

Falls Lake Academy 2021 – 2022



*A place where community and education combine to celebrate each child's
ambitions so that their full potential can TAKE FLIGHT!*

Student-Parent Handbook

FROM THE FLA CHARTER APPLICATION

“Falls Lake Academy students will be well-prepared to succeed in the academic and social rigors of higher education. In addition, they will have the foundational skills necessary to compete in a global workforce. Grounded in the safety of a community which values each and every one of them, students will seek ways to serve that community. Service to their class, their school, and their wider community will be an ongoing theme which will increase through the years. Falls Lake Academy is thrilled to play a role in the development of the citizens who will guide the future of Granville County, the state of North Carolina, and the United States. We invite you to join us!”

MISSION

Falls Lake Academy strives to meet the academic, social, and emotional needs of our 21st century learners to prepare them for citizenship, leadership, and success in a rapidly changing world.

CORE VALUES

We believe students with 21st century skills will become community leaders as well as global leaders.

We believe students will excel academically and socially through community outreach.

We believe students benefit from challenging experiential and traditional learning experiences.

We strive for our school to be a community of eager students, dedicated staff, and committed families

BOARD OF DIRECTORS

Samantha Dale, Chair

Brian Massengill, Vice-Chair

Crystal Grant, Secretary

Velvet Nelson, Treasurer

Gina Stinnett

Willie Owens

La-Shell Johnson

Kevin Nolte

The FLA Board of Directors generally meets on the first and third Tuesdays of every month in the FLA library, unless posted and/or published in advance. In accordance with the NC Open Meetings Law and FLA Board policy #2.3000 BOARD MEETINGS, all meetings are open to the public except when the Board enters closed session in accordance with the law to discuss confidential matters. The public is invited to attend all Board meetings. Visitors are allowed the opportunity to address the Board. The Board follows Robert’s Rules of Order.

The FLA Board of Directors’ Policy Manual is posted on the FLA website (www.fallslakeacademy.com). We encourage parents to check the policy manual whenever you have questions about a particular process or procedure.

ADMINISTRATION

Amy Hobgood, Executive Director

Leslie Morris, Director of Lower Elementary School

Ashley Keith, Director of Upper Elementary School

Lisa Mayhew, Director of Middle School

Nealie Whitt III, Director of High School

CALENDAR OF EVENTS

<u>Day(s)</u>	<u>Date(s)</u>	<u>Calendar Event</u>
Tuesday - Monday	August 3 - 9	Teacher workdays
Tuesday	August 3	Board Meeting, 6:30pm
Thursday - Friday	August 5 - 6	Senior Picture Days
Thursday	August 5	Open House, Grades 1-5, 5:30-7:00pm
Friday	August 6	Open House, Grades 6-12, 5:30-7:00pm
Monday	August 9	Open House, Kindergarten, scheduled times

<u>Day(s)</u>	<u>Date(s)</u>	<u>Calendar Event</u>
Monday	August 9	Athletic Parent Meeting, 6:00pm - HS Gym
Tuesday	August 10	First day of school for students
Tuesday	August 10	Senior Breakfast, 8:15-9:00am
Friday	August 13	Elementary and Middle School Welcome Back Event, 6:00-9:00pm
Tuesday	August 17	Board Meeting, 6:30pm - (if called)
Tuesday	August 24	PAC Meeting, 6:00pm
Saturday	August 28	NJHS - Adopt a Hwy, 11:00-2:00pm (rain date; Sep 11)
Friday	September 3	Teacher workday
Monday	September 6	Holiday - Labor Day
Tuesday	September 7	Board Meeting, 6:30pm
Wednesday	September 8	20th day of School
Monday	September 13	PTA Board Meeting, 6:00pm
Monday	September 13	PTA General Meeting, 7:00pm
Monday - Friday	September 13 - 24	Annual Food Drive
Tuesday	September 14	Elementary RTA and Title I Night (grades k-5), 6:00pm
Wednesday	September 15	Fall Picture Day (Grades K-11)
Thursday	September 16	Curriculum Night, grades 6-8
Tuesday	September 21	Board Meeting, 6:30pm - (if called)
Friday	September 24	Theatre Improv Coffee House, 7:00pm - HS Gym
Tuesday	September 28	NHS Inductions, 7:00pm
Tuesday	September 28	PAC Meeting, 6:00pm
Wednesday-Friday	September 29-October 7	Book Fair
TBA	October	4th Grade Mountain field trip
TBA	October	7th Grade Renaissance Fair field trip
TBA	October	11th Grade PSAT/NMSQT
Friday	October 1	6th Grade Art Museum field trip
Friday	October 1	8th Grade Ft. Caswell field trip
Tuesday	October 5	Board Meeting, 6:30pm
Thursday	October 7	End of 1st Quarter
Friday	October 8	Teacher workday
Saturday	October 9	NJHS - Adopt a Hwy, 11:00-2:00pm (rain date; Nov 13)
Monday - Wednesday	October 11 -13	Fall Break/Intersession
Monday	October 18	PTA Board Meeting, 6:00pm
Monday	October 18	PTA General Meeting, 7:00pm
Tuesday	October 19	Board Meeting, 6:30pm - (if called)
Thursday - Saturday	October 21 - 23	Theatre Fall Production, 7:00pm - HS Gym
Friday	October 22	Report cards go home
Friday	October 22	Kindergarten Hill Ridge Field Trip
Tuesday	October 26	PAC Meeting, 6:00pm
Thursday	October 28	Winter Sport Athletic Meeting, 6:00pm - MS Gym
Friday	October 29	MS Halloween/Costume Dance
TBA	November	10th Grade Pre-ACT
Tuesday	November 2	Board Meeting, 6:30pm
Wednesday	November 3	Make-Up Fall Picture Day (Grades K-11)
Friday-Saturday	November 5-6	Fall Festival
Monday	November 8	PTA Board Meeting, 6:00pm
Monday	November 9	PTA General Meeting, 7:00pm

