

# **Southeastern Academy Charter School**

# SEA



**Student Handbook 2024-2025**

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

**Tardy Bell 8:00 am**

Southeastern Academy Charter School

12251 NC Hwy 41 N

Lumberton, NC 28358

[www.southeasternacademy.org](http://www.southeasternacademy.org)

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# School Essentials

## Mission & Vision

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### **Mission**

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 for Our School**

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

## School Governance

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### **Board of Directors**

Southeastern Academy is a non-profit organization. As a non-profit, the school is governed by a Board of Directors. The Board of Directors has between five and twelve members and is primarily responsible for ensuring that the school is achieving its mission, creating and following board policies, overseeing the strategic plan for the school, and approving the annual budget. The Board meets every month on the third Monday of the month at 6:00 PM. All board meetings are open to the public. Public comments are allowed at board meetings. Anyone who would like to make a public comment must email [lard@southeasternacademy.org](mailto:lard@southeasternacademy.org) beforehand to request a spot on the agenda. Please bring a written statement to the meeting.

More information about the governing board and its committees and meetings can be found on the school website at <https://www.southeasternacademy.org/school-board>.

### **2024-2025 Board Members and Positions**

Chairman	Corey Walters
Treasurer	Adrian Lowery
Secretary	April Oxendine
Other Board Members	Misty Stone
	Brian Glotzbach
	Brittany Waddell
	Paru Patel
	Betsy Wilson
	James Vance

**SeA Board of Directors Meeting Dates 2024 - 2025**

In accordance with General Statute 143-318.12(a)(2), please find listed below the 2024-2025 meeting dates of the Southeastern Academy Charter School Board of Directors meetings:

A minimum of 8 meetings is required for the school year.

July 22, 2024 @ 6:00

August 26, 2024 @ 6:00

October 28, 2024 @ 6:00

November 25, 2024 @ 6:00

January 27, 2025 @ 6:00

March 24, 2025 @ 6:00

May 19, 2025 @ 6:00

June 16, 2025 @ 6:00

## 2024-2025 Administrative Team

### K-4 Instruction

Kindergarten Teacher	Greer Thorndyke
Kindergarten Assistant	Patricia Cromartie
First Grade Teacher	Alicia Lamb
First Grade Assistant	Ashley Pait
Second Grade Teacher	Lisa Zekanis
3 <sup>rd</sup> Grade Teacher	Kelli Johnson
4 <sup>th</sup> Grade Teacher	Rhonda Willoughby

### 5-8 Instruction

5-6 ELA/Soc. St. Teacher	Meghan Thomas
5-6 Math/Science Teacher	Lisa McGirt
7-8 Language Arts Teacher	Heather Miller
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 Powell
Exceptional Children	TBD
Media	Brandi Montano
Physical Education/Athletic Director	Matt McDaniel
STEM Teacher	TBD
School Counselor	Natalie Bergstresser

### Faculty

Financial Office	Tanya Branch
Powerschool Manager	Lisa Ard
Receptionist	Bebe Bollinger
MTSS Coordinator	Jen Whitley
Maintenance/Bus Driver	Terry Floyd
Bus Driver	Patricia Cromartie
Information Technology	Compulink
Principal/Exec. Director	Lewis W. Cox

## Calendar

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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). The calendar is available on the school website.



# Non-Discrimination

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## Equal Education Opportunities

The School provides equal education opportunities for all students and does not discriminate on the basis of race, creed, color, national origin, ethnic origin, sex, gender, gender identity, natural hair style, cultural or economic background, or disability. Furthermore, no student, on the basis of sex, gender, gender identity, marital status, pregnancy, or parenthood, will be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by the school. The school will treat its students without discrimination with regard to course offerings, athletics, counseling, employment assistance and extracurricular activities. The School adheres to the legal obligations and requirements under all state and federal laws, including without limitation, 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.

*Any individual, who believes that he or she has been discriminated against, harassed or bullied is strongly encouraged to file a complaint to the following individuals:*

1. the Principal or assistant Principal;
2. an immediate supervisor if the individual making the complaint is an employee;
3. the Title IX coordinator, for claims of sex discrimination or sexual harassment (see <https://www.southeasternacademy.org/titleix> for contact information);
4. the Section 504 Coordinator for claims of disability discrimination; or
5. for claims of other forms of prohibited discrimination.

## 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.

## 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)).

# School Campus Expectation Policy

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Purpose: To establish shared expectations for the School community and encourage frank respectful engagement.

At School, we are very fortunate to have a supportive and friendly parent body. Our parents recognize that educating children is a process that involves partnership between parents, class teachers and the School community. We understand and value the importance of sustaining a good working relationship between our parents and our educators to equip children with the necessary skills for adulthood. We greatly appreciate the commitment that our parents have made in choosing to entrust the education of their children to School, and thank them for their support of our unique School programming through which we engage our students daily. As we welcome and encourage parents/guardians to participate fully in the life of our School, and so we can continue to flourish, progress and achieve in an atmosphere of mutual understanding, the purpose of this policy is to provide a reminder to all parents, guardians and visitors to our School about their expected conduct. Parents, guardians and visitors are expected to:

- Respect the caring spirit of our School.
- Understand that both teachers and parents need to work together for the benefit of their children.
- Demonstrate that all members of the School community should be treated with respect and therefore set a good example in their own speech and actions.
- Use effective communication with School staff, administration, and board members that cultivate open dialogue while seeking peaceful solutions to issues.
- Engage the School with an open mind to help resolve any issues of concern.

In order to support a peaceful and safe School environment, the School cannot tolerate parents, guardians and visitors exhibiting the following:

- Disruptive actions which interfere or threaten to interfere with the operation of a classroom, an employee's office, board meeting, School event, field trip, car line or parking lot, office area or any other area of the School grounds (including social media postings or discussions with community members regarding the School or a staff member).
- Using loud/or offensive language, swearing, cursing, using profane language or displaying temper on or in the sight of campus.
- Threatening to do actual bodily harm to School staff, board member, visitor, fellow parent/guardian or student regardless of whether or not the action constitutes a criminal offence.
- Damaging or destroying School property.
- Abusive or threatening e-mails, texts, voicemails, phone messages or other written communication.
- Defamatory, offensive or derogatory comments regarding the School or any of the pupils, parents, staff, or board on Facebook or other social sites. Any concerns you may have about the School must be made through the appropriate channels by speaking to the class teacher, or the administration team, so they can be dealt with fairly, appropriately and effectively for all concerned.
- The use of physical aggression towards another adult or child. This includes physical punishment against your own child on School premises.
- Approaching someone else's child in order to discuss or chastise them because of the actions of

this child towards their own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences).

- Carrying weapons, smoking, and consuming alcohol or other drugs while on School property, unless permitted for a specific event approved by the Board of the Executive Director
- Animals/pets brought onto School premises without permission. Service dogs are permitted at all times.

# Academics & Curriculum

## Academic Honesty

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Academic honesty is required by SeA and any form of academic dishonesty is a violation of the school's Honor Code and the Student Code of Conduct. Academic dishonesty is defined as cheating; working with another person(s) without permission, copying someone else's work, sharing your work with others, unauthorized use of notes or books on examinations, tests or quizzes; giving or receiving information on examinations, tests, quizzes, classroom assignments, lab assignments, homework assignments or any other work without the approval of the instructor; forging a parent signature; and plagiarism. Plagiarism is defined as intentionally using another person's words, thoughts or ideas as one's own without proper citation. Any act of academic dishonesty could result in loss of credit for the assignment and/or other disciplinary action.

## School Honor Code

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The purpose of the Honor Code at Southeastern Academy is to build a community of honor and trust among administrators, teachers, students, parents, and staff.

### School Honor Code

SeA students are good citizens who value honor and demonstrate integrity in all that they do. They help members of the community by having a positive attitude and by respecting other people and school property.

**Honor:** Having high moral standards of behavior; Being judged by other people as possessing good qualities or character.

**Integrity:** Possessing the quality of being honest and fair.

**Lying:** Purposefully being dishonest or misleading to a fellow student, teacher, or administrator.

**Cheating:** Receiving unauthorized help on work; copying another person's work or answers on assessments. Asking other students to provide information such as questions posed or material covered on tests, quizzes or other assignments already taken or completed by the other student. Plagiarizing is a form of cheating:

**Plagiarism:** Passing off another's work or ideas as your own or intentionally failing to cite sources for information that is not widely known. Ignorance of proper citation procedures is not an acceptable excuse for failing to cite sources. Plagiarism includes:

- Excessive parental assistance on homework or projects.
- Forgery or falsification of documents.
- Lying, outwardly and/or by omission.
- Aiding others who are violating the School Honor Code.
- Taking property that does not belong to you without permission.
- Not abiding by the rules and/or guidelines outlined by the School Technology Handbook.

**Stealing:** Taking another person's belongings or ideas (plagiarism) without permission or providing proper citations.

**Disrespectful of People or Property:** Being rude, defiant, or unkind to another person; vandalism or misuse of school property.

**Inappropriate Use of Technology:** Loading unauthorized programs or viewing non-approved websites on school laptops.

**Student Honor Pledge:**

“As an honorable member of School, I promise to uphold the Honor Code of my school to promote honor and integrity. I pledge not to lie, cheat, steal, be disrespectful of people or property or use technology inappropriately. “

**Reporting of Honor Code Violations**

Each School student is honor bound to report immediately all violations of the Honor Code of which the student has first-hand knowledge; failure to do so is itself a violation of the Honor Code. All students, staff, and other employees of School are responsible for familiarity with and support of the Honor Code. Any staff member may charge a student with a violation of the Honor Code. Charges are presented to the Grade Level Principal.

**Consequences for Violating the Honor Code**

Cheating on any assignment, quiz or exam will result in a zero entered for the grade and parent will be contacted by the teacher.

Subsequent cheating will be handled by the Principal or designated staff member.

## Promotion and Retention Policy and Academic Standards

All students will be expected to master the grade level material each year. The teachers at School will be responsible for assessing each student throughout the school year in order to track their progress towards mastery. All data, work samples and other pieces of academic evidence will be kept in each student’s individual student portfolio. If a teacher has a concern about a student’s academic progress or behavior they will bring the concern directly to the Student Assistance Team, which is called the Multi-Tiered System Support (MTSS) Team. The MTSS Team includes the Principal, the School Counselor, the MTSS Director, the Exceptional Children’s Director and the grade level Principal. The MTSS Team will discuss the teachers concern and will then create an intervention plan. The teacher will communicate the details of the plan with the parents. If a teacher has a concern about the promotion of a student, the teacher will communicate their concern to the MTSS Director by following the required steps. If necessary, the teacher, parent, student and MTSS Director will meet to discuss the details of the student’s academic progress and an additional intervention plan will be put in place. Any student being considered for retention must have already been referred to the MTSS Team. At the end of the school year the Principal will review all of the data in the students file and a final decision will be made about the promotion or retention of the student.

Pursuant to state law, third graders who fail to achieve reading proficiency may not be promoted unless a statutory exception applies. Parents of impacted students will be informed of the law’s application.

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.

## State Testing

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All School students in grades 3-12<sup>th</sup> will take the North Carolina required state tests. These tests include the following:

### 3<sup>rd</sup> Grade

- Reading BOG (takes place before the 20<sup>th</sup> day of school)
- Reading EOG
- Math EOG

### 4<sup>th</sup> Grade

- Reading EOG
- Math EOG

### 5<sup>th</sup> Grade

- Reading EOG
- Math EOG

- 5th Science EOG

### 6<sup>th</sup> & 7<sup>th</sup> Grade

- Reading EOG
- Math EOG

### 8<sup>th</sup> Grade

- Reading EOG
- Math EOG or Math I EOC if taking Math I in 8<sup>th</sup> Grade
- 8th Science EOG

## Withdrawal Procedures

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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 a new School, Southeastern Academy Charter School will fulfill this request with appropriate written documentation.

## Student Files

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Southeastern Academy will adhere to all federal laws relating to maintaining student files. The following information regarding The Family Educational Rights and Privacy Act (FERPA) comes from the US Department of Education website (<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>).

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents and eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records, which they believe to be inaccurate or misleading. If the School decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, the School must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows the School to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

## Right to Know Under the Every Student Succeeds Act

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Parents of students have the right to know the professional qualifications of the School's classroom teachers. Parents can ask for certain information about their child's classroom teachers, and the School will 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
- 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

## The Protection of Pupil Rights Amendment

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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 student 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.

## Special Education / Exceptional Children

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Every child has the right to an education, regardless of age, culture, disability, gender, or race.

The School works to ensure that children and youth with disabilities develop educationally, socially, emotionally, and vocationally through the provision of a free, appropriate education and related services in the least restrictive environment. We will continue to educate, support and advocate for students with disabilities and assist them in achieving their true potential.

