School staff. Prior to the expulsion of any student, the Board shall conduct a hearing to determine whether the student's continued presence in School constitutes a clear threat to the safety of other students or School staff. The student shall be given reasonable notice of the recommendation in accordance with Section IA and IB above as well as reasonable notice of the time and place of the scheduled hearing.

1. The procedures described in Section A apply to students facing expulsion pursuant to this section, except that the decision to expel a student by the Board shall be based on clear and convincing evidence that the student's continued presence in School constitutes a clear threat to the safety of other students and School staff.

2. The board may expel any student subject to N.C.G.S. 14-208.18 in accordance with the procedures of this section. Prior to ordering the expulsion of a student, the local board of education shall consider whether there are alternative education services that may be offered to the student. As provided by N.C.G.S. 14-208.18(f), if the Board determines that the student shall be provided educational services on School property, the student shall be under the supervision of School personnel at all times.
3. At the time a student is expelled under this section, the student shall be provided notice of the right to petition for readmission pursuant to N.C.G.S. 115C-390.12—(Requests for Readmission).

B. During the expulsion, the student is not entitled to be present on any School property and is not considered a student of the local board of education. Nothing in this section shall prevent a local board of education from offering access to some type of alternative educational services that can be provided to the student in a manner that does not create safety risks to other students and School staff.

#### MISCELLANEOUS PROVISIONS

1. Voluntary Agreements: At any time, the principal or his/her designee may enter into a written contract with the student and/or his/her parent(s) setting forth the parties' agreement in settlement of disciplinary charges or restitution related to damage to or loss of School property. In such cases, the written agreement shall be final and binding and may not be later challenged by the principal or his/her designee or the student and/or his/her parent(s).
- a. Suspended/Expelled Students on School Property or Attending School Activities: A suspended or expelled student who enters onto School property or appears at a School activity, event or function without the permission of a building administrator shall be deemed to be trespassing and appropriate authorities will be contacted.
- b. Maintaining Class Progress: When practical in the judgment of the principal, a student may be permitted to maintain progress during the disciplinary period.
- c. The parent of the child shall be responsible for making arrangements for the child's educational needs during a long term suspension and/or expulsion.
- d. Safe Harbor: A student who inadvertently possesses or finds an object prohibited by the Code of Student Conduct shall immediately notify School staff and surrender the object. A student may approach a School staff member and voluntarily surrender the object without being subjected to discipline so long as the object is one that the student could lawfully possess off School grounds. "Safe Harbor" does not apply to firearms or destructive devices.
- e. Reports to Law Enforcement: In accordance with state law, a School must report the following acts to law enforcement: "...assault involving serious personal injury, sexual assault, 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.*" N.C.G.S. § 115C-288 (g).

#### Explanation of Terms:

A. An Out-Of-School Suspension **refers to a principal's decision to temporarily remove a student's right to attend School or any School-related activity for a specified period of time, not to exceed ten School days. Parents will be notified by a phone call or written documentation to provide notice of the incident that led to the suspension and to develop a plan of action for the future. Additional details related to an out-of-School suspension are:**

- Students suspended from School are not allowed to visit the School or attend any School-related activities during the period of suspension.

- Students are allowed to complete homework assignments while on suspension. In order to receive credit for them, students must submit the assignments to their teacher on the day of readmission to the School.
- At the discretion of the principal, out-of-School suspension reports, conduct reports, and/or corrective action plans may be removed from a student's permanent School file at the end of the School year if that student has shown noted improvement in behavior after the disciplinary action was implemented.

**B. A Long Term Out-Of-School Suspension** refers to a principal's decision to temporarily remove a student's right to attend School or any School-related activity for a specified period of time that may exceed ten School days. A long-term suspension is defined as a suspension from School and all extracurricular activities of more than ten (10) School days. A meeting with the parents will be convened to discuss the incident that led to the suspension and to develop a plan of action for the future. Additional details related to an out-of-School suspension are:

- Students suspended from School are not allowed to visit the School or attend any School-related activities during the period of suspension.
- Students are allowed to complete homework assignments while on suspension. In order to receive credit for them, students must submit the assignments to their teacher on the day of readmission to the School.
- At the discretion of the principal, out-of-School suspension reports, conduct reports, and/or corrective action plans may be removed from a student's permanent School file at the end of the School year if that students has shown noted improvement in behavior after the disciplinary action was implemented.

**C. Expulsion** is a decision to permanently remove a student from School due to extreme non-compliance with School rules/state law. This decision can only be made by the Board of Directors. An expulsion results in exclusion from School and all extracurricular activities. The Board must find that the student presents a "clear and convincing" threat to the safety of others. A student may seek re-admission to the School after the first July 1 more than 6 months after the decision to expel.

**D. A 365-day suspension** is a denial to a student of the right to attend School and to take part in any School function for a full 365 days. The Board must suspend a student for 365 days for weapons and bomb threat violation. The Board must suspend a students for 300 – 365 for assaults which seriously injury a teacher or other employee. The Board may suspend a student for up to 365 days if a student 1) assaults a teacher; 2) assaults a student, if witnessed; 3) assaults and seriously injures another student; 4) other threats/false reports; 5) Other actions deemed worthy of a 365 suspension as determined by the principal.

**Discipline of Students with Disabilities:** The School complies with all state and federal law in the discipline of students with disabilities. The discipline and due process provisions set forth above will be modified to comply with the laws regarding students with disabilities.

#### **Search and Seizures:**

The School will conduct a search if the principal (or principal designee) has a reasonable suspicion that a violation of the Honor Code of Conduct or Code of Conduct has occurred. When determining the nature and scope of the search, the principal (or the principal designee) will consider the age and sex of the student as well as the nature of the act of misconduct. The search may include the student's person, backpack, purse, pockets, shoes, and/or other personal property, including cell phones and electronics. A physical search of a student's person will only be searched when there is a reasonable suspicion that the student has an illegal weapon, drug and/or alcohol on his/her person.

When conducting searches, the principal or his/her designee may seize any illegal or unauthorized items, items in violation of board policy and/or School policies or rules, or any other items reasonably determined by the principal or his/her designee to be a potential threat to the safety or security of others. Such items include but are not limited to the

following: contraband, controlled substance analogues or other intoxicants, dangerous weapons, explosives, firearms, flammable materials, illegal controlled substances, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items or items that Schools are required to report to law enforcement agencies. Any items seized by the School principal or his/her designee shall be removed and held by School officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. This includes any electronic devices involved in activities in violation of the School code of conduct. The parent/guardian of a student shall be notified by the principal or his/her designee of removed items.

## **Grievance Policy**

The Southeastern Academy Charter School Board of Directors would like to offer the following Grievance Policy as a guide for parents and guardians to solve possible grievance issues in the most effective manner. The grievance policy may be used to address any situation occurring within the operation or normal procedures of the School which causes a student and/or parent to believe he/she has been wronged, except in the case of long-term suspension. This policy serves as a guideline, but the Southeastern Academy Charter School Board of Directors has the final decision in all matters that take place under the direction of Southeastern Academy Charter School.

The following procedure will be followed whenever a parent has a particular grievance:

STEP 1: (TEACHER CONFERENCE) The parent/guardian is to set an appointment to meet with the teacher or staff member involved in the grievance. The teacher and/or the parent/guardian may request that the Principal or his/her designee be present.