<u>Day(s)</u>	<u>Date(s)</u>	<u>Calendar Event</u>
Wednesday	November 10	National Art Honors Society Induction, 6:00-6:30pm
Thursday	November 11	Holiday - Veteran's Day
Tuesday	November 16	Board Meeting, 6:30pm - (if called)
Monday - Friday	November 22 - December 3	Project Giving Tree
Tuesday	November 23	PAC Meeting, 6:00pm
Wednesday	November 24	Early Release for students and staff
Thursday - Friday	November 25 -26	Holiday - Thanksgiving
TBA	December	4th Grade Old Salem field trip
Thursday	December 2	Winter Dance Performance - HS Gym
Friday	December 3	Barnes & Noble Bookfair & Concert
Friday	December 10	Reindeer Games (Elementary)
Tuesday	December 7	Board Meeting, 6:30pm
Saturday	December 11	NJHS - Adopt a Hwy, 11:00-2:00pm (rain date; Mar 5)
Monday	December 13	1st Period HS Exam
Monday	December 13	PTA Board Meeting, 6:00pm
Monday	December 13	PTA General Meeting, 7:00pm
Tuesday	December 14	2nd Period HS Exam
Wednesday	December 15	3rd Period HS Exam
Thursday	December 16	4th Period HS Exam
Friday	December 17	Make-up HS Exams
Friday	December 17	End of 2nd Quarter
Friday	December 17	Early Release for students and staff
Monday-Friday	December 20 - 31	Christmas / Winter Break
Tuesday	December 21	Board Meeting, 6:30pm - (if called)
Saturday	January 1	New Year's Day
Sunday	January 2	Lottery Opens
Monday	January 3	Teacher workday
Tuesday	January 4	Board Meeting, 6:30pm
Friday	January 7	Report cards go home
Monday	January 10	PTA Board Meeting, 6:00pm
Monday	January 10	PTA General Meeting, 7:00pm
Monday	January 17	Holiday - MLK Day
Tuesday	January 18	Board Meeting, 6:30pm - (if called)
Thursday - Saturday	January 20 - 22	Theatre Winter Production, 7:00pm - HS Gym
Tuesday	January 25	100th Day of School
Tuesday	January 25	PAC Meeting, 6:00pm
TBA	February	11th Grade ACT
Tuesday	February 1	Board Meeting, 6:30pm
Thursday	February 3	New Family School Tours, 9:00-12:00pm
Friday	February 4	MS Valentine's Dance
Thursday	February 10	New Family School Tours, 9:00-12:00pm
Thursday	February 10	Pep Rally - Homecoming, 1:30-3:30pm
Thursday	February 10	Homecoming Dance, 7:00-10:00pm
Friday	February 11	Teacher workday (Staff Group Picture)
Saturday	February 12	BINGO Night
Monday	February 14	PTA Board Meeting, 6:00pm
Monday	February 14	PTA General Meeting, 7:00pm
Tuesday	February 15	Staff Meeting

<u>Day(s)</u>	<u>Date(s)</u>	<u>Calendar Event</u>
Tuesday	February 15	Board Meeting, 6:30pm - (if called)
Thursday	February 17	New Family School Tours, 9:00-12:00pm
Monday	February 21	Spring Sport Parent Meeting, 6:00pm - HS Gym
Tuesday	February 22	PAC Meeting, 6:00pm
Thursday	February 24	New Family School Tours, 9:00-12:00pm
Thursday	February 24	Open House for New Families, 6:00pm
Friday	February 25	Theatre Improv Coffee House, 7:00pm - HS Gym
Tuesday	March 1	Lottery Closes, 5:00pm
Tuesday	March 1	Board Meeting, 6:30pm
Friday	March 4	MS Mardi Gras Dance
Thursday	March 10	End of 3rd Quarter
Thursday	March 10	Science Night
Friday	March 11	Teacher workday
Monday	March 14	PTA Board Meeting, 6:00pm
Monday	March 14	PTA General Meeting, 7:00pm
Tuesday	March 15	Spring Picture Day
Tuesday	March 15	Board Meeting, 6:30pm - (if called)
Thursday-Friday	March 17-18	8th Grade Washington DC field trip
Friday	March 18	7th Grade Carowinds field trip (tentative)
Friday	March 18	Report cards go home
Friday	March 18	Lottery, 10:00am
Friday	March 18	Elementary School St. Patty's Dance
Tuesday	March 22	PAC Meeting, 6:00pm
Wednesday - Friday	March 23 - 25	MS Theatre One Acts, 7:00pm - MS Gym
Thursday	March 31	Kindergarten Music Concert, 6:30pm - MS Gym
Tuesday	April 5	Board Meeting, 6:30pm
Thursday - Sunday	April 7 - 10	Senior Grad Bash
Thursday	April 7	1st and 2nd Grade Music Concert, 6:30pm - MS Gym
Monday - Wednesday	April 11 - 13	Art field trip to New York
Monday - Friday	April 11 - 15	Spring Break / Intersession
Monday	April 18	NJHS Inductions, 6:00pm - MS Gym
Monday	April 18	PTA Board Meeting, 6:00pm
Monday	April 18	PTA General Meeting, 7:00pm
Tuesday	April 19	Board Meeting, 6:30pm - (if called)
Thursday	April 21	3rd and 5th Grade Recorder Concert, 6:30pm - MS Gym
Friday	April 22	5th Grade Duke Gardens field trip
Friday	April 22	8th Grade Spring Formal, 7:00-9:00pm
Saturday	April 23	Color Run
Monday - Friday	April 25 - 29	Senior Week
Tuesday	April 26	PAC Meeting, 6:00pm
Thursday - Saturday	April 28 - 30	Theatre Spring Production, 7:00pm - Off Campus
Friday	April 29	Senior Walk, 9:00am
Saturday	April 30	NJHS - Adopt a Hwy, 11:00-2:00pm (rain date; May 14)
TBA	May	4th Grade Beach field trip
TBA	May	5th Grade Williamsburg, Jamestown field trip
Monday-Friday	May 2-6	BOGO Book Fair