## Child Find

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School participates in Project Child Find, an effort coordinated with the Exceptional Children Division of the State Department of Public Instruction, to locate and identify children and youth ages birth through 21 with disabilities who are in need of special education and related services. School informs parents and/or guardians of the services available from School as well as other state and community agencies. The children who qualify for these services have been diagnosed or are suspected to have intellectual, physical, or emotional disabilities and are unable to benefit from a regular school program without special assistance. School identifies these students through our Multi-Tiered System of Support (MTSS) as well as from parent and teacher referrals and provides the following help:

- A complete evaluation, and if appropriate and within the guidelines of eligibility in NC, eligibility in one of the 14 disabling conditions
- An Individualized Education Program for children with a disability
- A referral to other agencies when needed.

## Curriculum and Grading at School

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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

### 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

D 70-76  
F Below 70

1 Struggling less than 70%

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

Progress Reports will be sent home on:  
9/12/24, 11/18/24, 2/6/25, 4/14/25

End of 9 Weeks will be:  
10/11/24, 12/20/24, 3/14/25, 5/23/25

Report Cards will be sent home on:  
10/23/24, 1/15/25, 3/26/25, 5/22/25

# Day to Day School Operations and Procedures

## Attendance

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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. North Carolina law (Section 115C-378) states that Regular Attendance by every student is Mandatory by NC General Statute 115C-378 whereby “every parent, guardian or custodian in this State having charge or control of a child between the ages of seven and sixteen years shall also cause the child to attend school continuously for a period equal to the time which the public school to which the child is assigned shall be in session.”

Students are responsible for and are permitted to make up work missed during 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.

Absences are considered Excused Absences in accordance with State law and 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

Absences must be documented in order to be considered excused. Please do your best to inform the school of your child’s absence by emailing [lard@southeasternacademy.org](mailto:lard@southeasternacademy.org) by 9:00 am. At any point in the year that a student's excused absences are for an illness or injury, the Principal may require a statement from the student's physician in order to excuse future absences. This action will automatically be recorded in PowerSchool. Absences will be considered Unexcused if a student misses school for any other reason or if the proper documentation is not provided for the absence within 7 days of the absence. Absences will be handled in the following manner:

<b>Number of Absences</b>	<b>Follow Up</b>
Seven (7)	Communication from Registrar
Ten (10)	Communication from Principal
Fifteen (15)	Meeting with Principal
Twenty (20)	Meeting with Principal, Counselor and Director

Students will be considered present for the day according to the following times depending upon their grade level: Grades K-8 – Arrive before 11:30 AM or leave for early dismissal after 11:30 AM

## Classroom Interruptions

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Every minute of instructional time is valuable at Southeastern Academy, so we do not allow class time to be interrupted for any reason. If you need to speak to your child's teacher you must make an appointment ahead of time. No visitors will be given access to any classroom unless the visitor has made prior arrangements for their visit with the teacher. The teacher will notify the front office of the visit.

## Tardy/Early Dismissal Procedures

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### Late Arrival to School

Students are expected to arrive at school on time. Students are considered tardy if they are not in their classroom by 8:00 a.m. Tardiness is only excused for medical and dental appointments or to comply with court ordered attendance at a legal proceeding. In all such instances, for the tardy to be excused, proper documentation is required within 48 hours. Students tardy due to illness will only be excused with parent communication – in writing via email to [lard@southeasternacademy.org](mailto:lard@southeasternacademy.org).

### Early Dismissal from School

Early dismissals are only excused for medical and dental appointments or to comply with court ordered attendance at a legal proceeding. Early dismissals for athletics are considered excused. Please remember, teachers are still instructing in the classrooms until the end of school and early dismissals interrupt instruction.

Early dismissals are classified in PowerSchool as tardies in the same way that a late arrival to school appears. Early dismissals are only excused for medical and dental appointments or to comply with court ordered attendance at a legal proceeding. In all such instances, for the early dismissal to be excused, proper documentation from the doctor/dentist's office is required within 48 hours. Early dismissals due to illness will only be excused with parent communication – in writing via email to [lard@southeasternacademy.org](mailto:lard@southeasternacademy.org).

We encourage parents to make appointments for their child outside of school hours; however, if you must pick your child up from school early, please notify the teacher in advance. Parents must sign students out in the main office. Students will only be released from school to authorized drivers for the student. Those NOT listed as an authorized adult on the list can only pick up a student if the school has received a written and signed note from the parent/guardian giving permission for that person to pick up the student. **Proof of identity is required in order to pick up a student.**

## Partial Attendance for Extracurricular, Athletic and Special Event Participation

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Students must be counted as present for the day in order to participate in any school sponsored activity/event including extracurricular, music performance, athletic or special event activities. On the day of a game, students will be permitted to play if they have an excused absence. Communication between the School

administration/faculty and coaches will be maintained in order to enforce this policy. Students who stay at school long enough on the day of a game to receive credit for attending school that day will be permitted to play.

## Make-Up Work for Absences

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Students are responsible for, and they are permitted to, make up all work missed during absences. All work must be made up within five (5) school days following the student's return to school, unless the teacher or an administrator determines that extenuating circumstances might support an extension of time. **The student is responsible for finding out which assignments, quizzes and exams were missed and completing them within the specified time period.** The teachers will work with the student in this process to provide the student with make-up assignments or exams as needed. Detailed information about make-up work can be found in each course syllabus and should be referenced in the event of an absence. Students who are absent due to a suspension from school will be provided an opportunity to complete work and take any examinations missed.

## School Hours

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**The school day is from 8 am until 3 p.m. The tardy bell rings at 8 a.m.**

## Arrival and Dismissal

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### Arrival Procedures

Arrival: Students should not arrive before 7:30 a.m. Parents are requested to drop off students at the back foyer door each morning. Students arriving after 8 a.m. are considered tardy. Anyone arriving after 7:55 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 Procedures

Dismissal: School releases at 3 p.m. for bus riders and daycare van riders. Car riders will be released as parents enter the car pickup line beginning at 3 p.m.

At dismissal time, students must be picked up by an authorized adult. If a student is being picked up by someone who is not on the student's authorized for pick-up list, the parent must authorize the pickup in writing by sending an email to [lard@southeasternacademy.org](mailto:lard@southeasternacademy.org).

## School Communication

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Southeastern Academy is committed to communicating with its school community on a regular basis. 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. 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 phone conference
3. Teacher/parent/administration conference
4. If the matter remains unresolved, the parent should follow the grievance procedures explained elsewhere in this handbook.

## Dress Code

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Dress 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 at least 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 that 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.

## Caring for Our School

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We believe that children learn best in an orderly environment.

### Teacher Responsibilities

1. Ensure that students have orderly places to work.
2. Supervise students in taking care of their classrooms, cubby areas and outdoor spaces.
3. Supervise children in cleaning of all items that cannot be vacuumed in all areas that you use.
4. Check to be sure all recess equipment has been collected at the end of recess.

5. Wash tables down every morning with provided cleansers and paper towels.
6. Wash tables down after lunch every day.
7. Pick up visible trash off the floor.
8. Clean whiteboard on a nightly basis.
9. Assist students in placing chairs on tables every night.
10. Lock doors and windows each night.
11. Hang lost and found up on the lost and found racks.
12. Turn off lights.
13. Check to be sure courtyard areas have been swept and cleaned up on a daily basis.

## Student Responsibilities

1. Stack chairs on tables at night.
2. Clean-up project and art areas.
3. Pick up trash on the floor including small pieces of paper, staples, paper clips and thumbtacks.
4. Put away books and supplies.
5. Pick up trash when eating or playing outside or in the courtyards.

## Lunch and Snack Guidelines

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At this time, students should bring lunch to school each day or parents can sign-up for catered lunch service. Students will also need a snack.

## Student Events and Field Trip Fees/Payments

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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.

Throughout the year, the school holds several sponsored events as well as field trips. Parents will be required to RSVP by the designated date for their child to be able to attend. In addition, payment for the field trip must be made by the deadline. If a parent RSVPs that their child will be attending the trip, they will be liable for the full cost of the trip.

## Field Trips and Overnight Trips

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Field trips are an important part of enhancing a student's learning experience. SeA provides field trip opportunities that provide academic value or community building time for our students. Field trips and overnight trips are a privilege at School. Please review the eligibility requirements below prior to paying for a field trip or signing a permission slip.

No School student will be permitted to leave a field trip early except in the case of an emergency or unless requested by a member of the school staff for disciplinary reasons. All students must remain with the group for the duration of the field trip. Due to the responsibilities of a chaperone to supervise the students in their care, we are not able to accommodate bringing additional children that are not in the designated class or course.

Students and families should be aware that any student who chooses to participate in a school-sponsored field trip is subject to search of their room or belongings if there is a reasonable suspicion that the student may be in violation of school policy or law. Local law enforcement may also be called to investigate if there is a belief that the student's behavior violated the law. Students who have been involved in serious disciplinary action may lose the opportunity to participate in future field trips scheduled in the same school year. Upper School Students not in good academic standing may not be allowed to participate in field trips, which involve missing instruction time.

Personal devices including cell phones, laptops, kindles, e-readers, tablets, and iPads are not permitted on overnight trips unless otherwise directed by the Principal. This rule is in place as a protection for all of our students.

## Eligibility for Overnight Trips

1. Student(s) must be in good academic standing.
  - a. Student(s) may not be failing any classes (F1 grade – cumulative grade for the year). For students to be eligible for overnight trips they must be passing at the time deposits are due. Grades will be rechecked two weeks prior to the overnight trip(s). If a student is failing any classes at that time they may not be able to attend the trip or school event.
2. Students must meet the following behavior requirements:
  - a. Student may not have more than 3 Full Day In-School Suspensions
  - b. Student may not have more than 1 out of school suspension
  - c. Students may not have a Class 4 or Class 5 suspension (5-10-day suspensions) and/or have an offense that could be classified as a Class 4 or Class 5 violation for the SeA Student Handbook.
  - d. For the 8th grade “senior trip” (Washington, D.C.) students may not have more than 1 In-School-Suspension and no Out-of-School-Suspension their 8th grade year. (Suspensions of previous years will not count against students.)
3. Student must meet the following attendance requirements:
  - a. Students may not have more than 15 absences (excused and unexcused)
  - b. Students may not have more than 20 unexcused tardies or early dismissals
4. Permission slip must be received by the due date
5. Payment must be paid on time per due dates scheduled in field trip and overnight trip information
6. Students may not have any outstanding fees due – including but not limited to technology, repairs, club dues, athletic fees, etc.

**No refunds will be given for students who become ineligible to attend the trip due to one of the reasons above. All final decisions regarding student participation on overnight trips are at the discretion of the administrative team.**



## Overnight Trip Parent and Student Expectations

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Overnight trips are optional for all students. Students not in good academic and behavioral standing will not be able to attend trips as they are offered. Deposits and payments made towards trips are nonrefundable as vendors are paid well in advance of trips and will not refund the money to the school. Student accommodations will be made on trips per the student's IEP or 504 Plan, but special accommodations for dietary requests, rooming preferences, and parent or student desires will not be honored.

## Personal Items

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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.

## Destruction of School Property

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A student shall not intentionally cause or attempt to cause substantial damage, as determined by school officials, to school property or steal or attempt to steal school property either on school grounds or during a school activity, function or event off of school grounds. Damage or theft involving school property will result in disciplinary action up to and including exclusion from school. The parents or guardians will be asked to pay for the property that the student has damaged or destroyed. Students who have outstanding fines may be prohibited from all non-required activities (i.e. athletics, dances, parking, field trips, etc.)

## Student Deliveries

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To protect the integrity of the classroom environment, we do not accept the delivery of flowers, food or gifts for students in the main office. Parents who deliver items for students (lunches, athletic equipment, etc.) should be aware that we do not deliver items to students (with the exception of Lower School students), they may pick up items in the office at lunch and after school. Every effort should be made to refrain from dropping off forgotten

items. We believe in encouraging student responsibility and would ask parents not to come back to the school with forgotten items.

## Emergency School Closing

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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, and OneCallNow.

## Weather Warnings and Watches

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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 Data

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Every family must provide Emergency Contact Information to the school. Please communicate any changes to the information throughout the year by emailing [lard@southeasternacademy.org](mailto:lard@southeasternacademy.org).

## Visitors

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All visitors at School must sign in at the front office. All visitors are required to wear a visitor tag while on campus. Once a visitor has checked in, they will then be escorted to their destination. All visitors must abide by the policies set forth in this handbook at all times. Parents, grandparents and siblings are welcome to join their student during the lunch hour on designated days. Your child's teacher will communicate the days of the week that are open for visitors during lunch. Please notify your teacher if you plan to come for lunch so they can plan accordingly and/or let you know of any changes to their daily schedule.

## Volunteers

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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.
  7. 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.
  8. 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.
  10. 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.
  11. 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.
  12. Volunteers are to serve as positive role models. Southeastern Academy Charter School volunteers must always:
    - Use appropriate language
    - Dress appropriately
    - Discuss age-appropriate topics
    - Refrain from inappropriately touching students
  13. Volunteers are prohibited from disciplining students. Behaviors requiring discipline should be reported immediately to the appropriate teacher or staff member.
  14. Volunteers are prohibited from administering medications of any kind to students.
  15. Volunteers should refrain from giving students gifts, rewards, or food items of any kind without the permission of School personnel.
  16. 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.
  17. Volunteers may not take students off School property without the written permission of parents and School personnel.
  18. Volunteers must leave children not enrolled at Southeastern Academy Charter School at home when volunteering.