STEP 2: (PRINCIPAL CONFERENCE) If the issue is not resolved then the parent/guardian may ask for a meeting with the Principal.

A. A grievance shall be made in writing and filed with the Principal as soon as possible, but in no longer than ten (10) School days after disclosure of the facts giving rise to the grievance. The grievance shall include a statement describing the grievance and naming the specific policy, rule or law believed to be violated.

B. The principal shall grant the conference within five (5) School days following receipt of request. The principal shall schedule the conference and communicate the time of the conference to the parent in writing, letter, email or text message. The conference can be in person or via telephone. Only the parent or guardian or someone acting in loco parentis shall be permitted to join or represent the student in the conference with the principal.

D. After the conference, the principal will state his/her decision in writing to the student and parent within five (5) School days following the conference.

STEP 3: (APPEAL TO BOARD OF DIRECTORS) If the issue remains unresolved or the parent is not satisfied with the outcome of the Principal Conference and the grievance involves a violation of School policies or law, the parent/guardian is requested to write a letter of grievance within ten (10) School days following the response from the principal addressed to the Southeastern Academy Charter School Board of Director's Chair, 12251 NC Hwy 41N, Lumberton, NC 28358.

The Board, through the office of the Chairman, shall designate a Board committee to receive, review, and make a determination of the appeal from the Principal's decision. The designated committee shall meet within ten (10) School days following the receipt of the appeal. The student and parent shall have the right to be present and present their grievance. The principal shall also have the right to be present. The Board committee's decision shall be determined to be final and shall be conveyed, in writing, to the student and parent with copies to the principal.

Southeastern Academy Charter School believes that all decisions are made with the best interest of the child in mind. We as adults have the right to disagree, but the children are why we are here.

## **Electronic, Phone and Internet Policy**

### **Electronic Devices**

Cell phones and all other electronic devices must remain turned off and in backpacks throughout the School day. Any electronic device used inappropriately will be confiscated and returned to a parent/guardian at the end of the School day. Second offenders will receive further consequences and will lose future electronic device privileges. Southeastern Academy Charter School will not be responsible for lost, stolen, or broken items.

### **Telephone and Cell Phone Usage**

Students are not permitted to make phone calls except in cases of emergency or by teacher request. Students who need to use the telephone must have approval from their teacher. It is requested that all travel and after-School plans be made ahead of time in order to keep the School telephones available. As outlined above, students bringing cell phones to School must keep them in their backpack throughout the School day. Cell phones are not the responsibility of the faculty and staff at the School. Students who disregard the cell phone policy are subject to disciplinary actions. Please do not call or text your child's cell phone as it is against School policy for students to use them during School hours.

## **Technology Use Policy**

Students are offered access to the School computer network for creativity, communication, research, and other tasks related to the academic program. All use of computers, furnished or created data, software, and other technology resources as granted by School are the property of School and are intended for School business and educational use. Students are to use the computer network responsibly. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and using the School computer network and the School's technological resources.

The School educates students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

**Privacy:** The School reserves the right to monitor Internet traffic and to retrieve and review any data composed, sent, received, or stored using the network or Internet connections, including e-mail. Users do not enjoy any expectation of privacy when using any technology or transmissions originating within or around School property.

**Bullying:** The School prohibits cyber-bullying, an act involving the use of information and communication technologies, pursuant to state law, including but not limited to e-mail, text messages, blogs, instant messages, personal Web sites, on-line social directories and communities (e.g., Facebook, MySpace, Wikipedia, YouTube, Instagram, SnapChat, etc....), video-posting sites, and online personal polling Web sites, to support deliberate or repeated hostile behavior, by an individual or group, that is intended to defame, harm, threaten, intimidate, or harass students, staff members, or the School during or outside School hours and on or off School premises.

**Materials and Language:** Use of or accessing profane, abusive, pornographic, obscene, and/or impolite materials or language is not permitted. Accidental access should be reported to the instructor immediately. Intentional circumvention of web-filtering is prohibited.

**Installing/Copying:** Students are not to install or download any hardware, software, shareware, or freeware onto any media or network drives. Software installed by anyone other than the network administrator will be removed. Downloading of non-work related files is permitted only with an instructor's permission. Students may not copy other people's work or intrude into other people's files. All copyright laws must be respected. Use of any other organization's network or technology resources via the network requires the instructor's permission and must comply with the rules appropriate for that network.

**Access:** Users may not access the computer network without proper authorization. Users are to use their own username and password when using a computer. Users must log off the computer when they are finished with their work and are not to log on to a computer for someone else or tell others their password. Students are to notify the instructor if someone else is thought to know his/her password.

**Data Protection:** Users must not attempt to damage or destroy equipment or files. Though efforts are made by School to ensure the safety and integrity of data, School makes no warranties of any kind, either expressed or implied, for the service it provides. School will not be responsible for any damage to data.

**Storage:** Users are to delete their files and materials they no longer need.

**Printing Resources:** Paper and toner are costly, and excessive use is wasteful. Documents must be proofread before printing. Users are to print only the needed part(s) of documents. Students must obtain permission from an instructor before printing documents.

## **Internet Use Policy**

Using the computer correctly and responsibly is very important. If I want to use the School's computer equipment I need to act as a safe, secure, and responsible cyber citizen. The key word to remember is RESPECT!

The World Wide Web is a vast collection of resources readily available to any user on any computer connected to the Internet. School integrates the use of these resources into student instruction. Students Internet usage is permitted only in the presence and supervision of a teacher, the child's parent, or other designated adult School personnel. School is not responsible for the accuracy or quality of information obtained through the Internet or the School computer network.

Some material accessible via the Internet contains illegal, defamatory, inaccurate, or potentially offensive language or images. While the School uses Internet resources to achieve educational goals, there is always a risk of students accessing other materials. However, we believe that the benefits of using technology outweigh the disadvantages. Teachers are trained in the appropriate use of technology with students, but ultimately, parents of students are responsible for setting and conveying the expectations regarding the use of media and information sources at home and at School.

The Children's Internet Protection Act (CIPA) is a federal law enacted by Congress to address concerns about access to the Internet and other information. Under CIPA, Schools must certify that they have certain Internet safety measures in place. These include measures to block or filter pictures that (a) are obscene, (b) contain

child pornography, or (c) when computers with Internet access are used by minors, are harmful to minors. Schools subject to CIPA must adopt a policy such as this to monitor online activities of minors and to address (a) access by minors to inappropriate matter on the Internet and World Wide Web, (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online, (d) unauthorized disclosure, use, and dissemination of personal information regarding minors, and (e) restricting minors' access to harmful materials.

School complies with CIPA by deploying a Web content filtering product called -----, which categorizes Internet sites and sends updates to School site-based hardware. A process is in place for changing the categorization of Web sites. The following categorizations are currently in place:

- Obscenity and Pornography Filtering: ----- allows Schools and libraries to manage Internet access to over 90 URL categories pertinent to CIPA.
- Accurate Web Filtering: ----- offers the best-of-breed filtering database.
- Filtering of Search Engine Images: ----- filters inappropriate images that can be found in search engine query results.
- Monitoring: ----- monitors all network activity

Policy Management: -----allows customization of Internet policies, based on a user or group, with the ability to set appropriate policies based on age or need.