<u>Day(s)</u>	<u>Date(s)</u>	<u>Calendar Event</u>
Tuesday	May 3	Board Meeting, 6:30pm
Wednesday	May 4	Spring Dance Production - HS Gym
Friday	May 6	Elementary Field Day
Saturday	May 7	PROM, 8:00-11:00pm
Monday	May 9	PTA Board Meeting, 6:00pm
Monday	May 9	PTA General Meeting, 7:00pm
Tuesday	May 10	FLA HS Art Exhibit, 5:00-7:00pm
Thursday	May 12	Night of Excellence (1st-3rd Quarter HS), 6:00pm - HS Gym
Monday - Friday	May 16 - 27	EOG / EOC / NCFE testing
Monday	May 16	3-5 Reading EOG
Tuesday	May 17	3-5 Math EOG
Tuesday	May 17	MS Athletic Awards, 6:00pm - HS Gym
Tuesday	May 17	Board Meeting, 6:30pm - (if called)
Wednesday	May 18	5 & 8 Science EOG
Thursday	May 19	6-8 Reading EOG
Thursday	May 19	HS Athletic Awards, 6:00pm - HS Gym
Friday	May 20	6-8 Math EOG
Monday	May 23	1st Period HS Exam
Tuesday	May 24	2nd Period HS Exam
Tuesday	May 24	Final PAC Meeting, 6:00pm
Wednesday	May 25	3rd Period HS Exam
Thursday	May 26	4th Period HS Exam
Thursday	May 26	MS Field Day
Friday	May 27	Make-up Exams
Friday	May 27	Last day of school
Friday	May 27	Awards Ceremonies - (K-2 in classrooms; 3-5, 8:00am - MS Gym; 6-8, 10:00am - MS Gym)
Friday	May 27	Report cards go home
Friday	May 27	Early Release for students and staff
Monday	May 30	Holiday - Memorial Day
Tuesday-Friday	May 31 - June 3	Teacher workdays
Saturday	June 4	Graduation

*All PBL presentations of learning will be scheduled individually by grade level. Parents are expected to attend PBL presentations of learning. All presentation times and dates will be communicated at least 2 weeks prior to the event.

***During COVID restrictions, parents will not be allowed to attend PBL presentations.**

****LUNCH ORDERING WINDOW****

	Ordering Window Opens	Ordering Window Closes @ 12 noon	Lunches Served
September	August 16 th	August 27 th	September 7 th – September 30 th
October	September 13 th	September 24 th	October 1 st – October 29 th
November-December	October 14 th	October 27 th	November 1 st - December 16 th
January	December 1 st	December 15 th	January 4 th – January 31 st
February	January 18 th	January 28 th	February 1 st - February 28 th
March	February 14 th	February 25 th	March 1 st - March 31 st
April - May	March 14 th	March 25 th	April 1 st - May 13 th

FLA PROCEDURES:

FAST: FLA offers an after school care program (“FAST,” for Firebird After-School Time) which is fully funded through fees paid by the parents. FAST is available from 2:45-6:00pm every school day, EXCEPT on early release days and remote learning days. Information about FAST program elements and fee structures is available in the FLA office. **FAST will not operate on early release days nor on remote learning days.**

INCLEMENT WEATHER CLOSINGS AND DELAYS: FLA does not necessarily close school, delay the opening of school, or dismiss school early just because Granville, Durham, Wake, or other school systems in this area make those calls for their own schools. We are separate and independent from all area school systems, and we make our own decisions about closings and delays. When the weather is bad, we will send out a notice via our SchoolMint system (see “Parent Communications' ' on another page in this Handbook) by both phone and e-mail alerts. We will also post FLA weather-related closings and delays on our own website (www.fallslakeacademy.com), on WRAL-TV Channel 5, and social media.

JUPITER ED: Grading and data management is done through Jupiter Ed. Parents are expected to check Jupiter Ed at least once per day. This is Falls Lake Academy’s primary method of communication with parents regarding grading, attendance, behavior and general information. It is required that parents have access to this and use it routinely. You will be contacted by your PAA if you are not accessing Jupiter on a regular basis.

LUNCH: FLA has no cafeteria and does not participate in the federal school lunch program. FLA students eat lunch in their classrooms under the supervision of their own teachers. There are two options for lunch at FLA:

1. Bring lunch from home; or 2. Pre-order and pre-pay catered lunches approximately a month at a time (in advance) through our online system – to order lunches go to www.orgsonline.com and enter code 313FLANC or see information distributed during Intake / Open House about the online lunch ordering system.

***During COVID restrictions parents will not be allowed to drop off food during the day.**

MEDICAL FORMS: Medical forms can be found on our website, on the Nurse’s Station page, under Student Info.

SCHOOL DAY HOURS: 7:45am – 2:45pm (elementary, grades K-5); 8:00am – 3:15pm (middle school, grades 6-8); 8:15am – 3:40pm (high school, grades 9-12). Students who arrive after school starts are tardy; parents must come to the office to check them in. Students must be in attendance the majority of the school day in order to be counted Present, otherwise they are Absent even if they are here part of the day. No students will be called to check out after 2:30pm (elementary); 2:45pm (middle school); 3:10pm (high school) except with permission from the Executive Director or the Directors. [See “Attendance” on the following pages for details.]

***During COVID restrictions, if students are tardy or being picked up early, parents must call the office and remain in their vehicle until their student is brought out to them.**

WE DO NOT EAT LUNCH AT SCHOOL ON EARLY RELEASE DAYS. FAST DOES NOT OPERATE ON EARLY RELEASE DAYS.