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.

## School Parent/Student Grievance Procedures

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This policy is in place to respond to parent/student grievances. Grievances may only come from current students or parents of current students. It is expected that any guardian/parent/student with an issue should try to resolve the issue by using open communication with the teacher. This means that if a parent or student disagrees with any policy or procedure within the classroom, the first level of grievance is their student's Teacher. If the student/parent is not satisfied with the teacher's response, they should then set a meeting with the grade-level mediator. At that meeting, the teacher, student, grade-level mediator and parent must be present and the issue at hand will be fully discussed. If the parent or student wishes to pursue the matter further, they may then meet with the Principal. Similarly, if a guardian/parent/student disagree or have an issue with a policy or procedure at the School, the guardian/parent/student should set a meeting with the Principal. If the guardian/parent/student feels that their issue is still a concern after meeting with the Principal and the issue meets the definition of a grievance set forth below, the guardian/parent/student may initiate the grievance procedures as described below. Many issues that a guardian/parent/student has with the classroom, teacher or School will not rise to the level of a grievance and appropriate resolution will be found with the teacher and/or grade-level mediator.

### **Definition of a grievance:**

A grievance is defined as a formal written complaint by a guardian/parent/student stating that a specific action has violated a School policy, board policy, or law/regulation. Complaints under other policies including those under Title VI, Title IX, IDEA, Section 504, the School's NonTitle IX Bullying policy and those pertaining to student discipline are not grievances and this policy does not apply to such complaints. Please refer to the School's policies and procedures for those matters.

**Time Limits:** A grievance will only be heard if the complaint has been filed within fifteen days of the meeting with the Executive Director. The fifteen-day deadline may be extended at the discretion of the Executive Director.

### **The grievance process is as follows:**

**Step 1:** If the parties are not satisfied with the decision of the Principal, and the grievance meets the definition set forth above, the guardian/parent/student must submit a letter in writing stating the School policy, board policy or law/regulation that was violated including details of the actions and the place, date and time of the violation. The guardian/parent/student should make all efforts to include any details about the event that may be helpful in the decision making process. The written letter should be submitted to the Principal of the School and to the Chair of the Board of Directors. If the Principal of the School is implicated in the grievance, the grievance should only be submitted to the Chair or the Board of Directors.

**Step 2:** Where the grievance is filed directly with the Board as set forth above or after receiving the appeal letter, the appeal shall be considered by the Board at its next regularly scheduled board meeting provided such meeting is more than seven days after the filing, or the Chair of the Board of Directors may call a special meeting of the Board to consider the appeal in accordance with the School's by-laws. The Board will consider

and discuss the grievance in accordance with Open Meetings laws. At that meeting the Board of Directors will review the facts and notify the parties in writing (email accepted) if further action is necessary. If the board decides that it needs additional time to consider the grievance, gather information and/or conduct an investigation, it may defer its decision until another regularly scheduled board meeting or schedule a special meeting. At the meeting where the board makes a decision on the grievance, the board will give the individual filing the grievance or appeal notice and the opportunity to attend the meeting. Once the board reaches a decision on the grievance, the Board will communicate that decision to the individual who filed the grievance within five School days. The Board's decision concerning the grievance is final. The Board reserves the right to appoint a Board Panel to address the grievance. In such cases, the Board Panel's decision is final and there is no appeal rights to the Board. Notwithstanding any other provision, the Board may conduct an investigation and/or gather additional information regarding the grievance, including interviews or engagement of an investigator, at any time.

# Technology Use at School

While at Southeastern Academy, students will have access to a variety of technology. It is the expectation of the school that all school owned tablets and laptops remain at the school. While we do not ask our families to provide or pay for their devices, we do ask that all students and parents sign and adhere to the Technology Acceptable Use Policy.

## Video Monitoring

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School recognizes that the use of video monitoring/surveillance systems is warranted to maintain campus security, to increase student and employee safety and to assist with the enforcement of the school's policies and rules concerning student and employee conduct, safety and security.

School buildings and grounds may be equipped with video monitoring devices, but such devices shall not be placed where there are reasonable expectations of personal privacy such as in locker rooms, changing rooms, nursing and health room areas or bathrooms.

### Use of Video Recordings

- Video recordings will only be utilized for official School business.
- A video recording of actions by students may be used by administrators or the Board as evidence in any disciplinary action brought against students arising out of the student's conduct on or about school property.
- The video surveillance recordings may not be used in connection with instructional observations of professional staff. This policy does not prohibit the administration from establishing other methods of videotaping lessons for the purpose of instructional observation.
- Video surveillance recordings of students, staff and/or others may be reviewed for the purpose of determining adherence to school policy and rules.
- Such recordings may be used to detect or deter criminal offenses that occur in view of the camera(s) and may be shared with law enforcement officials.
- Video surveillance recordings will be released to others only in accordance with applicable state and/or federal law or regulation.

## Headphone and Cell Phone Usage

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Cell phones, head phones and all other electronic devices must remain turned off and in backpacks or teacher classroom storage throughout the School day unless authorized by a staff member. Southeastern Academy will not be responsible for lost, stolen, or broken items.

The possession of such electronic devices at School or during School events 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.

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.

Students who disregard the cell phone/head phone policy during the school day are subject to disciplinary actions, including but not limited to the following:

1st offense: The phone/headphones will be held in the office for the student to retrieve at the end of the school day.

2nd offense: The student will get a write-up and the parent will receive communication regarding the infraction and the phone/headphones can be picked up in the Upper School front office by a parent from 3 – 4PM.

3rd offense and on: students will receive consequences as stated in the Student Code of Conduct.

Additional consequences for violations of this policy may be administered at the discretion of the grade-level Principal and/or Director.

If during state testing a student is found to be in possession of ANY electronic device, it will be reported to the Regional Accountability Office and the device will be held until their investigation is completed.

## Student Technology Acceptable Use Policy

Students are offered access to the School network for creativity, communication, research, and other tasks related to the academic program. All use of computers, iPads, furnished or created data, software, and other technology resources as granted by School are the property of the 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's computer network and technological resources.

1. **Privacy:** School reserves the right to monitor Internet traffic and to retrieve and review any data composed, sent, received, or stored using its 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. Furthermore, students should have no expectation of privacy in any location or on any network while utilizing school issued technology.
2. **Cyber Bullying:** School prohibits cyber-bullying, an act involving the use of information and communication technologies, including but not limited to email, text messages, blogs, instant messages, personal Websites, on-line social directories and communities (e.g., Facebook, Instagram, Wikipedia, YouTube), video-posting sites, and online personal polling Websites, 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.
3. **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 including but not limited to VPN sites, browser extensions, etc.
4. **Installing/Copying:** Students are not to install or download any hardware, software, shareware, or freeware onto any media, devices or network drives. Software installed by anyone other than the network administrator will be removed and disciplinary action will follow. 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. Please refer to the Honor Code for the consequences for copying the work of another student. 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.

5. **Access:** Users may not access the computer network without proper authorization. Attempting to access the network without proper authorization and hacking is expressly prohibited. Users are to use their own username and password when using a school issued device or student account. Users must log off shared devices when they are finished with their work and are not to log on to a device for someone else or tell others their password. Students are to notify the instructor if someone else is thought to know his/her password.
6. **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, the 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.
7. **Storage:** Users are to delete their files and materials they no longer need. Students are not to store personal documents, images, videos or other digital material on school devices or school maintained accounts (google drive, one drive, O365, Canvas, etc.).
8. **Passwords:** Students are reminded not to share their password with anyone except a parent or guardian. Students should not use login ID's and passwords belonging to other students or faculty and staff members.
9. **Email:** All email correspondence on the School system, the laptop/iPad, or in the student's assigned email account is the property of School. Documents and other files created by the students and located on the laptops or the School computer system are also property of School.
10. **Data Sharing:** Students may not transfer, email or air drop photographs or videos. Doing so will be addressed according to the school's discipline policy.
11. **Daily Student Expectations:** Students who are assigned a school electronic device are responsible for making sure the following:
  - a. Device is completely recharged before classes start for the day.
  - b. Students will need to bring their device to school every day. Failure to do so may result in a failing grade on assignments that require the use of the device for that day.
  - c. Students are only permitted to use laptops/iPads during class when authorized to do so by a faculty member and only for the purpose stated by the faculty member.
  - d. Students may not remove electronic devices from school provided protective cases. If a student feels the need to remove the ipad from the case for any reason, they must first have it approved by the IT staff.
  - e. iPad will not be allowed to be used at lunch. iPad must be stored in the student's backpack.
12. **Personal Cell Phone Use:** Cell Phones may not be used during the school day and are not a replacement for the school issued technology, unless approved.

The following consequences will apply if a student violates this policy. Any of the below consequences may be enforced alone or in conjunction with one another by the school against the violating student.

- Revocation or limitation of electronic device access privileges
- Temporary or permanent confiscation of the student electronic device
- Disciplinary action as provided for in the discipline policy
- Any other sanctions or remedies provided by the law



## School's Technology Program

Students are expected to take excellent care of the equipment. Physical damages to the device will be charged back to the student and parent with the exception of normal wear and tear which is covered by the technology fee. The charges below will be billed to the parent for damage to the device that is above and beyond minor issues. Students may also face disciplinary consequences if the damage was caused by their negligence. Regardless of whether the student believes they are responsible for the breakage, the parent will be responsible for the cost to return the device to its original state. Students are ultimately responsible for returning the same iPad and case/keyboard (devices all have serial numbers and are issued per student at the beginning of the year) at the end of the year. Suggesting that another student may have taken it or broken it does not negate the need to pay for the repair/replacement.

### Cost per Repair (includes parts, labor and tax)

- Broken Screen: \$60
- Broken keyboard or keys missing: \$60
- Lost or missing charging block: \$20
- Lost or missing charging cable: \$20
- Broken bottom/side outer casing: \$100
- Missing case: \$100

**A replacement fee will be charged if the device is lost or stolen. The replacement cost for a lost or stolen device is \$429.**

All outstanding fees must be paid prior to students attending any school events, field trips and overnight trips including Graduation.

The following consequences will apply if a student violates this policy. Any of the below consequences may be enforced alone or in conjunction with one another by the school against the violating student.

1. Revocation or limitation of iPad access privileges
2. Temporary or permanent confiscation of the student device
3. Disciplinary action as provided for in the student handbook
4. Any other sanctions or remedies provided by law

## Internet Safety Policy

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It is the policy of School to:

- (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- (b) prevent unauthorized access and other unlawful online activity;
- (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors;
- (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

### Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material

deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes:

- (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities;
- (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### Education, Supervision and Monitoring

It shall be the responsibility of all members of the staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the IT Department

The IT Department will provide age appropriate training for students who use the Internet facilities. The training provided will be designed to promote the commitment to:

- (a) The standards and acceptable use of Internet services as set forth in the Internet Safety Policy;
- (b) Student safety with regard to:
  - i. safety on the Internet
  - ii. appropriate behavior while on online, on social networking Web sites, and in chat rooms
  - iii. cyberbullying awareness and response
- (c) Compliance with the E-rate requirements of the Children’s Internet Protection Act (“CIPA”).

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the School’s acceptable use policies.

### Basic Online Expectations

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.
4. I promise to respect the purpose of School technology:
5. Non-educational games and personal use are not allowed on School equipment.
6. 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 respectfully 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.

# Student Health and Wellness

## Prevention and Control of State Reportable Communicable Diseases

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Students are excluded from school in cases of certain **reportable** communicable diseases. While the list of diseases reportable to the state Division of Public Health is lengthy, the number of such diseases common to the school age child is not. This list is available upon request from the school nurse.

When a student is suspected of having one of those **reportable** communicable diseases, it is the responsibility of the parent to take the child to the local health department or primary health care provider for verification and treatment before that student can return to school. Students should be temporarily excluded from school if presenting symptoms of a reportable disease is present. In each case, readmission to school should also take into account whether the student is able to participate in school. In some cases, a student with a disabling disease, who is no longer contagious but may require ongoing care, may be eligible for additional services under Section 504 of the Rehabilitation Act.

A list of students who have not been vaccinated for bona fide religious or medical reasons or who have illnesses that cause immunosuppression will be maintained in the school health office so that appropriate action can be taken to protect these individuals when serious communicable disease outbreaks do occur.

School staff makes every effort to reduce the prevalence of disease-causing organisms through assuring cleanliness of the environment, emphasizing frequent handwashing of students and staff, and following proper decontamination procedures of items used in mealtime and other activities. Despite those actions, the school age child is often the source and conduit for communicable diseases ranging from the “common cold” to ringworm among many. The majority of such illnesses are not among the diseases for which the state Division of Public Health, following guidelines issued by the Centers for Disease Control and Prevention, has issued mandatory isolation rules.