The following are some basic expectations for my online behavior:

I promise to respect the rights of others:

1. Passwords are not to be shared with anyone but the teacher.
2. No user is to try to discover another user's password.
3. No student user is permitted to access another user's private files.
4. No user is to create, view or forward offensive or disruptive sounds, text or images.
5. Treat others online as you would like to be treated.

I promise to respect the technology:

1. Never do anything to damage the equipment on purpose.
2. Never try things that you are not trained or permitted to do.

I promise to respect the law:

1. Do not copy work and call it your own.
2. Always give proper credit to the author for words and images included in your work.
3. Do not spread viruses or knowingly disrupt the online environment.

I promise to respect the purpose of School technology:

1. Non-educational games and personal use are not allowed on School equipment.
2. All work stored on School equipment belongs to the School and may be accessed by School personnel.



I understand that using School equipment is a privilege not a right. This privilege can be taken away if I do not act respectably and responsibly online. If I violate any School rules or break the pledge I will lose my technology and Internet privileges. I might also face disciplinary and/or legal actions.

## **Nepotism Policy**

Purpose: The purpose of this nepotism policy is to protect the interests of Southeastern Academy when it is contemplating entering into an arrangement with an immediate family member of a member of the Board of Directors (the “Board”) or an employee of Southeastern Academy. This policy is intended to supplement but not replace any applicable state laws governing nepotism applicable to nonprofit and charitable corporations.

1. Before any immediate family, as defined in G.S. §115C-12.2, of any member of the Board or a charter school employee with supervisory authority shall be employed or engaged as an employee, independent contractor, or otherwise by the Board in any capacity, such proposed employment or engagement shall be: (i) disclosed to the Board and (ii) approved by the Board in a duly called open-session meeting.

The burden of disclosure of such a conflict of interest shall be on the applicable Board member or employee with supervisory authority. If the requirements of this subsection are complied with, Southeastern Academy may employ the immediate family of any member of the Board or a Southeastern Academy employee with supervisory authority.

2. No teacher or staff member that is immediate family of the chief administrator shall be hired without the Board evaluating their credentials, establishing a structure to prevent conflicts of interest, and notifying the Department, with evidence, that this process has occurred.

The term “immediate family member” means a spouse, parent, child, brother, sister, grandparent, or grandchild. The term includes the step, half, and in-law relationships.

References North Carolina G.S. 115C-12.2, G.S. 115C-218.15; Section 4.3 Charter Agreement

## **Promotion and Retention Policy**

In order for a student to be promoted, the following criteria must be met as set forth by The Southeastern Academy Charter School Board of Directors and North Carolina State Law:

1. All students shall meet all attendance requirements.
2. All students shall earn a yearly average of 70 or above to pass any subject area.
3. All students must pass Language Arts, Mathematics, and Science at or above the minimum acceptable grade level.

The following additional criteria will be used in the decision to promote or retain a student:

1. Academic promotion requirements which are specified in a student's Individualized Education Plan (IEP) shall establish the promotion standards by which students with an IEP will be promoted. Any academic requirements for promotion stated in this policy which are not modified in a student's IEP shall remain as a requirement for promotion.
2. An evaluation of a number of assessments; including end-of-grade scores, achievement of mastery, and other additional academic considerations specific to grade level and the School philosophy.
3. Teacher recommendation to the Principal/Administrator.
4. No student will be retained for athletic purposes.

We believe students' progress at their own rate and the significance of their age and/or grade level is deemphasized. There are times, however, when it is believed that it would benefit a student to spend an additional year at the same grade level. The State of North Carolina has vested all final promotion authority with the Principal/Administrator of Southeastern Academy Charter School. A parent who does not agree with the decision to retain may appeal the decision as set forth in the Grievance Policy for Southeastern Academy Charter School.

## **Volunteers**

A volunteer is anyone who provides services, without compensation or benefits of any kind or amount, on an occasional or regular basis at the School or School activities.

Southeastern Academy Charter School strongly encourages parent, grandparent, and guardian involvement in our School. The following policy assists our volunteers in being effective, satisfied, and successful School volunteers while maintaining the integrity of Southeastern Academy Charter School and the health and safety of our students and teachers. Volunteers in large group functions (for example, Fall Festival, Fitness Walk, etc.) may not be subject to all of the same requirements to serve.

1. All volunteers at Southeastern Academy Charter School should:
  - a. Complete a Volunteer Orientation led by the Principal or his/her designee
  - b. Have a Sex Offender Registry Check on file dated within the last two calendar years
  - c. Have a NC Law Enforcement Division check on file dated within the last two calendar years
  - d. Complete, sign, and date a Volunteer Information & Background Check Form
  - e. Be given a copy of the Southeastern Academy Charter School Volunteer Policy for their records
  - f. Confirm in writing that they have been provided with a copy of, read, understand, and agree to comply with this policy
2. The Administrator or his/her designee will formally approve every volunteer application, and volunteers must be placed on the Authorized Volunteer list before volunteering their services at the School. All administrative staff will have a copy of the Authorized Volunteer list and will prohibit any person not on this list from volunteering at Southeastern Academy Charter School.
3. Information collected during the screening process for volunteers will be treated as confidential to the extent allowed by the law.

4. No person who has been convicted of crimes against children, sex crimes, crimes of violence, or drug-related crimes will be allowed to volunteer at Southeastern Academy Charter School. Other criminal records will be evaluated on an individual basis by the Administrator.
5. All volunteers must report directly to the School office when they arrive and should sign in to the Volunteer Log kept there. The School office will provide an official badge identifying the volunteer that must be worn at all times.
6. All volunteers must be at least 18 years of age unless they are supervised by another responsible adult as approved by the Administrator or his/her designee.
7. Volunteers work in partnership with, under the supervision of, and at the request of School administration and staff. Volunteers are expected to abide by all Board policies, procedures, and School rules when performing their assigned responsibilities. The Administrator or his/her designee shall make volunteers aware of all applicable policies, procedures, and rules at the Volunteer Orientation before they begin their first volunteer assignment.
8. Volunteers will not have access to confidential information in student records except as allowed by federal and state laws and regulations. Volunteers will be responsible for maintaining confidentiality regarding information seen and heard while working as a volunteer. If there is a safety concern or an emergency situation, it must immediately be communicated to someone in authority at the School.
9. Volunteers shall not use information learned or acquired in the course of volunteering for any reason other than in furtherance of their volunteer efforts at the School. For example, if a volunteer is a class parent and receives parent email information to communicate with parents, the volunteer shall not share parent email addresses with others and shall not use such email addresses to communicate with parents about anything other than for the purpose of serving as class parent.
10. Volunteers are to serve as positive role models. Southeastern Academy Charter School volunteers must always:
  - a. Use appropriate language
  - b. Dress appropriately
  - c. Discuss age-appropriate topics
  - d. Refrain from inappropriately touching students
11. Volunteers are prohibited from disciplining students. Behaviors requiring discipline should be reported immediately to the appropriate teacher or staff member.
12. Volunteers are prohibited from administering medications of any kind to students.
13. Volunteers should refrain from giving students gifts, rewards, or food items of any kind without the permission of School personnel.
  - a. Volunteers are expected to be prompt and dependable. Volunteers should notify the School office if an illness or emergency prohibits them from attending a volunteer assignment.
  - b. Volunteers may not take students off School property without the written permission of parents and School personnel.
  - c. Volunteers must leave children not enrolled Southeastern Academy Charter School at home when volunteering.
  - d. Southeastern Academy Charter School has a zero-tolerance policy for any kind of racial, ethnic, disability, or gender discrimination by volunteers of the School. Southeastern Academy Charter School does not tolerate any sexual harassment.