ELEMENTARY, MIDDLE AND HIGH SCHOOL BELL SCHEDULES:

Elementary Specials School Schedule

2nd Grade	7:45-8:35
1st Grade	8:45-9:35
Kindergarten	9:45-10:35
3rd Grade	10:45-11:35
4th Grade	12:45-1:35
5th Grade	1:45-2:35

Elementary School Early Release Schedule

2nd Grade	8:00-8:30
1st Grade	8:35-9:05
Kindergarten	9:10-9:40
3rd Grade	9:45-10:15
4th Grade	10:20-10:50
5th Grade	10:55-11:25

Elementary 2-Hour Delay Schedule

2nd Grade	10:00-10:30
1st Grade	10:35-11:05
Kindergarten	12:30-1:00
3rd Grade	1:05-1:35
4th Grade	1:40-2:10
5th Grade	2:15-2:45

Middle School Schedule

1st Period	8:00 - 8:50
2nd Period	8:55 - 9:45
3rd Period	9:50 - 10:40
4th Period	10:45 - 11:35
5th Period/Lunch	11:40 - 12:30
6th Period/Lunch	12:35 - 1:25
7th Period	1:30 - 2:20
8th Period	2:25 - 3:15

Middle School Early Release

1st Period	8:00-8:25
2nd Period	8:30-8:55
3rd Period	9:00-9:25
4th Period	9:30-9:55
5th Period	10:00-10:25
6th Period	10:30-10:55
7th Period	11:00-11:25
8th Period	11:30-12:00

NO LUNCH

Middle School 2 Hour Delay

1st Period	10:00 - 10:35
2nd Period	10:40 - 11:15
3rd Period	11:20 - 11:55
4th Period	12:00 - 12:35
5th Period/Lunch	12:40 - 1:15
6th Period/Lunch	1:20 - 1:55
7th Period	2:00 - 2:35
8th Period	2:40 - 3:15

High School Schedule

0 Period	7:25 - 8:10
1st Period	8:15 - 9:35
2nd Period	9:40 - 11:00
Firetime	11:05 - 12:10
Lunch	12:15 - 12:50
3rd Period	12:55 - 2:15
4th Period	2:20 - 3:40

High School Early Release

0 Period	7:25 - 8:10
1st Period	8:15 - 9:15
2nd Period	9:20 - 10:20
NO Firetime	
NO Lunch	
3rd Period	10:25 - 11:25
4rd Period	11:30 - 12:30

High School 2 Hour Delay

1st Period	10:15 - 11:15
2nd Period	11:20 - 12:20
Firetime	12:20 - 12:50
Lunch	12:55 - 1:30
3rd Period	1:35 - 2:35
4th Period	2:40 - 3:40
No 0 Period	

STUDENT DROP-OFF and PICK-UP: Students may not be dropped off before 7:15am. **High school students may not be dropped off before 7:30; HS students will not be allowed into the ES/MS building.** Likewise, students must be picked up by 3:30pm (elementary); 4:00pm (middle school); 4:10pm (high school) unless they are enrolled in FAST (“Firebird After-School Time”), our after-school program, or are legitimately involved in school-sponsored co- or extra-curricular activities. Parents of students dropped off before 7:15am or 30 minutes after their pick up time will be warned by mail; if too-early drop-off or too-late-pick-up continues, parents risk being referred to the Department of Social Services and/or law enforcement.

Parents of Elementary school students **MUST** bring their child to check in. Parents of Elementary and Middle school students **MUST** come into the office to check students out of school. High school students who drive can check themselves out, with prior parent permission.

***During COVID restrictions, if students are tardy or being picked up early, parents must call the office and remain in their vehicle until their student is brought out to them.**

TRANSPORTATION: FLA provides no bus transportation. All transportation – including to and from school as well as field trips and all other student trips – is the responsibility of the parents. Parents who are willing to drive for field trips, athletic events, and other student activities are required to sign an insurance release waiver assuming responsibility for the students in their vehicles and releasing FLA from responsibility in the event of an accident or injury. The parents of students who will be riding in other parents' vehicles to games, field trips, etc. must likewise sign a waiver releasing both FLA and the driver of the vehicle from liability and responsibility except in cases of negligence. [Both waiver release forms are available in the FLA office.]

CARPOOL PROCEDURES: All students arrive and are dismissed from school via carpool. The Department of Transportation has specified a traffic pattern that FLA must follow to reduce the amount of cars stacked on public roadways surrounding our campus. It is very important for families to follow the traffic patterns during arrival and dismissal, both for the safety of our students, and for the purposes of DOT's requirements. A color-coded traffic map is provided to families each school year and is available on our website. Please do not get out of your car during drop-off or pick-up.

Parents will not be able to park their car and help students out of the car at any time. Students should be able to unbuckle and open/close the car door independently.

ARRIVAL PROCEDURES: Middle and elementary students may be dropped off at FLA beginning at 7:15 each morning. High school students may be dropped off at 7:45 at the high school building. ES and MS staff will not be in place until 7:15 and therefore, no students should be left on campus. HS staff will not be in place until 7:45. Parents are asked to follow the directions of the traffic team members during arrival and dismissal. Our traffic team members are trained to keep traffic flowing while maintaining safety at all times. Please anticipate a line in the mornings and arrive on campus accordingly. Excessive carpool lines will not be an excuse for tardy students. **The North Parking lot is by permit only. Visitors and parents parking for appointments or field trips must use the South Lot.**

After the first ten days of school, no parents of Elementary students will be allowed past the front doors without prior permission from the Director to walk students to class. No Middle school students' parents will be allowed down to the classroom prior to the start of the day, nor allowed in the classroom at lunch, without prior permission from the Director.

***Parents will not be allowed to walk students in at all during COVID restrictions.**

FOOD IS NOT PERMITTED IN ANY FLA GYM DURING BEFORE SCHOOL OR DURING SCHOOL HOURS. Students may not bring their breakfast into the gym or into classrooms before school.

DISMISSAL PROCEDURES: FLA uses a code system to scan cars during dismissal. This code is used to notify students that their ride has arrived in the carpool. Codes will be sent home with students and should be taped inside of the bottom corner driver's side windshield. Families should anticipate waiting in line for dismissal. It is important that students be picked up on time each day. Safety is our first priority!

“LOST AND LONELY”: When a child is left at Falls Lake Academy 30 minutes or more past their school's dismissal time, the following will result:

1. Attempt to contact the parents by phone.
2. Attempt to contact the persons listed on the child's emergency card.

3. If the child has not been picked up within 30 minutes or more of dismissal and staff is unable to contact anyone, SRO will be called.