- **Chickenpox (Varicella):** Student is excluded until all blisters have formed scabs.
- **Fever:** The parent/guardian of any student with an oral temperature >100.4 degrees will be notified and asked to pick up their child. The student should remain at home until fever-free for 36 hours without medication.
- **Head Lice (Pediculosis):** The parents/guardians of any student found with lice will be notified and asked to pick up their student. If the student is unable to be picked up and must remain at school, he/she will remain in the nurse’s office until a parent can pick up. The parent/guardian may consult their medical provider or treat with an over-the-counter product. The student may return to school after receiving treatment for lice and removing nits.
- **Impetigo:** Student is excluded from school if he/she has more than three to four sores until seen by a medical provider and treated with a prescription antibiotic for a minimum of 24 hours.

- **Measles (Rubeola/Rubella):** Student is excluded until physician's approval is given and student is no longer contagious.
- **MRSA (Methicillin Resistant Staphylococcus Aureus):** All suspected cases should be referred to their healthcare provider and if possible, lesions should be kept covered while at school. Exclusion from school and sports activities should be reserved for those with wound drainage that cannot be covered and contained with a clean, dry bandage and for those who cannot maintain good personal hygiene.
- **Nausea, Vomiting, Diarrhea:** The parent/guardian of any student experiencing nausea, vomiting, diarrhea will be notified and asked to pick up their child. The student may return to school 36 hours after the symptoms have abated.
- **Pink Eye (Conjunctivitis):** A student who is exhibiting symptoms of pink eye should be evaluated by their medical provider. Students are allowed to return to school on approval of the physician. May return when treatment has begun, has minimal drainage & student is able to keep hands away from eyes.
- **Scabies:** Student is excluded until one (1) treatment with prescription medication has been completed for at least 24 hours.
- **Strep Throat (Streptococcal and Staphylococcal Infections):** Student is excluded from school until treated with a prescription antibiotic for 24 hours and has been fever free for 36 hours.

If a student has a communicable disease, including HIV/AIDS, hepatitis B, tuberculosis, etc.; the parents are encouraged to notify the school nurse. This information will be kept confidential in accordance to the law.

If notified that a student suffers from such immunodeficiency, the school nurse will request that the notifying party provide information about what types of exposures might put the student at risk and what reasonable practices can be taken in the school setting to minimize the risk to the student. Whenever possible, the school nurse will notify the parents or guardians (or the student himself where appropriate) of an infected or immunodeficient student of the existence of chicken pox, influenza, meningococcus, measles, tuberculosis, or other contagious diseases occurring in the school that may represent a serious threat to the student's health. Students who are removed from school as a result of such conditions will be provided instruction in an appropriate alternative educational setting.

## Immunizations

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North Carolina law requires immunizations for every child present in this state. Every parent, guardian or person in loco parentis is responsible for ensuring that their child(ren) receive required immunizations. It is the responsibility of the parent, guardian, or person in loco parentis to provide the immunization record of each school age child to the school **no later than 30 days** after the child enters school or the child will be suspended from school until a valid immunization record can be provided.<sup>3</sup>

**EFFECTIVE JULY 1, 2015, THE FOLLOWING ARE REQUIRED IMMUNIZATIONS:**

## Kindergarten Required Vaccines

Vaccine	Number Doses Required Before School Entry*
<a href="#">Diphtheria, tetanus and pertussis</a>	5 doses*
<a href="#">Polio</a>	4 doses*
<a href="#">Measles</a>	2 doses*
<a href="#">Mumps</a>	2 doses*
<a href="#">Rubella</a>	1 dose*
<a href="#">Haemophilus Influenzae type B (Hib)</a>	4 doses*
<a href="#">Hepatitis B (Hep B)</a>	3 doses*
<a href="#">Varicella (chickenpox)</a>	2 doses*

\* Please contact your child's healthcare provider for further information.

## 7th Grade Required Vaccines

Adolescents should be up to date on all the vaccines required for kindergarten entry.

In addition:

- Meningococcal conjugate vaccine (MCV) – 2 doses
  - One dose for individuals is required entering the 7th grade or by 12 years of age whichever comes first.
  - Booster dose for individuals is required entering the 12th grade or 17 years of age beginning August 1, 2020.
  - If the first dose is administered on or after the 16th birthday the booster dose is not required
- Tetanus, diphtheria, and pertussis (whooping cough) – Tdap
  - A booster dose of Tdap is required for individuals who have not previously received Tdap and who are entering 7th grade or by 12 years of age, whichever comes first.
  - School Entry from 6th to 7th Grade

***If you have specific questions regarding your child, please contact the school nurse, your child's health care provider, or your local health department.***

## Garrett's Law

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North Carolina law (G.S. 115C-375.4) mandates that at the beginning of every academic year, local boards of education shall 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 on our website.

## Medication Administration

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The needs of students who require medication during school hours to maintain and support their health and well-being during the educational day should be met in a safe and prudent manner.

### Rationale

- Implementation of the IDEA (Individuals with Disabilities in Education Act), and amendments since enactment, has led to an increased number of children whose health problems require medication to be given while at school.
- Students with chronic illness may be dependent on routine medications, which enable them to participate more fully in all aspects of school activities and to minimize their absences.
- Students may require the administration of controlled substances during the school day in order to maximize their classroom performance.
- Some students with infections and communicable diseases are able to resume school attendance based on continuation of their medication regimen.

#### North Carolina State Recommendations

- All medications administered by school personnel during school hours must be prescribed by a licensed healthcare provider
- All medications administered at school must have a written request/permission signed by the parent or legal guardian
- Students with asthma and/or at risk for anaphylactic allergic reaction may possess and self-administer medication on school property within certain parameters.

School personnel ***will not administer any medication*** to any student unless they have received the “**School Request for Medication Administration in School**” form properly completed and signed by the doctor. The medication must be received in an appropriately labeled container. To protect your student’s well-being, there will be no exception to this policy. If you have any questions about this policy, or other issues related to the administration of medication in school or during school-sponsored activities, please contact [lard@southeasternacademy.org](mailto:lard@southeasternacademy.org). Thank you for your cooperation.

## Self-administration of Medications in School

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In accordance with North Carolina state law, there are ***limited number*** of health conditions which may require the student to carry medications at all times. These include asthma (inhalers), diabetes (insulin or source of glucose), and severe anaphylactic allergies (EpiPen). In addition, learning to care for one’s health and well-being is an important developmental milestone for all students. Parents should be informed that students who are approved to self-carry medications while at school and during school sponsored activities are independent in the management of their medication with no oversight from school staff.

In order for a student to self-carry a medication, the following ***requirements must be met annually***:

- A. The student’s parent/guardian must submit a written treatment plan prepared by a healthcare provider for managing asthma, anaphylaxis, or diabetes. Examples include: asthma action plan, diabetic treatment plan, etc. The plan must include all of the following:
  - a. The student has a diagnosis of asthma, anaphylaxis, or diabetes
  - b. Self-administration of required medications is part of the student’s treatment plan
  - c. The student has been instructed in, and has demonstrated to the healthcare provider, the skills necessary to self-administer the medication
  - d. The name or type of medication that the student may self-administer while in school or during school sponsored activities

- B. The student’s parent/guardian must submit a completed “**School Request for Medication Administration in School**” form
- C. The parent/guardian must provide to School backup medication that will be kept in the health office to which the student has immediate access in the even the student does not have the required medication.
- D. When medication such as asthma inhalers, diabetes medications, and emergency medications will be self-administered, an appropriate “Individualized Health Care Plan” (IHCP) will be completed by the school nurse in partnership with the parent/guardian and student.
- E. The student must demonstrate to the school nurse the knowledge, competence, and skills necessary to self-administer medication.
- F. Students will be required to sign a “**Student Agreement for Self-Carried Medication**” form acknowledging their role in self-carrying as well as a commitment to communicate to school staff when he/she is experiencing difficulty or adverse reactions. The student will agree to keep their medication secure.
- G. Students must dispose of contaminated sharps in accordance with OSHA guidelines.

## Student Discrimination, Harassment and Bullying Policies

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### 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 Executive Director.

#### 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 Executive Director 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 Executive Director. 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 Executive Director or designee may review the documents, conduct any further investigation necessary, or take any other steps the Executive Director or designee determines to be appropriate in order to respond to the complaint. The Executive Director or designee shall provide a written response within 10 days after receiving the appeal, unless further investigation is needed. The Executive Director's decision is final.

b. If the alleged perpetrator is the Executive Director or the Executive Director 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 Executive Director 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.

## 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 Executive Director 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.

**Title IX Coordinator's Duties, Notice, Reporting And Grievance Policy**

This Policy sets forth the School's Notice, Reporting and Grievance policy for Title IX matters and should be read in conjunction with the School's Title IX policy. This Policy only pertains to Title IX and alleged violations of Title IX. It does not apply to any other type of discrimination, harassment or bullying. Please refer to the School's other policies, including Non-Discrimination and Harassment Policy, and student conduct policies when Title IX does not apply.

The School's Title IX Coordinator is:

Lewis W. Cox

**1. TRAINING AND PROGRAMS**

The designated Title IX Coordinator shall establish training and other programs that are designed to help eliminate unlawful discrimination or harassment and foster an environment of understanding and respect for all members of the school community. Information about this policy and the related complaint procedure must be included in the training plan. The training or programs should:

- (1) provide examples of behavior that constitutes unlawful discrimination or harassment;
- (2) teach employees to identify groups that may be the target of unlawful discrimination, or harassment; and
- (3) train school employees to be alert to locations where such behavior may occur, including locations within school buildings, at school bus stops, on cell phones and on the Internet.

In addition, training of Title IX personnel, including the Title IX Coordinator, Investigator(s) and Decision-maker(s), must include training:

1. On the definition of the definitions of prohibited conduct, including sexual harassment;
1. The scope of the school's education program or activity;
2. How to conduct an investigation;
3. The grievance process including appeals, and informal resolution processes;
4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;
5. Relevance, including how to apply the rape shield protections provided only for complainants.

Moreover, training for Title IX personnel, including the Coordinator, Investigator(s), Decision-makers, and any person who facilitates an informal resolution process, must not rely on sex stereotypes and must promote impartial investigations and adjudications of sexual harassment. The School will post materials used to train Title IX personnel on their websites for a minimum of seven (7) years after posted, if any, or make materials available for members of the public to inspect.



## **2. NOTICE**

The designated Title IX Coordinator is responsible for providing effective notice to job applicants, student applicants, students, parents, and employees of the procedures for reporting and investigating complaints of unlawful sex/gender discrimination and harassment. This policy will be posted on the School's website, and copies of the policy are available at the front office. Notice of this policy will appear in all job applicant information, admissions information, student and employee handbooks, and in any School publication that sets forth the comprehensive rules, procedures, and standards of conduct for students and employees.

## **3. TITLE IX COORDINATOR**

The Title IX Coordinator is responsible for monitoring the overall implementation of Title IX for Southeastern Academy Charter School and coordinating the institution's compliance with Title IX in all areas covered by the implementing regulations. The major responsibility is the prevention of sexual harassment and discrimination. Other major monitoring duties include, but are not limited to, the following recruitment and admissions, educational programs and activities, hiring and employment. Other areas of consideration include:

- Participating in the development and implementation of the School's sexual harassment policy.
- Assisting faculty, counselors and administrators in complying with Title IX, and when a need arises, planning remedial actions.
- Making your presence known in the community by disseminating civil rights information or by speaking at parent-teacher group meetings, social or professional organization meetings, and other community functions.
- Serving as a resource on Title IX/gender issues.
- Monitoring and evaluating the School's Title IX compliance efforts and making recommendations for any appropriate changes.
- Providing updated information to schools on Title IX implementation and issues.
- Identifying and disseminating information about Title IX educational resources (organizations, individuals, print, internet, and audio-visual)

## **4. EVALUATION**

The Executive Director or designee shall evaluate the effectiveness of efforts to correct or prevent unlawful sex/gender discrimination and harassment and shall share these evaluations periodically with the School's board.

## **5. CONFIDENTIALITY**

The recipient, whether a School employee, staff member, contractor, or the Title IX Coordinator, must keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA or as required by law, or to carry out the purposes of Title IX, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to the Title IX grievance procedures.

The Title IX Coordinator shall maintain confidential records of complaints or reports of unlawful discrimination or harassment. The records will identify the names of all individuals accused of such offenses and the resolution of such complaints or reports. The Title IX Coordinator also shall maintain records of training conducted and corrective action(s) or other steps taken by the School to provide an environment free of unlawful discrimination or harassment. The Executive Director shall report to the Board all verified cases of unlawful discrimination or harassment under the School's Title IX Policy.