## **Parent Code of Conduct Policy**

At Southeastern Academy Charter we are very proud and fortunate to have a very dedicated and supportive school community. At our school the staff, students, and parents all recognize that the education of our children is a partnership between our stakeholders.

A Parent Code of Conduct helps to maintain an environment of respect throughout the school. All members of the school community have a right to an environment free from harassment and to converse comfortably in a positive and cooperative manner.

### **Implementation**

#### **As a Parent and Guardian we ask that you:**

- Support your child in all educational endeavors by giving praise and showing interest in school activities
- Help your child to understand that giving your best effort is important
- Demonstrate that both parents and teachers work together for the benefit of the child
- Listen to your child, but remember that a different “reality” may possibly exist elsewhere
- Understand that the importance of a healthy parent/teacher/child relationship and communicate any concerns to your child’s teacher in a constructive manner
- Adhere to the school’s policies, as outlined on the school website and handbook
- Work in co-operation with the school to address any unacceptable behavior shown by your child
- Support the school in its efforts to maintain a positive teaching and learning environment
- Maintain a positive and co-operative attitude
- Inform the school of any issues that impact on your child’s wellbeing

#### **Parent /Guardian Rights**

- To be treated with respect and courtesy by other parents
- To be treated in a polite manner
- To be respected by staff and students
- To have a timely response to concerns raised (24-48 hrs.)
- To be treated with professionalism from all staff members
- To be listened to and clearly communicated with, in regard to their child’s education

#### **Parent/Guardian Responsibilities**

- Use respectful language towards all staff and other members of the school community
- Remain calm and polite when communicating with staff and other members of the school community
- Under NO circumstances approach another child while in the care of the school to discuss or chastise them because of actions towards their own child
- Be aware that events have many sides, be prepared to listen to them and seek to verify facts before stating a concern
- Be mindful of what you say in order to respect the reputation of teachers
- Respect teachers’ time before, during, or after school to make an appointment at a mutually convenient time if you wish to speak to a teacher

#### **Persons in violation of the Code of Conduct**

In the event of any parent, guardian or visitor of the school breaking this code, then actions will be taken as follows:

- 1<sup>st</sup> offense- Parent notification from Principal via letter, phone call, or conference

- 2<sup>nd</sup> offense- SeA School Board may ban individual from school visits and events\*\*

\*\* A ban from school can be implemented without having to go through steps offered above in more serious cases. The school reserves the right to contact the appropriate authorities, if necessary, to maintain the safety of our students and staff.

## **Title IX Discrimination and Harassment Policies**

For Students and Staff Members

Title IX provides that “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

It is the policy of THE SCHOOL that students should not be subjected to forms of unlawful discrimination or harassment, while at school or school-sponsored activities. Furthermore, the policy’s intent is to address the issue in a proactive manner through the establishment of a system for educating students and staff at the School regarding the identification, prevention, intervention, and reporting of such anti-social acts. The School acknowledges the dignity and worth of all students and strives to create a safe, orderly, caring and inviting school environment to facilitate student learning and achievement. The School strives to model an inclusive environment and prohibits discrimination and harassment on the basis of gender or sex, including sexual orientation and LGBTQ+ identification. The School will not tolerate any form of unlawful discrimination or harassment in any of its educational or employment activities or programs based on such protected classifications.

### **A. PROHIBITED BEHAVIORS AND CONSEQUENCES**

#### **1. Discrimination or Harassment**

Students, employees, contractors, volunteers and visitors are expected to behave in a civil and respectful manner. In accordance with Title IX, the School expressly prohibits discrimination or harassment, based on sex or gender and prohibits sexual harassment (including sexual violence) and gender-based harassment. Sexual harassment is unwelcome conduct of a sexual nature. It includes unwelcome conduct on the basis of sex, requests for sexual favors in exchange for benefits (quid pro quo), and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual violence is a form of sexual harassment. Sexual violence refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. In accordance with Title IX, the School also prohibits gender-based harassment, which is unwelcome conduct based on a student’s sex, harassing conduct based on a student’s failure to conform to sex stereotypes.

Sex-based harassment can be carried out by school employees, other students, and third parties. All students can experience sex-based harassment, including male and female students, LGBTQ+ students, students with disabilities, and students of different races, national origins, and ages. Title IX protects all students from sex-based harassment, regardless of the sex of the parties, including when they are members of the same sex.

#### **2. Retaliation**

The School prohibits intimidation, threats, coercion, or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint,

testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under Title IX. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation. As such, the School prohibits reprisal or retaliation against any person for reporting or intending to report violations of this policy, supporting someone for reporting or intending to report a violation of this policy, or participating in the investigation of reported violations of this policy. After consideration of the nature and circumstances of the reprisal or retaliation and in accordance with applicable laws, policies, and regulations, the Head of School or designee shall determine the consequences and remedial action for a person found to have engaged in reprisal or retaliation.

The exercise of rights protected under the First Amendment does not constitute retaliation. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under Title IX does not constitute retaliation prohibited under this policy, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

## **B. APPLICATION OF POLICY**

This policy prohibits unlawful discrimination or harassment by students, employees, volunteers, contractors, and visitors. This policy is intended to apply to student's vis a via other students, faculty, staff, volunteers/visitors, or contractors. This policy also applies to employees, volunteers/visitors, and contractors. This policy applies to behavior that takes place within the School's "education program or activity," which includes, but is not necessarily limited to, behavior:

1. in any school building or on any school premises before, during or after school hours;
2. on any bus or other vehicle as part of any school activity;
3. at any bus stop;
4. during any school-sponsored activity or extracurricular activity;
5. at any time or place when the individual is subject to the oversight and authority of school personnel;
6. at any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in the schools; and
7. while using school or personal electronic communications, including employee and student emails, text messaging, instant messaging, chat rooms, blogging, websites and social networking websites (i.e., Snapchat or Instagram).

## **C. DEFINITIONS**

For purposes of this policy ONLY, the following definitions apply:

### 1. Discrimination

Discrimination means any act or failure to act that unreasonably and unfavorably differentiates treatment of others based solely on the basis of gender or sex (including transgender and LGBTQ+ identification). Discrimination may be intentional or unintentional.

### 2. Harassment

Prohibited harassment, including sexual harassment, under this policy means conduct on the basis of sex/gender that satisfies one or more of the following:

1. An employee conditioning the provision of an aid, benefit or service on an individual's participation in unwelcome sexual conduct (i.e., quid pro quo)
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to an education program, employment, or activity (i.e., hostile environment)
3. Sexual assault (as defined by Clery Act), or "dating violence," "domestic violence" and "stalking" (as defined by Violence Against Women Act).