When students are not picked up within 30 minutes after school is dismissed the child's parent or guardian will receive up to two warning letters. If a third incident occurs, a conference with the Executive Director will be required and the SRO will be notified.

VISITING OUR CAMPUS: All adults who volunteer in the classrooms, who drive other parents' kids to and from student trips and/or games, field trips, or who otherwise have any interaction with kids must first submit to a criminal background check at their own expense. Background check forms are available on the school website. The background check is valid for three years. The cost to each person is \$25.

[Board Policy 5.0200 SCHOOL VISITORS]

I. VISITORS WELCOME

The Board welcomes parents and other visitors to Falls Lake Academy, and actively encourages parents and others with personal or professional interest in the school and its educational programs to visit and become familiar with FLA's approaches to teaching and learning, subject to the provisions of this policy.

Specifically, visitors are welcome:

- at all events and programs open to the public, such as athletic contests and arts performances;
- at all special programs and events designed to showcase parts of the FLA educational program;
- at all meetings of PTA, the Firebird Flight Crew, and other parent and/or community support groups;
- at all open meetings of the Falls Lake Academy Board of Directors; and
- in the actual classrooms during the instructional day, subject to the provisions of this policy.

II. PROCEDURES

While the Board welcomes visitors to the school, the paramount concern of the Board is to provide a safe, orderly, and inviting learning environment in which disruptions to instruction and instructional time are kept to a minimum. In addition to such reasonable rules and procedures as may be established and enforced by the Principal, the following requirements always apply to visitors in the school:

1. All school visitors during instructional hours must report immediately upon arrival to the school Director's office and check in to receive permission to be on school grounds and in the school and its classrooms. Permission to visit classrooms during face-to-face instruction is generally limited to parents of students in those classes who have particular and compelling reasons for such visits, to guests of the teachers in those classrooms designated for those visits, and to professional educators and students who seek to observe the classroom for the purpose of gathering information and deeper understanding of the educational programs and/or methods being used therein.
2. After having been approved to be on school grounds during instructional hours, all school visitors must check in and display whatever visitor's identification is required by the school for instructional-hours visitors throughout their stay during instructional hours.
3. School visitors shall comply with all school rules and Board policies, including 5.0250 ITEMS AND MATERIALS PROHIBITED ON CAMPUS.
4. Individuals who are subject to policy 5.0220 REGISTERED SEX OFFENDERS must comply with the provisions of that policy.
5. Individuals who are discovered on-campus during instructional hours without having received permission to visit and/or who are not displaying visitor's identification will be instructed to report to the school

Director's office immediately, ordered off the premises, and/or may be subject to possible arrest for criminal trespass.

6. Classroom visitors are required to respect the educational environment at all times. Neither teachers nor students may be interrupted during the course of the teaching and learning process by visitors for any reason at any time unless invited to limited participation by the school Director or by the classroom teacher in the classroom being visited. When visitors have questions or concerns, they are encouraged to arrange for a conference with the classroom teacher to seek answers and/or further information. If such a conference does not adequately address a visitor's questions or concerns, they are encouraged to submit those questions and concerns to the school Director or follow the procedures outlined in Board policy 7.1500-7.1500 GRIEVANCE PROCEDURES.

7. Visitors who – in the opinion of the school Director, or their designee in their absence, exhibit unusual, disruptive, disorderly, threatening, or dangerous behavior, who damage school property, who violate Board policy, and/or who disrupt the educational environment at any time while on school property will be instructed to leave campus and will be prosecuted for trespassing if they do not do so immediately. The Board authorizes the school Director to prohibit these and any other individuals who display or exhibit similar disruptive behavior from entering upon school grounds, entering the school building, or attending any other events sponsored by the school or in which the school is involved or participates.

Visitors who wish to volunteer or have regular contact with and/or interact with the kids directly are required to have a criminal background check on file.

VOLUNTEER HOURS: Falls Lake Academy welcomes and encourages parent volunteers as it's an important component in the education process. We believe parents enhance the learning experiences for students. The more you know about what takes place with your child's education, the more you can continue and expand upon the learning at home. Your involvement helps us to maintain a safe, secure and nurturing learning environment for all of our students and staff. Firebird families are required to complete 10 hours of volunteer time at Falls Lake Academy each year. Parent hours must be submitted online. To submit your hours log on to the school website under Parents, and complete the [Parent Volunteer Tracking Log google form](#).

21st CENTURY SKILLS and 21st CENTURY LEARNING: Today's students face a very different world than their parents faced. FLA pays close attention to learning which prepares our students to be successful in the world of college, work, or whatever else they choose to do when they leave us. This effort includes all the following, and more.

COMMON CORE and NC ESSENTIAL STANDARDS: FLA follows and is tested on the Common Core State Standards ("CCSS") and the NC Essential Standards ("NCES"). Details about both the CCSS and the NCES can be found on the NC Department of Public Instruction website (<http://www.dpi.state.nc.us>).

COMMUNICATION: Our students' parents are our partners in the education of our kids. Keeping parents informed of their student progress is essential. All teachers are expected to incorporate the following elements of communication into their regular, routine procedures.

PAA (Personal Adult Advocate) Contacts- PAA contacts are made ONCE A MONTH with a phone call or Jupiter email home. This should be documented in Jupiter for all grade levels. This is mandatory.

When parents call or email, teachers and Directors should respond within a 24-hour period. This does NOT apply to weekends or holidays. However, if something happens during the school day with a student the parent will be contacted before school is dismissed.

Ways we may communicate with parents and our community:

- Message through Jupiter Ed
- Teacher webpages
- Email
- Phone calls
- Conference

GRADING SYSTEM: FLA students in grades (K-8) are graded on their mastery levels of the learning objectives in the various subject areas (reading, math, etc.). Students are graded on a grading scale as follows:

Grade	Meaning	Numerical span
M	Mastery of most subject-area learning objectives	90-100
P	Proficiency on most subject-area learning objectives, but not mastery	80-89
NW	Passing, but not yet proficient	70-79
NY	Not passing	Below 70
INC	Course requirements are incomplete; student's grade cannot be calculated*	

*The grade of "INC" reverts to the grade of "NY" at the end of the term if not rectified

GRADING: K-12 As educators our job is to focus on content mastery for students.