## **6. REPORTING TITLE IX VIOLATIONS**

### **1. For Students:**

- a. To report discrimination, harassment, and sexual harassment/misconduct based on sex/gender, students or their parents should contact a trusted teacher or advisor, grade-level Principal, Executive Director and/or Title IX coordinator immediately and file a complaint.
- b. Employees are required to report any actual or suspected violations of this policy. When anyone reports harassment and/or discrimination to a school employee, that employee shall notify the Title IX Coordinator, grade-level Principal, or Executive Director, as soon as possible and within 24 hours.
- c. If the Executive Director is involved in the allegation, then another administrator will immediately inform the Chair of the Board of Directors.

2. For Employees: for discrimination, harassment, and sexual harassment complaints based on sex/gender, employees should contact the Title IX coordinator immediately and follow the School's harassment and discrimination policy as well as its Title IX Reporting and Grievance policy.

3. Students, parents, volunteers, visitors or others are also strongly encouraged to report any actual or suspected incidents of discrimination or harassment based on sex/gender under this policy. Reports may be made anonymously, and all reports shall be investigated in accordance with that policy.

4. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by e-mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

5. Reporting may be made at any time, including during non-business hours, by using the telephone number or e-mail address, or by mail to the office of SeA, listed for the Title IX Coordinator.

## **G. DEFINITIONS**

As used in this and all other Title IX related policies, the following definitions shall apply.

1. "Complainant" is as an individual who is alleged to be the victim of conduct that could constitute sexual harassment. This means that any third party as well as the complainant may report sexual harassment. While parents and guardians do not become complainants (or respondents), parents and guardians have a right to act on behalf of parties (including by filing formal complaints) in Title IX matters.
2. "Respondent" is as an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
1. "Formal complaint" is as a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school investigate the allegation of sexual harassment and state that at the time of filing a formal complaint, a complainant was participating in or attempting to participate in the education program or activity of the School with which the formal complaint is filed. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator, and by any additional method designated by the school.

2. "Document filed by a complainant" means a document or electronic submission (such as by e-mail or through an online portal provided for this purpose by the school) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or a party during a grievance process, and must comply with requirements for Title IX personnel to be free from conflicts and bias.
3. "Supportive measures" are individualized services reasonably available that are non-punitive, non-disciplinary, and not unreasonably burdensome to the other party while designed to ensure equal educational access, protect safety, or deter sexual harassment. The School's selection of supportive measures and remedies shall be based on what is not clearly unreasonable in light of the known circumstances.

## **H. MANDATORY RESPONSE AND PROCEDURAL OBLIGATIONS**

The School is required to respond whenever any employee has notice of sexual harassment, including allegations of sexual harassment or allegations relevant to mandatory reporting laws in North Carolina. Notice to the Title IX Coordinator or to any School employee, board member, or official with authority to institute corrective measures on the School's behalf, charges the School with actual knowledge and triggers the School's response obligations under Title IX.

The School will respond promptly to Title IX sexual harassment or discrimination in a manner that is not deliberately indifferent, which means a response that is not clearly unreasonable in light of the known circumstances. The School shall also comply with the following mandates:

1. The School will offer supportive measures to the person alleged to be the victim (referred to as the "complainant").
2. The Title IX Coordinator will promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.
  1. The School will follow the grievance process set forth herein before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent.
  2. The School will not restrict rights protected under the U.S. Constitution, including the First Amendment, Fifth Amendment, and Fourteenth Amendment, when complying with Title IX.
  3. The School will investigate sexual harassment allegations in any formal complaint, which can be filed by a complainant, or signed by a Title IX Coordinator.
  4. A complainant's wishes with respect to whether the school investigates should be respected unless the school determines that not pursuing an investigation would be deliberately indifferent (or that pursuing an investigation is necessary for community safety or similar reasons), in which case the Title IX Coordinator may sign complaint even if the complainant does not file a formal complaint (doing so will not be viewed as adversarial toward the respondent).
  5. If the allegations in a formal complaint do not meet the definition of sexual harassment as defined in the School's Title IX policy, or the alleged conduct did not occur in the School's education program or activity, against a person in the United States, the School must dismiss such allegations for purposes of Title IX. However, the School may still address the allegations in any manner the School deems appropriate under the School's code of conduct or other policies.
  6. Treat complainants equitably by providing remedies any time a respondent is found responsible, and treat respondents equitably by not imposing disciplinary sanctions without following the grievance process set forth herein.

7. Remedies, which are required to be provided to a complainant when a respondent is found responsible, must be designed to maintain the complainant's equal access to education and may include supportive measures; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

8. All Title IX personnel (Title IX Coordinators, investigators, decision-makers, people who facilitate any informal resolution process) shall be free from conflicts of interest or bias for or against complainants or respondents.

9. There is a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

10. The School's grievance process shall not use, rely on, or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

11. Any provisions, rules, or practices that a school adopts as part of its grievance process for handling formal complaints of sexual harassment must apply equally to both parties (complainant and respondent).

12. The standard of evidence to determine responsibility is the preponderance of the evidence standard for all formal complaints of sexual harassment, whether the respondent is a student or an employee (including faculty member).

## **I. SUPPORTIVE MEASURES, REMEDIES AND DISCIPLINARY SANCTIONS**

Supportive measures include: services, accommodations, and/or other assistance that the School puts in place for a complainant after receiving notice of alleged sexual misconduct but before any final outcomes – investigatory, disciplinary, or remedial – have been determined. The School wants students and employees to be safe, to receive appropriate medical attention, and to get the help they need to heal and to continue to access their educational opportunities. We also want students and employees to understand their reporting options and how to access available interim measures.

Upon receiving a report of sexual harassment, the School will provide the complainant, or their advocate, with a written explanation of the interim measures available at School and through local community resources [insert name of local resources] and shall ask complainants, or their advocates, what measures are sought. Some possible interim measures are listed below, and the School determines which measures are appropriate for a particular complainant on a case-by-case basis. Not all of the measures listed below will be necessary in every case to keep victims safe and ensure their equal access to educational programs and activities. If the complainant or advocate identifies an interim measure that is not already provided by the School, the School will consider whether the request can be granted. In those instances where interim measures affect both a complainant and the respondent, the School will minimize the burden on the complainant wherever appropriate while ensuring that the measures are non-disciplinary and non-punitive prior to reaching a determination regarding responsibility.

A complainant or their advocate may request the interim measures listed below. The School – after consulting with the complainant and/or their advocate – will determine which measures are appropriate to ensure the complainant's safety and equal access to educational programs and activities:

- Academic accommodations, including change in classes, testing, or assignments;
- Medical and mental health services, including counseling;
- Modifications to extracurricular activities, field trips or on or off-campus activities;
- A “no contact” directive pending the outcome of an investigation. Such a directive serves as notice to both parties that they must not have verbal, electronic, written, or third party communication with one another;
- Providing an escort to ensure that the student can move safely between school programs and activities;
- Transportation accommodations; and

- Assistance identifying an advocate to help secure additional resources or assistance including off-campus and community advocacy, support, and services.

Remedies Include:

Depending on the specific nature of the problem, remedies for the complainant may include, but are not limited to:

- Providing an effective escort to ensure that the complainant can move safely between classes and activities;
- Ensuring the complainant and perpetrator do not share classes or extracurricular activities;
- Moving the perpetrator or complainant (if the complainant requests to be moved) to a different residence hall or, in the case of an elementary or secondary school student, to another school within the district;
- Providing comprehensive, holistic victim services including medical, counseling and academic support services, such as tutoring;
- Arranging for the complainant to have extra time to complete or re-take a class or withdraw from a class without an academic or financial penalty; and
- Reviewing any disciplinary actions taken against the complainant to see if there is a causal connection between the sexual violence and the misconduct that may have resulted in the complainant being disciplined.

When a respondent is found responsible for sexual harassment, the School will offer all remedies needed to eliminate the harm to the complainant and the school community and prevent the recurrence of sexual harassment. Simply sanctioning a respondent found responsible, in some cases, may be insufficient to eliminate a hostile environment. Rather, in addition to sanctions, the School may consider offering appropriate remedies for the broader student/staff population after the final outcome, including the following:

- Training or retraining school employees on the school’s responsibilities to address allegations of sexual violence and how to conduct Title IX investigations;
- Developing materials on sexual harassment, which should be distributed to all staff and students;
- Conducting bystander intervention and sexual harassment prevention programs with students and/or staff;
- Issuing policy statements or taking other steps that clearly communicate that the school does not tolerate sexual harassment and will respond to any incidents and to any student who reports such incidents;
- Conducting, in conjunction with student leaders, a School climate check to assess the effectiveness of efforts to ensure that the school is free from sexual violence, and using that information to inform future proactive steps that the school will take;
- Targeted training for a group of students if, for example, the sexual harassment created a hostile environment (i.e., on an athletic team);
- When a school is unable to conduct a full investigation into a particular incident (i.e., when it received a general report of sexual violence without any personally identifying information), it should consider remedies for the broader student population in response.

Disciplinary sanctions include:

- For Students found responsible: verbal warning, written warning, interim suspension, restitution, suspension, required participation in appropriate training, counseling, required completion of a probationary period without additional infractions, or requiring the respondent to stay away from the complainant for a period of time.
- For Employees found responsible: sanctions for violations of Title IX vary depending on severity from formal written warning to dismissal.

**J. INVESTIGATIONS**

The School shall investigate the allegations in any formal complaint and send written notice to both parties (complainants and respondents) of the allegations upon receipt of a formal complaint.

The School, through the Title IX Coordinator or other authorized School official, shall designate an impartial individual to serve as the Investigator and conduct an investigation. The Investigator may be the Title IX Coordinator. However, the Investigator shall not be someone with a conflict of interest or bias. The School may choose an outside investigator, School employee or contractor to conduct the investigation. During the grievance process and when investigating, the Investigator shall comply with the following:

1. The burden of gathering evidence and burden of proof must remain on the School, not on the parties.
2. The School must provide equal opportunity for the parties to present fact and expert witnesses and other inculpatory and exculpatory evidence.
3. The School must not restrict the ability of the parties to discuss the allegations or gather evidence (e.g., no “gag orders”).
4. Parties must have the same opportunity to select an advisor of the party’s choice who may be, but need not be, an attorney.
5. The School shall send a written notice to the parties (complainant and respondent) of any investigative interviews, meetings, or hearings.
6. The School shall send the parties, and their advisors, evidence directly related to the allegations, in electronic format or hard copy, with at least 10 days for the parties to inspect, review, and respond to the evidence.
7. The School shall send the parties, and their advisors, an investigative report that fairly summarizes relevant evidence, in electronic format or hard copy, with at least 10 days for the parties to respond.
8. The School shall dismiss allegations of conduct that do not meet the definition of sexual harassment set forth in the School’s Title IX policy or did not occur in a school’s education program or activity against a person in the U.S. Such dismissal is only for Title IX purposes and does not preclude the School from addressing the conduct in any manner the school deems appropriate.
9. The School may, in its discretion, dismiss a formal complaint or allegations therein if the complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations therein, if the respondent is no longer enrolled or employed by the school, or if specific circumstances prevent the school from gathering sufficient evidence to reach a determination.
10. The School shall give the parties written notice of a dismissal (mandatory or discretionary) and the reasons for the dismissal.
11. The School may, in its discretion, consolidate formal complaints where the allegations arise out of the same facts.
12. The School shall protect the privacy of a party’s medical, psychological, and similar treatment records and shall not access or use such records unless the School obtains the party’s voluntary, written consent to do so.

#### **K. DECISION-MAKER**

The School, through the Title IX Coordinator or other authorized School official, shall designate a Decision-maker with regard to a Title IX complaint. The Decision-maker shall not be the Title IX Coordinator or Investigator, and shall not be someone with a conflict of interest or bias. The Decision-maker shall comply with the following rules:

1. Start with the presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
2. All Complainants are afforded rape shield protections, deeming questions and evidence about a complainant’s prior sexual behavior irrelevant, unless offered to prove that someone other than the respondent committed the alleged misconduct or offered to prove consent.

3. Use the preponderance of the evidence standard in reaching her/his decision.
4. Require objective evaluation of all relevant evidence, inculpatory and exculpatory, and avoid credibility determinations based on a person's status as a complainant, respondent, or witness.
5. After sending the investigative report to the parties and before reaching a determination regarding responsibility, the decision-maker(s) must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party.
6. Issue a written determination regarding responsibility with findings of fact, conclusions about whether the alleged conduct occurred, rationale for the result as to each allegation, any disciplinary sanctions imposed on the respondent, and whether remedies will be provided to the complainant.
7. The written determination must be sent simultaneously to the parties along with information about how to file an appeal.

## **L. GRIEVANCE PROCESS**

**Prompt Filing.** The Complainant must file a formal complaint within a reasonable time, ideally within 10 days of the alleged incident. A complaint will not be disallowed solely because of the passage of time. The Title IX coordinator is charged with ensuring that all such complaints are timely, impartially, and appropriately investigated in accordance with applicable law.

**Confidentiality.** Every effort will be made to ensure the confidentiality of the complainant. There may be times where confidentiality may not be possible for the School to conduct a thorough investigation. There may also be instances where the School has a legal obligation to report certain information it receives to state or local authorities or to protect the School community.