For purposes of this policy, "hostile environment" means that the harassment is objectively severe and pervasive enough that a reasonable person would agree that it is harassment and must be based on sex or gender. A hostile environment may be created through pervasive or persistent misbehavior if sufficiently severe.

Examples of behavior that may constitute harassment include, but are not limited to, verbal taunts, name-calling and put-downs, epithets, derogatory comments or slurs, lewd propositions, exclusion from peer groups, extortion of money or possessions, implied or stated threats, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons. Legitimate age-appropriate pedagogical techniques are not considered harassment. Harassment, including sexual or gender-based harassment, is not limited to specific situations or relationships. It may occur between fellow students or co-workers, between supervisors and subordinates, between employees and students, or between non-employees, including visitors, and employees or students. Harassment may occur between members of the opposite sex or the same sex.

Examples of sexually harassing conduct includes, but is not limited to, deliberate, unwelcome touching that has sexual connotations or is of a sexual nature, suggestions or demands for sexual involvement accompanied by implied or overt promises of preferential treatment or threats, pressure for sexual activity, continued or repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal remarks about an individual's body, sexually degrading words used toward an individual or to describe an individual, sexual violence, or the display of sexually suggestive drawings, objects, pictures or written materials. Acts of verbal, nonverbal, or physical aggression, as well as intimidation or hostility based on sex, but not involving sexual activity or language, may be combined with incidents of sexually harassing conduct to determine if the incidents of sexually harassing conduct are sufficiently serious to create a sexually hostile environment.

Gender-based harassment is also a type of harassment. Gender-based harassment may include acts of verbal, nonverbal, or physical aggression, as well as intimidation or hostility based on sex or sex-stereotyping but not involving conduct of a sexual nature.

### 3. Conduct Not Covered by This Policy

Conduct that does not meet the definitions set forth above in this Title IX Policy are not subject to the School's Title IX Policy or any reporting/grievance procedures that govern Title IX matters. However, such conduct may still constitute a violation of other School policy, including the School's Code of Conduct, non-discrimination policy, and bullying policy. Please refer to and follow those policies for such conduct.

**TO REPORT A VIOLATION OF THIS POLICY: PLEASE REFER TO THE SCHOOLS TITLE IX REPORTING AND GRIEVANCE POLICY.**

This Policy as it pertains to Title IX shall remain in effect to the extent required by law.

## **Non-Title IX**

### **Discrimination, Harassment, and Bullying Complaint Process**

The School takes seriously all complaints of discrimination, harassment, and bullying. The process provided in this policy is designed for those individuals who believe that they may have been discriminated against unlawfully, bullied, or harassed in violation of the School's Non-Title IX Prohibition Against Discrimination, Harassment, and Bullying Policy. Individuals who have witnessed or have reliable information that another person has been subject to unlawful discrimination, harassment, or bullying also should report such violations in the manner provided in this policy. Reports may be made anonymously. This policy does not apply where an individual seeks to assert allegations regarding or related to the identification, evaluation, educational placement, or free appropriate public education of a student under Section 504 or the IDEA, such allegations may be raised through the procedures governing such matter. This Policy also does not apply to Title IX complaints, behavior falling within Title IX or Title VII complaints. Please refer to the School's policies for Title IX and VII matters.

#### **A. Reporting by Employees or Other Third Parties**

##### **1. Mandatory Reporting by School Employees**

Any employee who witnessed or who has reliable information or reason to believe that an individual may have been discriminated against, harassed, or bullied in violation of School Non-Title IX Prohibition Against Discrimination, Harassment, and Bullying Policy must report the offense immediately to an appropriate individual designated in subsection B.1., below. An employee who does not promptly report possible discrimination, harassment, or bullying shall be subject to disciplinary action.

##### **2. Reporting by Other Third Parties**

All members of the school community including students, parents, volunteers, and visitors are also strongly encouraged to report any act that may constitute an incident of discrimination, harassment, or bullying.

##### **3. Anonymous Reporting**

Reports of discrimination, harassment, or bullying may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

##### **4. Investigation of Reports**

Reports of discrimination, harassment, or bullying under this policy will be investigated sufficiently to determine whether further action under this policy or otherwise is necessary, and school officials shall take such action as appropriate under the circumstances. At the option of the alleged victim, the report may be treated as a complaint by the alleged victim under this policy.

#### **B. Complaints Brought by Alleged Victims of Discrimination, Harassment, or Bullying**

##### **1. Filing a Complaint**

Any individual who believes that he or she has been discriminated against, harassed, or bullied in violation of the School's Non-Title IX Prohibition Against Discrimination, Harassment, and Bullying Policy is strongly encouraged to file a complaint orally or in writing to the following individuals as applicable:

- a. the school counselor, teacher, dean of students, principal or assistant principal of the School for any claim of discrimination, harassment or bullying, including Title VI complaints;
- d. the Title IX coordinator for claims of sex discrimination or sexual harassment;
- c. the Section 504 coordinator or the ADA coordinator for claims of discrimination on the basis of a disability;  
or
- d. any member of the Board if the alleged perpetrator is the Head of School.

##### **2. Time Period for Filing a Complaint**



A complaint should be filed as soon as possible but no later than 30 days after disclosure or discovery of the facts giving rise to the complaint. Complaints submitted after the 30-day period may be investigated at the discretion of school officials and outside the formal process described in Section C of this policy; however, individuals should recognize that delays in reporting may significantly impair the ability of school officials to investigate and respond to such complaints.

### 3. Informal Resolution

The School acknowledges that many complaints may be addressed informally through such methods as conferences or mediation. The School encourages the use of informal procedures such as mediation to the extent possible; however, mediation or other informal procedures will not be used to resolve complaints alleging sexual assault or sexual violence or complaints by a student of sexual harassment perpetrated by an employee. Informal procedures may be used only if the parties involved voluntarily agree. Any informal process should be completed within a reasonable period of time, not to exceed 30 days unless special circumstances necessitate more time.

## **C. Process for Addressing Complaints of Alleged Incidents of Discrimination, Harassment, or Bullying**

### 1. Initiating the Investigation

- a. Whoever receives a complaint of discrimination, harassment, or bullying pursuant to subsection B.1. shall immediately notify the Principal who shall designate an individual to conduct an investigation and respond to the complaint, such individual may be a school employee or outside consultant.
- b. As applicable, the investigator shall immediately notify the Title IX , or other relevant coordinator of the complaint, and, as appropriate, may designate the coordinator to conduct the investigation.
- c. The investigator shall explain the process of the investigation to the complainant and the alleged perpetrator.
- d. Written documentation of all formal reports and complaints, as well as the school system's response, must be maintained in accordance with the School's Non-Title IX Prohibition Against Discrimination, Harassment, and Bullying Policy.
- e. Failure to report, investigate, and/or address claims of discrimination, harassment, or bullying may result in disciplinary action.