- Grades are kept in Jupiter Ed, our online gradebook system.
- All grades must be entered into Jupiter within 5 school days from collecting the assignment.
- Reteach/Second testing opportunities must be provided for all summative assessments, unless prior notification has been given to students, parents and administration otherwise.
- Re-teaching must occur prior to second testing.
- The second test grade (unless it is lower than the original grade) should replace the original grade in Jupiter. Second tests can also replace previous quiz grades by teacher discretion.
- Late assignments will be accepted and graded by teacher discretion and while the content of the assignment and/or unit is still being taught.
- Students have three school days to make up assignments missed during an absence. Therefore, if a student misses 2 days, then he/she has 6 school days to turn in missing assignments.
- If students are not completing assignments as instructed on a regular basis, parents will be personally notified and students will be required to attend Lunch Academy and/or Firetime depending on your school. This applies to work missing from approved absences as well.

Homework

The purpose of homework for students at FLA is to provide opportunities for practice without penalty. Therefore, homework assignments are not graded for completion or accuracy. **Homework is used for informational purposes only.**

REMEDICATION AND SECOND TESTING: In academic classes students may take a second test, if they failed a summative assessment, in order to show mastery of the material. All summative assessments are eligible for remediation and second testing unless otherwise indicated by the teacher and communicated to the students and parents beforehand. However, in all cases, the classroom or course teacher has the authority to set the terms and conditions of remediation/second testing. Students must complete required pre-testing assignments before they will be allowed to take a second test.

STATE TESTING: In addition to the curriculum we teach (see “Common Core and NC Essential Standards,” above), we are subject to the same state testing requirements as all other NC public schools. Students in grades 3-8 are subject to NC End-of-Grade (“EOG”) tests in Reading and Math. Some years, some or all of them may also test in Science. Students in high school (grades 9-12) are responsible for those high school End-of-Course (“EOC”) tests designated by the NC Department of Public Instruction as required by certain subjects.

PROJECT-BASED LEARNING (“PBL”): PBL is a highly-refined system of teamwork-centered, research-using learning activities designed to bring students into a deeper, much more thorough understanding of the subject material and the process by which that understanding is demonstrated. Throughout the school year, parents are invited to observe their child’s POL (Presentation of Learning) presentations. PBL presentations are graded assessment activities which count heavily in student grading and promotion. PBL projects are graded in three categories: Content, Collaboration, and Presentation. All three grades count in the calculation of the final grade for each project. Students must dress appropriately for Presentations of Learning. Expectations for PBL are that students will collaborate and be able to publicly present their findings.

PROMOTION AND RETENTION:

A. Early Elementary Grades (K-2)

1. Satisfactory performance on all relevant [K-2] state literacy and math assessments
2. Satisfactory classroom performance on all teacher-initiated standards and criteria for advancement and promotion
3. Satisfactory performance on all quarterly PBL project content and presentations
4. Not more than 15 unexcused absences from school throughout the school year
5. Satisfactory completion of not less than 5 hours of approved school and/or community service throughout the school year

B. Upper Elementary Grades (3-5)

1. Satisfactory performance on all relevant state assessments
2. Satisfactory classroom performance on all teacher-initiated standards and criteria for advancement and promotion in core academic subjects
3. Satisfactory performance on all quarterly PBL project content and presentations
4. Not more than 15 unexcused absences from school throughout the school year
5. Satisfactory completion of not less than 7 hours of approved school and/or community service throughout the school year

C. Middle Grades (6-8)

1. Passing final grades in all core academic classes and
2. Satisfactory completion of not less than 10 hours of approved school and/or community service throughout the school year and
3. Satisfactory performance on all quarterly PBL project content and presentations and
4. Satisfactory classroom performance on all teacher-initiated standards and criteria for advancement and promotion in core academic classes and/or
5. Satisfactory performance on all relevant state assessments and/or
6. Not more than 15 unexcused absences from school throughout the school year

The final promotion or retention decision will be made by the Director of the school with the input of the grade level team.

D. High School (grades 9-12)

Course credit criteria:

- a) Classification as Freshman: All students are classified as Freshmen in their first two semesters of high school, regardless of credits earned
- b) Classification as Sophomore: A student must have passed the number of unit equal to his/her maximum potential less than 2 units. One credit must be English I.
- c) Classification as Junior: A student must have passed the number of units equal to his/her maximum potential less than 3 units. One credit must be English II.
- d) Classification as Senior: Enough earned course credits to be within reach of graduation by the end of that school year. One credit must be English IV.

*Maximum potential is defined as an individual student's opportunity to have earned high school credit. For example, a freshman enrolled at FLA for a full academic year has the maximum potential to earn 8 credits per year. To be classified as a sophomore, that student must pass 6 credits, one of which must be English I.

E. High School Graduation Standards

[Board policy 3.8200 HIGH SCHOOL GRADUATION AND EXIT STANDARDS]

The Board believes that Falls Lake Academy graduates should exemplify the highest standards possible in terms of preparation for the world beyond high school including success in college and the world of work, national and global citizenship and competitiveness, and community involvement. To that end, the Board adopts these high school graduation and exit standards, by which FLA Directors and teachers shall determine how graduating students shall be identified, approved, and honored as FLA graduates.

I. GRADUATION REQUIREMENTS

REGULAR COURSE OF STUDY

All FLA students will be placed on the North Carolina Future Ready Core Diploma track and will be required to successfully complete the following NC High School and FLA required coursework to qualify for graduation.