**Timeline.** While the timeframe for completing an investigation into individual complaints may vary depending on the circumstances, the Title IX coordinator will ensure that timeframes are reasonable and endeavor to complete any investigation, including any decision, within sixty (60) days of the filing of a complaint. The timeline may be extended where appropriate at the discretion of the School. Include reasonably prompt time frames for conclusion of the grievance process, including appeals and informal resolutions, with allowance for short-term, good cause delays or extensions of the time frames.

**Investigation.** The Title IX coordinator or other School official shall designate an impartial Investigator to conduct the investigation. The Investigator shall have full authority to investigate, including the authority to interview witnesses. The Investigator shall follow the guidance/mandates set forth above in this policy in conducting the investigation.

**Decision-Maker.** The Decision-maker shall follow the guidance/mandates set forth above in this policy and shall use the preponderance of the evidence standard in reaching her/his decision. The Decision-maker shall timely provide written notice of the outcome of the complaint to the relevant parties.

**Appeal.** Either party may appeal the Decision-maker's decision to the Board of Directors within 14 days after a decision is made or the School dismisses a formal complaint in a Title IX proceeding, on the following bases:

1. Procedural irregularity that affected the outcome of the matter,
2. Newly discovered evidence that could affect the outcome of the matter, and/or
1. Title IX personnel had a conflict of interest or bias, that affected the outcome of the matter.

The Board of Directors will appoint a panel of three board members to serve as the impartial review panel. The review will be conducted in accordance with all applicable laws and the panel may, but is not required to, request information directly from the parties. The three-member review panel will make a decision and will provide written

notice of the outcome of the appeal to the parties within fourteen (14) school days, unless circumstances require more time.

#### **M. INFORMAL RESOLUTION PROCESS FOR STUDENTS**

After a formal Complaint is filed, the School may, in its discretion, offer and facilitate informal resolution options, such as mediation or restorative justice, so long as both parties give voluntary, informed, written consent to attempt informal resolution. The School will not require participation in an informal process. And, at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

The School does not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment. Any person who facilitates an informal resolution must be well-trained. The School will not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student. Finally, the School may not offer an informal resolution process unless a formal complaint is filed.

#### **N. POLICY APPLICATION**

This policy shall remain in effect as long as required by law.

## **McKinney-Vento**

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The McKinney-Vento Education of Homeless Children and Youth Assistance Act is the primary piece of legislation dealing with the education of children and youth experiencing homelessness. The Act is also known as Title X, Part C of the Every Students Succeeds Act.

The term "homeless children and youths" is defined by the McKinney-Vento Act as

(A) means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)); and

(B) includes--

(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;\*

(ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C));

(iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

(iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

Children and youth experiencing homelessness have the right to:



- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment, or having missed application or enrollment deadlines during any period of homelessness.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local attendance area school or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is the parent's, guardian's, or unaccompanied youth's preference. If the school district believes the school selected is not in the student's best interest, then the district must provide the parent, guardian, or unaccompanied youth with a written explanation of its position and inform him/her of the right to appeal its decision.
- Receive transportation to and from the school of origin, if requested by the parent, guardian, or local liaison on behalf of an unaccompanied youth.
- Receive educational services comparable to those provided to other students, according to the student's need.

These rights are established under the McKinney-Vento Homeless Assistance Act. To qualify for these rights, children and youth must be considered homeless according to the [McKinney-Vento definition of homeless \(see above\)](#).

Parent Resources regarding The NC Homeless Education Program (NCHEP) can be found [here](#).

Student Resources regarding the rights of Children experiencing homelessness can be found [here](#).

NCHEP is dedicated to ensuring that all children and youth experiencing homelessness have access to the public education to which they are entitled under the federal McKinney-Vento Education of Homeless Children and Youth Assistance Act. NCHEP works towards this goal by ensuring that North Carolina's state policies are in compliance with federal law, by providing technical assistance to North Carolina's local homeless education liaisons, and by providing informational and awareness materials to educators and other interested community members throughout North Carolina.

**School McKinney-Vento Liaison:**

Lisa Ard

# Student Discipline Procedures

## Student Code of Conduct

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**School's expectation for student behavior are based upon the following governing principles:**

1. Students will act with courtesy, consideration, tolerance, and patience in all interactions with others both at school and during school-sponsored activities.
2. Students shall treat school property and facilities with care and respect.
3. Students shall treat the property of others with care and respect.
4. Students will follow School's Honor Code and be honest in all academic and social situations.
5. Student behavior will reflect positively upon School.

Good discipline is imperative to the success of the school: it is helping a student adjust to the requirements of his/her environment rather than punishment for his/her not having adjusted, it is turning unacceptable conduct into acceptable conduct, and it is not humiliating or embarrassing. The ultimate, unique achievement of good discipline is self-discipline on the part of the student. Each teacher/team has a plan for managing student behavior that incorporates effective strategies consistent with the purpose and principles established by Board policies regarding student behavior. Teachers are encouraged to seek positive, innovative and constructive methods of correcting and managing student behavior in an effort to avoid repeated misbehavior and suspension.

Consequences for violating the policies in this handbook, teacher/team standards, or rules may include, but are not limited to the following:

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

School is not required to engage in progressive discipline. Some offenses are so serious they warrant more severe consequences including, but not limited to, immediate suspension and/or recommendation for longer-term consequences.

This Student Code of Conduct is not to be seen as all-inclusive. The administration reserves the right to amend or add to these lists as unique situations arise. The administration further reserves the right to deviate from the stated disciplinary action(s) based on unique or aggravating factors.

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

## **I. Purpose and Description of the School Code of Conduct**

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The School is committed to giving every student the opportunity to reach his or her full potential by providing a rigorous academic program, character education, and meaningful parental participation. In order to fulfill this mission it is important that we provide a positive, safe, and orderly environment for our students, staff, and families. School believes that a common and consistently applied code of conduct is a critical tool in building that environment. It reflects what the school believes to be reasonable expectations of conduct for all members of our student body.

The importance of a code of conduct is reinforced in North Carolina state law (G.S. 115C-288) stating, "The Principal shall have the authority to exercise discipline over the pupils of the school under policies adopted by the local board of education in accordance with G.S. 115C-390.11 through G.S. 115C-390.12."

School's code of conduct identifies those behaviors that are detrimental to our goal of a positive, safe, and orderly environment. Specifically, it identifies behaviors which interfere with the learning process or disrupts the educational environment for any student at any time. The identified consequences are designed to deter students from engaging in behavior which are counter to the school's mission, and, in the event that violations do occur, discourages students from committing further violations.

The code of conduct is divided into five classes of violations. The classes are groupings of violations of similar severity. Each class of violations, because of their similarity, contain comparable consequences. While these consequences reflect what School believes to be fair and reasonable for that class of violations, the school also recognizes that there are times where there are mitigating or aggravating factors which may result in a change in consequences. The Director or their designees have the authority to assign any alternate reasonable consequence based on either mitigating or aggravating factors. Finally, engaging repeatedly in behaviors in any single class of violations will result in consequences from a higher class. This is intended to reinforce the importance of learning from mistakes.

## **II. General Information**

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The information contained in this section is designed to address common questions and confusions regarding the code of conduct. Providing further clarification on these issues will help parents and students successfully navigate the requirements of the School Code of Conduct.

The Code of Conduct applies to all students at any time they are present on school campus, at any school event, or during any school sponsored activity, including school events or activities that are held off campus. Additionally, it applies to students at any time whose behavior interferes with the learning process or disrupts the educational environment. Certain rules apply specifically to different grade levels. If that is the case it is noted in the violation. Otherwise the violations apply to all students.

Administration will follow investigatory procedures and make a reasonable attempt to contact parents after it has been concluded that a violation has occurred. During the investigation, students will be interviewed in order to determine what may have occurred. A student will be notified of the consequence of a violation as long as notification of the student does not pose a risk to the safety and security of other individuals on campus.

If a student is suspended out of school, the student may not be present on the campus of School, at any school function, or at any school sponsored event, whether off or on campus, without the permission of school administration.

Unfortunately, during the school year conflict will arise between students. It is the expectation of School that students will not settle conflict through physical altercation. If there is a fight between two students, both students will be held accountable for the incident. If a student is attempting to engage another student in a fight, it is our expectation that the other student will make every reasonable attempt to walk away and notify a school employee.

Lockers, desks, school issued technology, and other school property remain at all times the property of the school and are subject to search at the discretion of the school Principals or Director or their designee.

Corporal punishment is not permitted at School, but there may be times when school employees need to use reasonable force to control behavior or to remove a person from the scene. These situations include:

- To quell a disturbance threatening injury to others.
- To obtain possession of weapons or other dangerous objects on the person or within the control of a student.
- For self-defense
- For the protection of persons or property
- To maintain order on school property, in the classroom, or at a school related activity on or off school property

### III. Definitions

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**365 Day Suspension** - This is out of school suspension for 365 calendar days. It is the maximum allowed by North Carolina law.

**Aggravating Factors** - Facts of a discipline incident which suggest consequences beyond what is recommended in the Code of Conduct. These are determined by the school Principal or Director, and may include, but are not limited to, repeated violations, lying or refusing to cooperate with school officials in an investigation, severity of any injury sustained during the incident, and imminent danger to self or others.

**Exclusion** - This consequence prohibits a student from continuing to attend SeA, although the student may attend another school.

**Expulsion**- Is the permanent termination of the student-school relationship. This applies only to students 14 years of age or older whose continued presence constitutes a clear threat to the safety of other students or school staff. Students considered for expulsion are entitled to a hearing before the School's Board of Directors as set forth in North Carolina statutes.

**Long-Term Suspension** - This is an out of school suspension lasting greater than 10 consecutive days, but less than 365 days.

**In-School Suspension** - This consequence is an alternate to the suspension out of school of a student. It is the supervised removal of a student from educational activities to another location on school property.

**Short-Term Suspension**—An out of school suspension lasting fewer than 10 consecutive days.

**Mitigating Factors** - Facts of a disciplinary incident which suggest consequences that are less severe than what is recommended in the Code of Conduct. These may include, but are not limited to, self-defense, provocation, student record, and other factors identified by the school Principal or Director.

**Out of School Suspension** - This consequence is the prohibition of a student from being on school campus, at school events, or participating in school functions, whether on or off campus.

#### IV. Discipline Procedures

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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) or Out-of-School Suspension (OSS)
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.

<u>Class 1</u>	
Violations Include:	Disciplinary Measures
1. Disobeying any teacher established classroom rules.	In-Class disciplinary measures  Conference with an Administrator

**Class 2**

Violations Include:	Disciplinary Measures
<ol style="list-style-type: none"><li>1. Repeated violations of classroom rules</li><li>2. Being late for the start of the day or for the beginning of classes.</li><li>3. Unauthorized use of a cell phone or electronic device during instructional time.</li><li>4. Being absent from class without permission</li><li>5. Being out of dress code at any time not authorized by school administration.</li><li>6. Being in possession of any personal item which distracts from teaching and learning in the classroom.</li><li>7. Incidents of hitting, shoving, kicking, horseplay, etc.</li><li>8. Threatening another student or staff member in a way that is unrealistic, vague, or poses risk.</li><li>9. Lying to school personnel.</li><li>10. Cheating on school tests, quizzes, or other school assignments.</li><li>11. Plagiarizing school assignments.</li><li>12. Inappropriate display of affection</li><li>13. Disrespectful words or actions</li></ol>	1-3 Day of ISS or OSS
<ol style="list-style-type: none"><li>1. Repeated violations of above category</li></ol>	3-5 Days ISS or OSS

**Class 3**

Violations Include	Disciplinary Measures
<ol style="list-style-type: none"><li>1. Repeated violations of above category</li><li>2. Possession of prescription or non-prescription medications on one's person without permission from school administration.</li><li>3. Altering any official school document, including report cards, transcripts, and notes from teachers.</li><li>4. Failing to comply with directives provided by school personnel.</li><li>5. Addressing staff members disrespectfully.</li><li>6. Using obscene, offensive, or derogatory language or pictures in reference to a staff member while on school property or during school functions.</li><li>7. Using obscene, offensive, or derogatory language or pictures in reference to a student while on school property or during school functions.</li><li>8. A student threatening another student or staff member in a way that is unrealistic, vague, or poses minimal risk.</li><li>9. Acting in a way that either causes or has the potential to cause harm to oneself or others.</li><li>10. An elementary student stealing or taking without permission any possession of a student or staff member.</li><li>11. Being in possession of property stolen from a student or staff member.</li><li>12. Fighting</li><li>13. Using the internet to search for obscene, offensive or derogatory material during the school day, or at any time on a school owned device.</li></ol>	1-5 days of OSS