### 2. Conducting the Investigation

- a. The investigator is responsible for determining whether the alleged act(s) constitutes a violation of the Non-Title IX Prohibition Against Discrimination, Harassment, and Bullying Policy. In so doing, the investigator shall impartially, promptly, and thoroughly investigate the complaint. The investigator shall interview (1) the complainant; (2) the alleged perpetrator(s); (3) individuals identified as witnesses by the complainant or alleged perpetrator(s); and (4) any other individuals, including other possible victims, deemed likely to have relevant information. The alleged perpetrator shall be notified of the general nature of the allegations. The investigation will include a review of all evidence presented by the complainant or alleged perpetrator.

If the investigator, after receipt of the complaint, an interview with the complainant, and consultation with the board attorney, determines that the allegations submitted, even if factual, do not constitute discrimination, harassment, or bullying as defined in School's Non-Title IX Prohibition Against Discrimination, Harassment, and Bullying Policy, the matter will be treated outside the scope of this policy. Information regarding the investigator's determination and the process for addressing the complaint will be provided to the complainant.

- b. The complaint and investigation will be kept confidential to the extent possible. Information may be shared only with individuals who need the information in order to investigate and address the complaint appropriately and those with a legal right to access the information. Any requests by the complainant for further confidentiality will be evaluated within the context of the legal responsibilities of the school system.
- c. The investigator shall review the factual information gathered through the investigation to determine whether, based on a preponderance of the evidence, the alleged conduct constitutes discrimination, harassment, or bullying, giving consideration to all factual information, the context in which the alleged

incidents occurred, the age, and maturity of the complainant and alleged perpetrator(s), and any other relevant circumstances.

### 3. Notice to Complainant and Alleged Perpetrator

a. The investigator shall provide written notification to the complainant of the results of the investigation within 15 days of receiving the complaint, unless additional time is necessary to conduct an impartial, thorough investigation. The investigator shall specify whether the complaint was substantiated and, if so, shall also specify:

- 1) reasonable, timely, age-appropriate, corrective action intended to end the discrimination, harassment, or bullying, and prevent it from recurring;
- 2) as needed, reasonable steps to address the effects of the discrimination, harassment, or bullying on the complainant; and
- 3) as needed, reasonable steps to protect the complainant from retaliation as a result of communicating the complaint.

b. Information regarding specific disciplinary action imposed on the alleged perpetrator(s) will not be given to the complainant unless the information relates directly to the complainant (e.g., an order requiring the perpetrator not to have contact with the complainant).

c. If the investigator determines that the complaint was substantiated, the perpetrator(s) shall be subject to discipline or other corrective steps, as set forth in School policy. If the corrective steps involve actions outside the scope of the investigator's authority, the Head of School or designee will be notified so that responsibility for taking the corrective steps may be delegated to the appropriate individual.

d. The alleged perpetrator will be provided with a written summary of the results of the investigation in regard to whether the complaint was substantiated, whether the alleged perpetrator violated relevant law or School policies by his or her actions, and what, if any, disciplinary actions or consequences may be imposed upon the perpetrator in accordance with School policy. The perpetrator may appeal any disciplinary action or consequence in accordance with School policy and law. However, an appeal by the perpetrator of disciplinary action does not preclude school officials from taking appropriate action to address the discrimination, harassment, or bullying.

### 4. Appeal

a. If the complainant is dissatisfied with the results of the investigation, he or she may appeal the decision to the Head of School. The appeal must be submitted in writing within ten days of receiving the notice of the results of the investigation. The appeal must state with particularity whether the complainant is appealing (1) the investigator's determination of whether the alleged conduct constitutes discrimination, harassment, or bullying in violation of the School's Non-Title IX Prohibition Against Discrimination, Harassment, and Bullying Policy, or (2) the School's response to any violation, including the appropriateness of any remedial measures taken by the district. If the complainant is appealing pursuant to option (2), he or she must state what additional measures the complainant believes should have been taken by the district. The Head of School or designee may review the documents, conduct any further investigation necessary, or take any other steps the Head of School or designee determines to be appropriate in order to respond to the complaint. The Head of School or designee shall provide a written response within 10 days after receiving the appeal, unless further investigation is needed. The Head of School's decision is final.

b. If the alleged perpetrator is the Head of School or the Head of School declines to hear the appeal and refers it to the Board of Directors, the complainant may appeal the decision in writing within ten days of receipt directly to the Board of Directors. The appeal must state with particularity whether the complainant is appealing the Superintendent's decision with regard to (1) the investigator's determination of whether the alleged conduct constitutes discrimination, harassment, or bullying in violation of School's Non-Title IX Prohibition Against Discrimination, Harassment, and Bullying Policy, or (2) the School's response to any violation, including the appropriateness of any remedial measures taken by the School. If the complainant is appealing pursuant to option (2), he or she must state what additional measures the complainant believes the

School should have taken. Upon receipt of the appeal, the Board Chair shall appoint a panel of not less than two members of the Board to hear and decide the appeal. The panel shall make reasonable efforts to meet and consider the appeal within twenty days after the chairperson refers the grievance to the panel. The panel shall review the complaint on the record unless it determines that additional information may be presented. No new evidence, written or verbal, may be presented without the prior knowledge and consent of both parties. At the Board Panel's discretion, they may hold a hearing and ask each party may make a brief oral presentation of no more than twenty minutes to summarize his or her position. The panel has the authority to ask questions, extend time limits, exclude extraneous or duplicative information, and otherwise maintain an efficient and fair appeal hearing. If a hearing is held, it will be recorded and shall be held in closed session. The Board panel may affirm, reverse or modify the decision. The Board panel shall use the preponderance of the evidence standard in reaching its decision. The Board panel will provide a final written decision within twenty days after the Board hearing unless the panel determines that additional time is needed for further review. The decision of the Board panel shall be final.

#### **D. Timeliness of Process**

If any school official charged with investigating the complaint or reviewing the investigation fails at any step in the process to communicate a decision within the specified time limit, the complainant will be entitled to appeal the complaint to the next step unless the official has notified the complainant of the delay and the reason for the delay. The school official shall make reasonable efforts to keep the complainant apprised of progress being made during any period of delay. Delays that interfere with the exercise of any legal rights are not permitted.

Failure by the complainant at any step in the process to appeal to the next step within the specified time or to attend a scheduled meeting or hearing under this policy will be considered acceptance of the results of the investigation and the School's response to the complaint, unless the complainant provided notice of the delay and the reason for the delay and the district consented in writing to the delay.

#### **E. General Requirements**

1. No reprisals or retaliation of any kind will be taken by the Board or by any School employee against the complainant or other individual on account of his or her filing a complaint or report or participating in an investigation of a complaint or report filed and decided pursuant to this policy. Disciplinary or other action may be taken against the complainant or other individual if the person knew or had reason to believe that the complaint or report was false or knowingly provided false information.
2. All meetings and hearings conducted pursuant to this policy will be private.
3. The complainant may be represented by an advocate, such as an attorney, at any meeting with the School under this policy. Should the complainant choose to be represented by an attorney, an attorney for the School may also be present.
4. Nothing in this policy shall prevent the Head of School or Board from suspending the alleged perpetrator without pay during the course of the investigation or taking any other action deemed appropriate.

#### **F. Records**

Records will be maintained as required by School's Non-Title IX Prohibition Against Discrimination, Harassment, and Bullying Policy.

### **Special Education/Exceptional Children**

Every child has the right to an education, regardless of age, culture, disabilities, gender, or race. It is the goal of the School to provide educational opportunities for all students.