Content Area	Number of Credits Required in Each Content Area
English	4 credits required English I, II, III, IV
Mathematics	4 credits required Math I, II, III plus a 4 th Math course higher than Math III
Science	3 credits required Environmental Science, Biology and a physical science course
Social Studies	4 credits required World History, American History: The Founding Principles, Civics and Economics, American History I and American History II *A student who takes AP US History instead of American History I and American History II must take an additional social studies course to meet the four credit requirements.
Health and PE	1 Credit required
Seminar	1 Credit Freshman Seminar or equivalent course approved by administration for transfer students
Foreign Language	2 Credits required *Must be the same World Language
Electives	6-8 Depending on required graduation requirements
Total	26 Credits for students entering HS in 2015-2016 and 2016-2017 27 Credits for students entering HS in 2017- 2018 28 Credits for students entering HS in 2018 – 2019 and beyond

Information about High School Courses

- **Students earn one unit of credit for each successfully completed course. There are some courses that require a double period or full year to complete. You will find this information listed with the prerequisites. Students receive additional credits for these courses as noted.**
 - **All courses use the NC approved Common Core and Essential Standards of Study.**
 - **The 4X4 block schedule gives students the opportunity to take more than one course in a year in any content area.**
 - **Falls Lake Academy High School does not grant mid-year grade promotion.**
 - **Important information about content areas is outlined at the beginning of each section.**
 - **Honors courses require students to demonstrate a high level of academic rigor, manage complex assignments, and move at a faster pace.**
- Special Note about Advanced Placement Courses** Advanced Placement (AP) courses are designed to meet the College Board's rigorous standards for an Advanced Placement class and be the equivalent of a college level course for which students may, depending on the AP Exam score, receive college credit.

Extensive course guidelines are provided by the College Board, and teachers are required to maintain current AP authorization by following those guidelines with the requisite academic rigor. Students are expected to take the AP Exam as the culminating activity for AP courses, and must do so in order to receive AP weighting

GRADUATION REQUIREMENTS (see Board policy 3.8200)

I. FINAL GRADES

1. Passing final grades and credit for 28 or more high school level courses offered at FLA or approved by the FLA administration for transfer from:
 - a) other schools or colleges
 - b) NC Virtual Public School approved high school course offerings for seniors that need credit to graduate.
2. Satisfactory performance on all state-mandated End-of-Course (EOC) tests and other state-mandated testing program requirements for graduation
3. Satisfactory performance on a pre-approved individual PBL Senior Project (both content and presentation)
4. Not more than 8 absences in any course in the senior year [Note: more than 8 absences in any semester high school course, or 15 absences in any year long high school course may result in the loss of credit (see Board policies 4.2000 and 3.8101)]
5. Satisfactory completion of not less than 10 hours of approved school and/or community service in the senior year

II. GRADUATION PROJECT

All candidates for the North Carolina High School Diploma shall successfully complete, with satisfactory passing scores, an individual Graduation Project. Graduation Projects shall:

1. adhere to the standards and requirements developed for FLA Graduation Projects by the FLA Director and high school faculty (see below);
2. take the place of both the regular quarterly PBL projects required in the student's final semester before his/her scheduled graduation;
3. be original pieces of research and presentation, subject to regular rules and procedures regulating all forms of academic honesty and integrity;
4. be presented to an adjudication panel in a public forum in the second quarter of the student's final semester before his/her scheduled graduation; and
5. carry no course credit nor individual weighted or unweighted grade, but shall be recorded as "P" or "F" on the student's report card and transcript.

The FLA Director shall convene a committee of high school faculty each fall to review the existing Graduation Project standards and requirements and make recommendations to the full high school faculty concerning any changes, additions, deletions, and/or modifications reached by consensus for that year's graduating seniors' Graduation Projects. The full high school faculty shall affirm or deny such changes, additions, deletions, and/or modifications by a vote of the full faculty (majority rule carries vote).

IV. EARLY GRADUATION

Students who are on-track to meet graduation requirements by the end of their 7th semester in high school may apply for early graduation at the end of that semester. Students who are approved to graduate at the end of their 7th semester shall be awarded all honors and/or recognitions due them as part of the graduating class of that academic school year, including the privilege of walking in the graduate line at the following spring's commencement exercises (barring other disqualifying factors) and being named in the list of Honor Graduates, if applicable.

V. GRADUATION HONORS

A. Honor Graduates: Falls Lake Academy graduates shall be named Honor Graduates in three categories: Cum Laude graduates, Magna Cum Laude graduates, and Summa Cum Laude graduates. GPA standards for each of the three categories shall be set and periodically reviewed by the Board upon the recommendation of the FLA high school Director, as those standards evolve in North Carolina and surrounding counties. Determination of Honor Graduate status each year shall be determined by the students' cumulative weighted GPAs. Honor graduates shall be identified in the graduation line by specific regalia insignia corresponding to each category.

B. Valedictorian and Salutatorian: The students ranked #1 and #2 in each graduating class, respectively, shall be named Valedictorian and Salutatorian. Both shall be afforded the privilege, barring other disqualifying factors, to speak at Commencement. The ranking of students to determine who will be named Valedictorian and Salutatorian shall be determined by the students' cumulative weighted GPAs. The ranking of students to determine who will be named Valedictorian and Salutatorian shall be determined by the students' cumulative weighted GPAs, out to the fourth decimal point. If the top two ranked students are tied out to the fourth decimal point, they will both be named valedictorians and the student with the third highest GPA will be named salutatorian.

C. Additional Honors: Graduates shall be recognized and awarded honors each year for the widest possible range of academic and other significant achievements as approved by the Board upon recommendation of the chief FLA administrator. Such recognition includes, but is not necessarily limited to, such things as the

North Carolina Academic Scholars' seal, the International Baccalaureate and/or Advanced Placement program diplomas, and individual FLA awards. Medals, pins, and other award insignia relating to these awards may be worn on the students' graduation attire as appropriate.

VI. JUNIOR MARSHALLS

The top 10 ranked students in each year's Junior class shall be invited to serve as Marshalls at Commencement Exercises for that year, barring other disqualifying factors.

ATTENDANCE

EXTREMELY IMPORTANT: FIRST DAY ATTENDANCE IS MANDATORY! ABSENCE ON THE FIRST DAY OF SCHOOL WILL RESULT IN THE LOSS OF A STUDENT'S ENROLLMENT SLOT!