<ol style="list-style-type: none"> <li>1. Repeated violations of above category</li> <li>2. A student stealing or taking without permission any possession of a student or staff member.</li> <li>3. Directing offensive, obscene, or derogatory language toward staff members.</li> <li>4. Directing offensive, obscene, or derogatory language toward other students.</li> <li>5. Threatening another student or school employee in a way that is direct, the result of forethought, and can be carried out. While possible, it may not be realistic.</li> <li>6. Fighting</li> <li>7. Gambling for money on school property.</li> <li>8. Possession of a lighter or matches.</li> </ol>	<p>5-10 Days OSS</p>
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<b><u>Class 4</u></b>	
Violations Include	Disciplinary Measures
<ol style="list-style-type: none"> <li>1. Repeated violations of any of the above category</li> <li>2. Entering school property after hours without proper authorization.</li> <li>3. Smoking or vaping while on school campus, at school events, or during a school sponsored activity.</li> <li>4. Possession of offensive, obscene, or derogatory pictures, including electronically, while on school campus, participating in school events, or during school sponsored activities.</li> <li>5. Intentional unnecessary activation of a fire alarm.</li> <li>6. The following offenses reportable to law enforcement: <ul style="list-style-type: none"> <li>. Possession or consumption of alcohol or drugs while on school campus, at school events, or during a school sponsored activity.</li> </ul> </li> </ol>	<p>10 Days OSS, possible recommendation for exclusion.</p>



**Class 5**

Violations Include	Disciplinary Measures
<ol style="list-style-type: none"><li>1. Repeated violations of any of the above categories.</li><li>2. Mass Threats, Communicating Threats, including “Kill Lists”</li><li>3. Sharing or posting offensive, obscene, or derogatory pictures, including online, of students, school employees, or volunteers, without permission at any time which interferes with the learning process or disrupts the educational environment.</li><li>4. Using force or violence to take, or attempt to take, someone’s property.</li><li>5. Inciting or engaging in behavior which either results in or is intended to result in widespread disruption to the educational process.</li><li>6. Participating in lewd, illegal, or sexual acts while on school campus, attending school events, or during school functions.</li><li>7. A logical, specific, and realistic threat of serious violence to a student or school employee.</li><li>8. Assault on a student.</li><li>9. Use or possession of drugs or alcohol while on school campus, at school events, or during a school sponsored activity.</li><li>10. The following offense reportable to law enforcement:<ol style="list-style-type: none"><li>a. Assault resulting in serious injury</li><li>b. Assault involving use of a weapon</li><li>c. Assault on school officials, employees, and volunteers</li><li>d. Making bomb threats or engaging in bomb hoaxes</li><li>e. Willfully burning a school building</li><li>f. Unlawful, underage sales, purchase, or provision of alcoholic beverages</li><li>g. Possession, sale or attempted sale of a controlled substance in violation of law</li><li>h. Possession of a weapon</li><li>i. Robbery with dangerous weapon</li><li>j. Sexual offense</li></ol></li></ol>	<p>10 days OSS with recommendation for exclusion</p>

## **Disciplinary Process**

Upon receiving a report of a potential occurrence of any of the above violations, school administration will begin an investigation. An investigation may include interviewing witnesses, reviewing camera footage, speaking with staff members, and a search of a student, a student's locker, or a student's belongings. Refusal to permit the search will result in the assignment of consequences that are commensurate with the suspected violation. Administration will speak with the student and give the student an opportunity to deny or explain the violation.

Upon completion of the investigation, school administration will determine if the preponderance of the evidence weighs in favor of the violation occurring. This means that it is more likely than not that the student committed the violation. If that is the conclusion, the student will be notified of the consequence of the violation as long as notification of the student does not pose a risk to the safety and security of other individuals on campus. If the violation is an offense which requires a report to law enforcement, the appropriate agency will be notified.

The school administrator will make a reasonable attempt to contact the student's parent or guardian by telephone to communicate the results of the investigation and the assigned consequences. The Administration shall also notify the parent or guardian that the student has been suspended from school. The administrator shall provide a description of the incident or incidents that resulted in the suspension, and may offer the opportunity for an immediate informal conference with the Principal.

If a student is determined to have committed a violation for which the possible consequence is exclusion, long-term suspension or expulsion, the school Principal will follow the procedures outlined in the section below.

### **Long-Term Suspension, Exclusion and Expulsion**

If the Principal determines that an infraction falls into the category for which a long-term suspension or exclusion is appropriate, they will notify the Board of Director of a recommendation for long-term suspension or exclusion. The Principal will also notify the parent or guardian of this recommendation within two school days. The notification will include the time, date, and location for a hearing which will be held before a Board Panel, as well as their due process rights. The parent or guardian has two school days to appeal the decision to the Board Panel. This request must be submitted in writing to the Board Chair or Principal. The parent or guardian must notify the Board Panel at least five days in advance of the hearing if they are bringing an advocate to the meeting, and of the advocate's role (for example, legal representation). The School will follow the requirements set forth in North Carolina's General Statutes for any such appeal and hearing. At the conclusion of the hearing, the Board Panel will determine if the Principal's recommendation for long-term suspension or exclusion should be upheld, modified, or overturned. The decision of the Board Panel is final and there is no appeal to the full Board of Directors.

If the parent or guardian either refuses the hearing or fails to attend the hearing, the Principal's recommendation shall be final.

For expulsion, the School will follow the requirement set forth in North Carolina's General Statutes.

## **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.

## **Bus/Transportation**

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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.

# Athletics and Extracurricular Activities

## Athletic Procedures:

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### Academic Eligibility

1. Students must maintain at least a “C” average or above in all subjects 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.

### Participation Fee

A \$75 participation fee must be paid in order for your child to participate in any sport (excluding tryouts). However if your child plays multiple sports then that fee will decrease by \$25 each sport.

This money helps our athletic program tremendously by allowing us to buy new athletic equipment and uniforms, pay officials and pay for facility usage since we do not have our own facilities for athletics.

- One sport = \$75
- Two Sports = \$75 for the first sport and then \$50 for the next sport
- Three sports = \$75 first sport, \$50 second sport, and \$25 third sport

### 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 team will establish their own rules beyond the school rules listed above. Rules such as game day attire, attendance at practice, unsportsmanlike behavior, and any other rules important to coaching. A coaches expectations will be communicated with the Athletic Director and Southeastern Academy 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.*

## **Sports Pre-Participation & Medical Examination Forms**

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In order to be eligible for practice or participation in interscholastic athletic contests, the student must receive a medical examination once every 395 days by a duly licensed physician, nurse practitioner, or physician assistant, subject to the provisions of G.S.90-9, 90-18.1, and 90-18.2. The recommended Sports Pre-participation and Medical Examination Form can be found at:

<http://www.nchsaa.org/pages/464/health-safety-sports-medicine/>. The student athlete must submit the physical form along with the concussion statement, NCHSAA athlete participation form (high school athletes only), and the signed student athlete handbook to the office prior to the first day of practice or tryouts. The student shall not participate in any tryout, practice session or contests until the completed physical has been turned in.

## **Medication Responsibilities**

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School coaches must adhere to the School medication administration policy found in the Student Handbook for all athletic events including tryouts, practices, & contests.

## Concussion Awareness

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On June 16<sup>th</sup>, 2011 the Gfeller-Whaller Concussion Awareness Act was signed in an attempt to educate student athletes, parents, coaches and first responders on the symptoms and expectations related to concussions. In order to meet these regulations, student athletes as well as their parent/guardian are required to read and sign the *Concussion: Information for Student-Athletes & Parents/Legal Custodians* document included in this packet. This is an annual requirement for participation in Athletics at School. The document is meant to help educate families on the symptoms and obligations associated with concussions. *Information regarding the Gfeller-Waller Concussion Awareness Act can be found at <http://gfellerwallerlaw.unc.edu/GfellerWallerLaw/gwlaw.htm>*

## Insurance Coverage

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It is recommended that players be covered by adequate medical and accident insurance. A Lifetime Catastrophic Liability Insurance plan is available to middle and junior high athletes through the North Carolina High School Athletic Association.

## Uniforms

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Student athletes are responsible for the care, security and use of uniforms and any sports equipment provided by the school. Athletic participants will be responsible to pay the replacement fee for equipment items issued for use by the school that are deemed abused or not returned. Student athletes will be withheld from athletics in succeeding seasons and all school events and field/overnight trips until this obligation is met.

## Inappropriate Actions, Behavior and Conduct

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The Coach, Athletic Director, Dean of Students and Director reserve the right to deny athletic participation to any student whose inappropriate actions or conduct are not specifically covered in this handbook or individual team rules.

Unsportsmanlike conduct, insubordination, inappropriate behavior/conduct in school or at home or away contests, etc. are not representative of School students, teachers or families and will not be tolerated. Exemplary actions, behavior and conduct is expected from all parties in attendance. Any student, parent, or individual that exhibits unsportsmanlike conduct or inappropriate behavior will be barred from any additional athletic events that season. A second offense in subsequent seasons will result in the barring of said individual from any athletic contests involving School for the rest of the school year.

## 24 Hour Rule

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School parents and coaches will be expected to follow a 24-hour rule in regard to communicating with one another. School coaches are competitive, and School parents are passionate about their children. There may be times when coaches and parents disagree about playing time, position, strategy, or any number of things. The appropriate time to discuss these matters is not immediately following an athletics contest. As a result, parents should not contact a coach within 24 hours of any such contest. Once the 24-hour window has passed a parent

may request a meeting with the coach in order to discuss the disagreement. Parents and coaches should remain cordial and respectful during any such meeting.

## Travel and Transportation

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Coaches will provide parents with expected arrival times for practice, games, meets and meetings. It is expected that parents will respect the coaches' time and are prompt in picking up their children. Coaches are expected to stay with students no more than ten minutes past the anticipated arrival time that was given to the parents. Any issues with parents failing to pick up their child on time will be handled by the Grade Level Principal and the student's ability to participate in practice and future games may be jeopardized.

Please note that student athletes are not permitted to ride with coaches regardless of circumstance.

## Athletic Grievance Policy

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All problems, concerns or complaints must be addressed in private at a time previously scheduled with the coach. Concerns should not be addressed in front of the other student athletes and must first be addressed to the coach at an agreed upon time and location. If closure is not reached between the parent and coach, then the following grievance address structure should be followed:

1. Coach of Sport
2. Athletic Director, Matt McDaniel
3. Principal, Lewis W. Cox
4. School Board of Directors

## Tryouts

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Roster sizes will be determined by the Head Coach of the sport. Students are strongly encouraged to be at each tryout session and must be in attendance for AT LEAST one tryout session to be deemed eligible to make a team. An athlete who does not make a team may try out for another sport provided that the tryout for that sport has not already been completed. Athletes are allowed to play only one sport at a time during a season. Only students who are currently enrolled at School may attend tryouts.

## Playing Time

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One of the most emotional issues surrounding an athlete's involvement in athletics is playing time. Although attendance, attitude, commitment, effort and ability all play a role in determining playing time, it is ultimately the coach's decision. At School, our sports teams are competitive and playing time is not equal across the team. It is the responsibility of each coach to decide who starts a contest, what position the athletes play and how long they should play. All students, parents and community members are asked to respect this model and the coach's decision. If a parent or student has a concern about their playing time in a match, a meeting should be scheduled with the coach to discuss the issue. If the parent or student is not satisfied with the resolution, the parent or student should follow the grievance policy set forth in this handbook.



## Inclement/Hot Weather Guidelines for Outdoor Sports

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All outdoor sports should follow the Inclement/Hot Weather Guidelines found at:

<http://www.nchsaa.org/page.php?mode=privateview&pageID=575>. These guidelines are reviewed/revised annually by the Sports Medicine Advisory Committee of the NCHSAA.

## School Disciplinary Action

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Students currently under suspension at school will not be permitted to practice or play in games. Students on their second suspension in the school year will not be permitted to play in the next game. At any point in time a student may be removed from the team for disciplinary reasons.

## Student/Parent/Coach Expectations

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### Student Responsibilities

1. Come to practice fully prepared and dressed appropriately
2. Come to all practices and games on time
3. Respect the coach at all times
4. Respect your fellow teammates, opponents and the officials at all times
5. Focus and give 100% effort at every practice and game
6. Represent the school well at all athletic activities
7. Maintain academic eligibility

### Parent Responsibilities

1. Ensure your child attends practices fully prepared and dressed appropriately
2. **Pick up your child after every practice and game on time.** Respect the coaches and their time in this manner
3. Respect the coach's decisions at all times
4. Respect your child's teammates, their opponents and the contest officials at all times
5. Represent the school well at all athletic activities
6. Volunteer as needed at games and practices

### The Coach's Responsibilities

1. Be on time at all practices and events for the team
2. Come prepared to run an efficient and effective practice for all of the athletes on the team
3. Act fairly without favoring students during practices
4. Develop strategies and formations that will benefit the team as they strive for success
5. Give 100% effort at every practice and game
6. Respect your student athletes, their opponents and the contest officials at all times
7. Ensure at least two adults are at every practice or game
8. Escalate parent or student issues to the Dean of Students in a timely manner
9. Confirm officials for all contests hosted by School
10. Stay until the last child is picked up by a parent
11. Monitoring grades per the eligibility requirements. Confirming tutoring has been attended when required.