It is the School's policy to provide special education services. All students with special needs have the right to a quality education appropriate to their needs, abilities, and interests. The special education staff acts as a

resource to the classroom teacher in the development and implementation of appropriate instructional and socialization strategies. Implementation of these strategies occurs within the general education setting and through one-on-one and small group remediation.

#### The Individual Education Plan

The School will comply with all federal and state legal requirements that every student identified as having a disability be provided an Individual Educational Program (IEP) specifying goals, level of service, ancillary services, and the least restrictive placement. Prior to the opening of School, registration forms are reviewed to identify current IEPs from previous Schools attended. The parents are fully informed of their rights, procedures, and responsibilities under special education law.

#### Evaluations and Program Planning

The program and services for students receiving special education services are reviewed on an annual basis and the IEP team is required to formally review and discuss each special education students' eligibility at least every 36 months. At their annual and three-year reviews; parents/ guardians, general and special education providers, and building administration, review current progress in general and special education programs and services and consider parental input that impacts the students' academic growth and proficiency. Based on the discussion of these factors, the IEP team may develop goals and objectives for the continuing programs and services of the students, seek further evaluations to address deficits, or determine that a child may be exited from one of more special education program or service. Parents are informed of student progress at least four times per year at quarterly marking periods. Progress is also shared through personal contacts, telephone calls, and written information/feedback.

#### Educational Place of Students with Disabilities

The School is committed to educating students in the least restrictive environment in order to meet their educational needs as determined by our professional team of general and special providers, administrators, and each child's parent or guardian.

#### Parent Participation

Parents have the expressed right to participate in all meetings dealing with the evaluation, identification, and educational placement of their child. Information concerning a child will be requested of his/her parent/ guardian during the SAP process, and the parent/ guardian will be requested to participate in subsequent meetings.

#### Individuals with Disabilities Education Act (IDEA)

The School is in compliance with the major changes in special education law under the revisions made in IDEA 2004. As each state clarifies their interpretation of IDEA 2004, the School will adhere to these state specific policies and rules. Parents have the right to review their child's records and to refuse permission to release information (except as required or permitted by law).

#### Rehabilitation Act of 1973

Section 504 of the Rehabilitation Act of 1973, 29 USC 794, (sometimes referred to as "504") prohibits discrimination against individuals with disabilities solely on the basis of their disability. Our School is committed to serving all children and expects its employees to be knowledgeable about School procedures governing Section 504 activities, grievance procedures for resolving Section 504 complaints, and parent and students rights. If you have Section 504 questions, please contact the School 504 Coordinator.

## **General School Expectations**

### **Arrival/Dismissal**

School Day: 8:00 a.m.-3:00 p.m. Tardy bell is 8:05 a.m.

Arrival: Students should not arrive before 7:30 am. Parents are requested to drop off students at the back foyer door each morning. Students arriving after 8:05 a.m. are considered tardy. Anyone arriving after 8:05 a.m. should enter School through the main entrance and report to the office for a class admittance slip. No one will be admitted to class without a note.

Dismissal: The first day of school is Tuesday, August 10, 2021. School hours are 8:00-3:00. Please note the release time. It is earlier than last year. You may drop students off beginning at 7:30 a.m. School releases at 3:00 p.m. for bus riders and daycare van riders. For car riders with the last names that begin with A-L students will be released at 3:05 p.m. Car riders whose last name begins with M-Z will be released at 3:15 p.m. Please do not come on campus until your child's release time. This will help relieve traffic congestion.

### **Dress Code**

Dress for School should always be tasteful, clean, and neat. The following dress code is appropriate at Southeastern Academy Charter School:

1. Shoes or sandals must be worn at all times. Students are responsible for wearing tennis shoes on P.E. days as per the Physical Education teacher and the principal.
2. Hats, caps, or sunglasses will not be worn inside the building.
3. Shorts, skirts, or dresses are to be mid-thigh (half way between the knee and hip. No miniskirts or short shorts.
4. Clothing which exposes the midriff, halter tops, low-cut tank tops, tank tops, spaghetti strap shirts or dresses, and transparent clothing are prohibited.
5. Shirt with a bralette showing is NOT acceptable
6. Sagging pants or shorts which allow undergarments to be revealed is prohibited.
7. Clothing which exposes any undergarments is prohibited.
8. Clothing which is offensive, vulgar, profane, or advertises or endorses drug or alcohol use is prohibited.
9. Any jeans or pants with holes that reveal skin must not reveal skin above the knee.
10. Leggings may be worn providing the outermost layer of clothing is covering down to mid-thigh.
11. Pajamas and bedroom shoes are not permitted.

Inappropriately dressed students will be counseled on the first offense. Parents will be contacted to bring a change of clothes, if the problem persists.

### **General Information**

#### **Emergency School Closing**

An emergency School closing is defined as a cancellation of part or all of a normally scheduled school day due to any reason that may endanger the safety of our students and staff including but not limited to: inclement weather, electrical failures, and water system failure. The School Principal will make all decisions regarding School delays or closures due to inclement weather. The School will not necessarily follow other School or School district closing/delay decisions. School cancellation or a delayed opening will be communicated through

an email to all parents and staff, our Facebook page, the school website, our Instagram and Twitter, and OneCallNow.

### **Weather Warnings and Watches**

The School has a crisis plan, which is located in every classroom. The crisis plan addresses emergency situations, including but not limited to alarm, emergency exit routes, emergency backpacks, severe thunderstorm watch or warning, tornado watch, fire and tornado drills, windows and doors, and lockdown procedure. If you have any questions about the crisis plan contact the Principal.

### **Emergency Contact Information**

Before the start of the School year, each child must have on file in the School office a student enrollment form that contains health information, emergency telephone numbers, and parent signatures. Changes in this information at any time during the School year should be reported to the office immediately.

### **Fire Drills**

Fire drills, at regular intervals, are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The signal will be the fire alarm going off. The alternate signal will be a runner to each classroom. No one should return to the building until the all-clear signal is given.

### **Smoke-Free School**

The School is a **SMOKE-FREE FACILITY**. Smoking or use of any tobacco products/vape is strictly prohibited on School property or at school related event:

- In the building
- On the grounds
- On School vehicles
- In the presence of students
- At school events

### **Payments Made to School**

Checks to the school are made payable to: Southeastern Academy Charter School. Checks are turned into the Homeroom Teacher and receipted. If a check bounces, the school has the right to require certified check or cash only.

### **Lunch and Snack**

At this time, students should bring a lunch to school each day. They will also need a snack.

### **Field Trips**

When students travel away from School, they are subject to the same rules, regulations, and appropriate politeness observed at the School. As in the classroom, the teacher will judge behavior as acceptable or unacceptable. Misbehavior or disregard of School policies can and will result in denial of field trip privileges. Signed permission slips must be on file with the teacher for each student on each field trip.

**Personal Items**

The School will not accept responsibility for the personal items of students. We expect students to leave belongings that are not necessary for their education at home. Any personal items that staff members judge to be unsafe, inappropriate for School, or interfering with students' educational focus will be confiscated and held in the office or remain in the possession of a staff member until the parents retrieve them. Such items may be subject to search. The School shall not be responsible for any items lost or damaged while in its possession.