# General School Policies

## Posting or Publishing Student Pictures and Information

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The School reserves the right to post pictures and images of current and former students on its website, official Facebook page or for any other School purpose. Parents who do not wish to allow School to use their child's picture or image must send a letter to the Director.

## Boy Scouts of America Equal Access Act

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The School does not discriminate against any group officially affiliated with either the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code (as a patriotic society) that wishes to conduct a meeting within an open forum. The School does not deny such access or opportunity or discriminate for reasons based on the membership or leadership criteria or the oath of allegiance to God and country of the Boy Scouts of America or the youth groups listed in Title 36 of the United States Code (as a patriotic society).

## Gender Equity Policy (Title IX)

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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.

For complaints or grievances regarding discrimination based on gender, please refer to the School's Reporting and Grievance Policy.

## Admissions and Enrollment Policy

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**Purpose: This policy is in place to address the process for handling admissions at Southeastern Academy Charter School. The goal of this admissions policy is to declare the process and methods that will be used to admit students in a fair and consistent way that does not offer priority to any student except those specifically noted as required by North Carolina law.**

### Lottery Procedure

Southeastern Academy Charter School is a nonprofit, tuition-free charter school authorized by the state of North Carolina. As a charter school, Southeastern Academy Charter School will be open to all students who would otherwise qualify for enrollment in North Carolina Public Schools. The school will not discriminate against any student on the basis of ethnicity, national origin, gender, or disability. Southeastern Academy Charter School will open enrollment on the first school day of February. The open enrollment period will end on the last school day of March. The lottery date, time and location will be published on the school's website by January

15th of each year. On that date, the staff and a local official, not affiliated with the school, will be on campus to initiate the program online.

Southeastern Academy Charter School will use "Lotterease", which is an independent automated lottery system. Lotterease will manage the lottery and wait list. Since Lotterease is an independent system, the school staff does not have the ability to manipulate or adjust the lottery at any time. In addition, parents create a lottery account within Lotterease that tracks all activity with your application in a history log that can be viewed at any time by logging into the parent portal.

Parents will go to [lotterease.com](http://lotterease.com), which is on the schools website, to register their child/children for the lottery. The lottery initiation and subsequent results are open to the public on the day of the annual lottery, which is held in April. [Lotterease.com](http://lotterease.com) will instantly notify the parent and/or guardian via phone or email, based on how they requested to be notified when they filled out the application online.

After receiving an offer for enrollment through Lotterease, Southeastern Academy shall have a specified and reasonable timeframe in which the accepted applicants must reply to the school confirming or declining enrollment acceptance or to decline continuation of the enrollment process.

### **Admission requirements.**

Any child who is qualified under the laws of this State for admission to a public school is qualified for admission to a charter school. Admission to a charter school shall not be determined according to the school attendance area in which a student resides. A student who is not a domiciliary of the State shall be permitted to register to enroll in a charter school or participate in a lottery for admission to a charter school within the State by remote means, including electronic means, prior to commencement of the student's residency in the State if all of the following apply:

1. A parent or legal guardian is on active military duty and is transferred or pending transfer pursuant to an official military order to a military installation or reservation in the State.
2. Upon request by the charter school where the student seeks to register to enroll or participate in a lottery for admission, a parent or legal guardian provides a copy of the official military order transferring to a military installation or reservation located in the State.
3. A parent or legal guardian completes and submits the charter school's required enrollment forms and documentation, except that proof of residency and documentation related to disciplinary actions pursuant to subsection (i) of this section shall not be required until the student transfers into the State, at which time they shall be required prior to commencing attendance.

A charter school shall make available to a student who registers to enroll or who participates in a lottery pursuant to this subsection the same opportunities available to a student enrolled or participating in a lottery contemporaneously with domicile in the State, such as registering for courses and applying for programs that require additional request or application. A student enrolled pursuant to this subsection may not attend the charter school until proof of residency is provided in accordance with the requirements of the charter school. Nothing in this subsection shall be construed to curtail a charter school's authority pursuant to subsection (i) of this section.

### **Grade Level for the Lottery Application**

Parents will be asked to confirm both their student's current grade as well as the grade for the coming year. Parents may not choose which grade they would like their child enrolled in for the coming year, they must enter the actual current grade and the next year's grade as confirmation. Parents wishing to have their child considered for retention must still submit their student for the subsequent grade level and then if admitted the student will be evaluated by the Director and child's teacher before a retention decision is made. If the student's current school recommends a student for retention and has it documented in the student's file, the student will be moved to the appropriate grade if they have been admitted to school and will retain enrollment status with School. If the student is on the waitlist at the time the retention decision is made, they will be moved to the correct grade level and placed on the waitlist of their new grade based on the number they were pulled from during the lottery.

### **Single or Family Application**

Each family will be offered the choice to either enter all of their children into the lottery with one surname or enter each child separately in the lottery. When a family application (all siblings on one application) is pulled during the lottery, all of the students listed on the application will be pulled at the same time. If there are spots available in the appropriate grade levels, the children will be admitted. If there are no spots available, they will be placed on the waitlist for those grades at that time.

### **Returning Students**

Current students at Southeastern Academy will not be required to re-enroll. They will be asked to sign a letter of intent for the coming year during January to allow the school to plan appropriately for the lottery.

### **Multiple Birth Siblings (Twins, Triplets, etc.)**

If multiple birth siblings apply to the school, their surname will be entered once to represent all of the multiple birth siblings. If the multiple birth siblings are pulled in the lottery when there is still at least one spot remaining in their grade level, all multiple birth siblings shall be admitted. If their application is pulled after the spots are all filled, they will be added to the wait list in the order they are listed on their application.

### **Other Siblings**

Prior to the general enrollment lottery, the school will conduct a sibling lottery of the students admitted in the prior year if more siblings have applied than there are available spots. If there are more siblings that have applied than there are spots available, a grade level wait list will be started and students not receiving spots will be added to the wait list in the order in which they are pulled. Once the sibling lottery has been completed (if needed) the general lottery will begin.

### **Enrollment Priority:**

The School will follow all rules and regulations regarding enrollment priority as specified required by applicable North Carolina law

The following groups will have enrollment priority at The School for subsequent school years in the order that follows as space permits in each grade:

1. Limited to no more than fifteen percent (15%) of the school's total enrollment, unless granted a waiver by the State Board of Education, the following:

1. Children of persons (i) employed full time by the charter school or (ii) working full time in the daily operation of the charter school, including children of persons employed by an education management organization or charter management organization for the charter school.
  2. Children of the Board of Trustees who fulfill two full terms and guidelines set forth in article IV, Section 4 of the Southeastern Academy By-Laws.
2. Siblings of currently enrolled students who were admitted to the charter school in a previous year. For the purposes of this section, the term "siblings" includes any of the following who reside in the same household: half siblings, step siblings, and children residing in a family foster home.

## **Lottery Results**

On the day of the lottery, parents will be notified immediately through Lotterease messenger. All parents/guardians will be notified whether their student received a spot in the grade they were applying to, or if the student has been waitlisted due to space available.

The results and the wait list will be available to view 24/7 using the parents account information. Parents of students placed on the waitlist will receive communication via email or text as to their student's place on the waitlist as the list changes due to a parent declining a spot or if space becomes available in that particular grade.

## **Enrollment**

Students admitted during the lottery that is held in April, will have 14 calendar days from the date their acceptance email/text was sent to accept or decline enrollment and to contact the school to complete the necessary enrollment paperwork. If a student is admitted after June 1st, they will have 3 days to accept or decline enrollment at the school and 7 days to return the enrollment paperwork. If a student is admitted after July 15, they will have 48 hours to accept or decline enrollment at the school and 3 days to return the enrollment paperwork. If the school does not receive enrollment confirmation and the paperwork back in the specified time period, the Director may decline enrollment to the student and offer the spot to the next student on the waitlist. If enrollment is declined the student is placed at the bottom of the waitlist.

As spots at the school become available, the parent/guardian of the student will be contacted via email/text.

## **School's Right to Refuse Enrollment**

School reserves the right to refuse to enroll any student currently under a term of expulsion or suspension by his or her school until that term is over. School reserves the right to refuse to enroll a student if a parent willingly and knowingly provided incorrect information on the enrollment application. If a student has accepted enrollment at the school but is not in attendance by 10:00 a.m. on the first day of school and the school has made reasonable attempts to contact the parents, the student may be placed at the bottom of the waitlist. If there is no response from the parent, the school reserves the right to remove the student from their enrollment roster and offer the next student on the waitlist the spot.

## **Enrollment Forms**

Enrollment forms will include, but are not limited to the following:

- (1) Proof of North Carolina Residency
- (2) Permission to request current school records
- (3) Immunization Records

## **Handling of Errors**

### **School Errors**

If any mistake is made by School in administering the lottery (or if any discrepancy occurs in the lottery process as a result of the actions of School that is not corrected during the lottery), such mistake or discrepancy will not invalidate the lottery and the lottery results will stand with respect to all applicants who were admitted at the appropriate grade level through the lottery. The mistake or discrepancy will be corrected at the next regularly scheduled meeting of the Board of Directors (after recognition of the mistake). If a mistake is made by an applicant resulting in the applicant not being placed at the appropriate grade level in the lottery, they will have to wait until the next school year.

If too many students were included in the lottery at a grade level or if a student name was duplicated in the lottery at a grade level, the student or students who should not have been included (or the duplicate with the lower priority placement number, as applicable) will be removed, and any applicants with placement numbers behind the applicants who were removed will be advanced in order on the list.

### **Parent Errors**

If a student name is duplicated in the lottery and School administration determines that the student was intentionally registered more than one time, the student will be assigned the lowest priority placement number assigned to the student in the lottery.

If an applicant has been incorrectly placed in a grade because a parent wishes to have their student retained, the applicant will not be admitted and may submit a corrected application before the lottery date, which will be subject to the process followed for students applying after the enrollment period.

## **Parent Code of Conduct Policy**

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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 cooperation 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 cooperative 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.

## **Smoking or Vaping on Campus**

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School is a smoke free campus. In keeping with School's intent to provide a safe and healthy work environment, smoking is prohibited on School property at all times. This policy applies equally to all employees, parents, students, volunteers and visitors. This policy also includes the use of e-cigarettes. It also applies in school vehicles and at school events.



## Weapons

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Weapons of any kind are expressly prohibited on school grounds or during school events. Weapons are defined to include firearm, knife, destructive device, and/or any item (regardless of its nature) used to threaten or cause actual harm.

## Drug and Alcohol Use

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School is dedicated to maintaining a safe educational environment. Thus, School has implemented a drug and alcohol-free school policy, which prohibits anyone from being under the influence of alcohol or illegal/misused drugs on school grounds or attending a school related event. Alcoholic beverages are never to be consumed on School grounds, or during field trips. Alcoholic beverages are never to be consumed in vehicles of transportation owned or operated on behalf of the School, or by their drivers while they are responsible for the operation of such vehicles. The use, sale, transfer or possession of alcohol, e-cigarettes, vaping devices, illegal drugs, hallucinogens, stimulants, sedatives, controlled substances, or drug paraphernalia on School property, at School events or on field trips is prohibited. This includes the misuse of prescription drugs, including medical marijuana, or any mood-altering substances while on School property, at a School event, on field trips or in circumstances the School believes will adversely affect School's operation or safety.

## Threats and Violence

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Our policy is to strive to maintain a school environment that is free from intimidation, threats or violent acts. This includes, but is not limited to, intimidating, threatening or hostile behaviors, physical abuse, vandalism, arson, sabotage, use of weapons, carrying weapons of any kind onto school property, or any other act, which, in the School's opinion, is inappropriate to School. In addition, jokes or offensive comments regarding violent events will not be tolerated and may result in disciplinary measures.

## School Safety

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School has a Crisis Management Team that will create and manage the following procedures by outlining the actions and responsibilities of staff and administration in addressing the following issues:

- Evacuation Fire
- Evacuation Non-Fire
- Hazardous Materials
- Lockdown-Perimeter
- Lockdown-Full
- Serious Medical Emergency
- Severe Weather (tornado; hurricane; etc.)
- Public Health Emergency
- Student in Crisis

The Director oversees the Crisis Management Team and it is the responsibility of the Director to ensure that the procedures are current and applicable and that all applicable parties are aware of the procedures.

The Director is also responsible for ensuring drills occur on a regular basis. These procedures will be reviewed annually by the Crisis Management Team and any changes or revisions will be made by the Director. The Director is responsible for communicating these procedures to the Board of Directors.

## Asbestos Management Plan

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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 Director if they wish to review the AMP.

## Pesticide Notification

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The School aims to control pest populations and to reduce the use of active pesticides throughout the School by implementing an integrated pest management program. The health and safety of all persons within the School's facilities are of primary concern. The School will notify parents in advance of pesticide applications. Notice will be posted on the front door of the School and in the School newsletter. A parent can also request to be notified by letter 48 hours before the application is to take place. Please contact the School office if you wish to be notified by letter or wish to review the School's integrated pest management program or records.

## Hazardous Chemicals

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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.

## Fire and Safety Regulations

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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.