Students shall not possess cell phones, PDAs, iPods, MP3 players, video equipment, cameras, gaming devices, and electronic devices during the instructional day at School or School-related events. The possession of such electronic devices during those restricted times constitutes the consent to the search (either in the presence of the students possessing the device(s) or outside that students' presence) and confiscation of the device(s) by School personnel. Confiscated devices may be returned to the parent/guardian at the end of the School day.

Coaches and personnel in charge of extracurricular activities may make exceptions to this rule upon obtaining the principal's permission.

Any exceptions to this general rule sought by parents for specific health or safety concerns should be brought to the attention of the principal. The principal's determination is final.

## Curriculum, Academics, Promotion, and Retention

### Curriculum

At Southeastern Academy Charter School, learning is student centered and activities are based on developmental levels of individual students. While our general curriculum follows the North Carolina Standard Course of Study, and is augmented by the Core Knowledge curriculum, students' interest and needs are evaluated in curriculum planning. Stimulating, enriching activities may be observed in all classrooms as students are provided concrete experiences in each course of study. Each student is challenged to reach their greatest potential through a nurturing environment and relevant, motivating activities.

#### Course Description: Kindergarten-Grade 8

Language Arts  
Math  
Social Studies  
Science  
Art  
Computer Skills  
Physical Education  
Spanish (K-8)  
Library  
Guidance

### Grading

Students receive report cards four (4) times a year, with a narrative progress report at the midpoint of each reporting period. Newsletters will be sent home by the teacher for children in Kindergarten through 3rd grade each week. Parents of students in grades 4 - 8 will be contacted on an as needed basis.

#### GRADING SCALE (3<sup>rd</sup> -8<sup>th</sup>)

<b>Academic</b>	<b>Habits &amp; Participation</b>
A 93-100	S-Satisfactory
B 85-92	N-Needs Improvement
C 77-84	U-Unsatisfactory
D 70-76	
F Below 70	

#### GRADING SCALE (K-2<sup>nd</sup>)

<b>Academic</b>	<b>Habits &amp; Participation</b>
4 Mastery 90% of time	S-Satisfactory
3 Proficient 80% of time	N-Needs Improvement
2 Progressing 70% of time	U-Unsatisfactory
1 Struggling less than 70%	

### Promotion and Retention Policy

In order for a student to be promoted, the following criteria must be met as set forth by The Southeastern Academy Charter School Board of Directors and North Carolina State Law:

4. All students shall meet all attendance requirements.
5. All students shall earn a yearly average of 70 or above to pass any subject area.
6. All students must pass Language Arts, Mathematics, and Science at or above the minimum acceptable grade level.

The following additional criteria will be used in the decision to promote or retain a student:

5. Academic promotion requirements which are specified in a student's Individualized Education Plan (IEP) shall establish the promotion standards by which students with an IEP will be promoted. Any academic requirements



for promotion stated in this policy which are not modified in a student's IEP shall remain as a requirement for promotion.

6. An evaluation of a number of assessments; including end-of-grade scores, achievement of mastery, and other additional academic considerations specific to grade level and the School philosophy.
7. Teacher recommendation to the Principal/Administrator.
8. No student will be retained for athletic purposes.

We believe students' progress at their own rate and the significance of their age and/or grade level is deemphasized. There are times, however, when it is believed that it would benefit a student to spend an additional year at the same grade level. The State of North Carolina has vested all final promotion authority with the Principal/Administrator of Southeastern Academy Charter School. A parent who does not agree with the decision to retain may appeal the decision as set forth in the Grievance Policy for Southeastern Academy Charter School.

### **Parent Conferences**

We at Southeastern Academy Charter School believe that children learn better when home and School cooperate. The teachers and staff will strive to maintain open lines of communication with parents. Parents are expected to provide support to SEA staff and faculty, and all communication shall be done in a calm and positive manner.

Conferences between parents and teachers are scheduled in the fall of each School year. The purpose of conferences is to set goals, report progress, make cooperative plans, and compare notes.

The following procedures should be followed if parental concerns arise:

1. Teacher/Parent phone call
2. Teacher/Parent conference
3. Teacher/Parent/Administration conference
4. If the matter remains unresolved, the parent should follow the School grievance procedure.

### **Report Cards/Progress Reports**

Progress Reports will be sent home on:  
9/10/21, 11/18/21, 2/10/22, 4/27/22

End of 9 Weeks will be:  
10/15/21, 1/7/22, 3/17/22, 5/27/22

Report Cards will be sent home on:  
10/22/21, 1/14/22, 3/24/22, 5/27/22

### **Extracurricular Activities**

#### **Athletics**

Athletic Director            Matt McDaniel

Athletic Coaches            TBD

Athletic Teams for students in 6<sup>th</sup>-8<sup>th</sup> Grade may include:

1. Soccer- Fall
2. Bowling (5-8)- Spring
3. Volleyball- Fall
4. Basketball- Winter

**Clubs**

Junior Beta Club

**Mascot**

Dolphin

**Extracurricular Eligibility****Academic Eligibility:**

1. Students must maintain at least a “C” average or above in each subject in order to be eligible for a School sport.
2. The student must maintain Southeastern Academy’s minimum “C” standard during the time they are participating on one of the School’s athletic teams in order to remain eligible.

**Student Behavior:**

**DOLPHIN HONOR CODE:** As a member of the Southeastern Academy Charter School family, I agree to show respect for myself, my classmates, others, and my School at all times and I will ensure that my actions never impede the learning process for myself or my fellow students.

1. Students must maintain their behavior at all times using the Dolphin Code of Behavior as a guide.
2. Misbehavior during the School day or un-sportsman like conduct at an event may result in the student being suspended or removed from the sport.
3. Out of School suspension (OSS) will result in an automatic removal of a student from representing the School for the remainder of that sport season.
4. In-School Suspension will result in the student being suspended from practice and/or games.

**Attendance:**

1. Students who represent the School are expected to be in attendance everyday unless there is an excused absence that occurs under Southeastern Academy’s attendance policy.
2. On the day of a game, students will be permitted to play if they have an excused absence under Southeastern Academy’s attendance policy. Communication between School administration/faculty and coaches will be maintained in order to enforce and maintain this policy.
3. If a student stays long enough at School on the day of a game to get credit for attending School that day they will be permitted to play.

**Coaches Rules:**

The coach of each Southeastern Academy Charter School team will establish their own rules beyond the School rules listed above. (Examples are game day attire, attendance at practice, unsportsmanlike behavior, and any other rules important to coaching.) A coach’s expectations will be communicated with the Athletic Director and Southeastern Academy Charter School faculty to hold athletes accountable to their specified “standards”.

**Tryouts vs. All Inclusion:**

Southeastern Academy Charter School has grown and will continue to grow in the future.

1. If a sport has more than enough interest the coach will host tryouts in order to keep the number of participants at a reasonable level. *Example: 20 students signed up for the boys' basketball team: Due to the large number we would host tryouts and keep about 12 players.*
2. However, if tryouts are not necessary because the number of interested participants can all be included we will not host tryouts. *Example: If 14 players signed up for girls' soccer then we could keep all 14 because it takes 11 to play at one time.*