ABSENCES: Absences are excused for the following reasons only:

1. Illness or injury requiring hospitalization, bed rest, or parent-approved recuperation time at home.
2. Medical quarantine imposed by the Health Department.
3. Religious observance (parents must request excused absences status for this in advance).
4. Death in the immediate family.
5. Medical or dental appointment (excused only when a doctor's or dentist's note is presented).
6. Special circumstances requested by the parents and approved by the school Director.
7. Active deployment and/or on leave from active deployment or immediately returning from active deployment.

Approved school-sponsored and school-sanctioned trips and events which take the student out of class are not considered absences at all; participating students are marked "present in class."

When a student returns to school after an absence, he/she must bring a written note from home, signed and dated by the parent, stating the reason(s) for the student's absence and indicating the date(s) of the absence.

EXCESSIVE ABSENCES and TARDIES: Parents shall be informed periodically about the status of their children's attendance. In addition, the Board reaffirms that class attendance and participation are critical elements of the educational process and will be taken into account in assessing academic achievement and grade promotion.

Specifically:

1. Parents shall be informed when their children have accumulated 3, 6, 10, and 15 unexcused absences and/or tardies from school and/or from any individual class and the SRO will be informed.
2. Upon the occasion of a student's 10th absence, the parent(s)/guardian(s) of the student will be called in for a conference with the Director or his/her designee in which the school administration shall seek to establish a behavior plan to eliminate further absences. Eventually, if that plan does not work, and/or not earlier than the occasion of the 15th absence, the parent(s)/guardian(s) may be referred to the district attorney of the county in which they are domiciled for failure to comply with the NC Compulsory Attendance Law.
3. Students shall be subject to escalating disciplinary actions and penalties when they exceed 3 tardies (and thereafter) to school or to any individual class.
4. Students may be retained in their current grade levels, non-promoted to the next grade, when they exceed 15 absences from school, regardless of their academic grade.
5. In the case of high school courses, students may be denied credit for the course when they exceed absences, regardless of their academic grade.

6. When all other attempts to alleviate a student's chronic truancy (defined as absences and/or tardies to class or to school) have failed, the Director may recommend to the Board the permanent expulsion of the student from Falls Lake Academy on the basis of repeated insubordination and/or non-compliance with the NC Compulsory Attendance Law, which shall be considered a deliberate surrender of the student's enrollment slot by the student's parent(s).

Board Policy 4.2000 Attendance

MAKE-UP ASSIGNMENTS: Students will have 3 days after returning from an excused absence to complete any missed work. Teachers also have the professional discretion to work with students on make-up work requirements. If students are not completing make up assignments as instructed, parents will be personally notified and students will be required to attend Lunch Academy and/or Firetime.

STUDENT CODE OF CONDUCT

The Code is applicable to all enrolled students at all times:

- before, during, and after school hours while on school property;
- at any time while engaged in any school activities (whether on or off school property); and
- whenever and wherever students are under and subject to the authority of school personnel.

Students who refuse to comply with the provisions of this policy, including refusal to follow the instructions of school personnel while off-campus at approved school-sponsored or school-sanctioned events (including away athletic events, field trips, academic contests, etc.), are in violation of the policy and subject to disciplinary action.

Students and parents are reminded that, by law, student desks, lockers, and cubbies are the property of the school and subject to search and seizure of contents at any time, without warning.

K-12 DRESS ATTIRE:

Student attire that is deemed unsafe or otherwise disruptive to the learning environment will result in a Class 1 infraction and students may be required to change. Slogans, symbols, printed text, and/or illustrations on clothing which are deemed inappropriate for school by a school Director are not permitted.

Headwear: Hats, caps, and other headwear may be worn outdoors for sun protection and removed before entering all buildings. They may be worn indoors with Director permission.

The determination of whether clothing/headwear /jewelry is appropriate or not is subject to the school Director's interpretation.

CLASSROOM RULES: All FLA teachers develop and maintain their own classroom rules and expectations in addition to the school-wide implications of The Code. Students are required to comply with these as well.

DISCIPLINARY ACTIONS:

Disciplinary action in response to infractions listed in The Code can range from student and/or parent conferences all the way up to suspension, long term suspension and eventual expulsion. The Director has the authority to impose consequences running the full range of Code provisions, including (but not limited to) silent lunch detention ("SLD"), after-school detention ("ASD"), mandatory school community service, loss of privileges (including participation in and/or attendance at athletic and social events), Out-of-School Suspension ("OSS"), and recommendation for expulsion. Alternative consequences may be assigned at the Director's discretion. Law enforcement may be contacted if warranted ("SRO").

OUT-of-SCHOOL SUSPENSION: If you receive OSS, you may not participate in any field trip or after-school activities for the remainder of the quarter.

DISCIPLINARY OPTIONS:

The disciplinary options and/or consequences which may be imposed for behavior may include (but are not limited to) the following:

- a) Verbal warning
- b) Written warning
- c) Parent conference or phone call
- d) After-school detention (*)
- e) Silent lunch detention
- f) Suspension from athletic participation (*)
- g) Suspension from social or extracurricular activities (*)
- h) Suspension from other privileges (*) e.g., permission to park on school property
- i) Suspension from school (*)
- j) Alternative consequences that may include on campus community service and/or project (*)
- k) Long-term or permanent suspension (*)

(*) notice to parent required

Note: a - f and h. above may be assigned by teacher, staff, Athletic Director, or coach as appropriate; others may only be assigned by appropriate administration as further explained below.

CLASS 1 INFRACTIONS

Offense/Violation	First	Second	Third
Minor Disruption/ Classroom Disturbance/Disorderly Conduct	Warning	Parent contact, 1-3 days silent lunch detention	Parent contact, 1-10 days of OSS
Noncompliance (failure to obey the reasonable request of staff)	Warning; possible parent contact; possible silent lunch	Parent contact, possible 1-3 days silent lunch detention; possible community service; possible 1-10 days OSS	Referral to Director; parent contact; required community service; possible 1-10 days of OSS
Falsification, giving false information	Warning; parent contact	Parent contact, 1-3 days silent lunch detention	Parent contact, required community service

Arriving at school before the school day without permission or without legitimate before-school purpose /Remaining on campus after the school day without permission or without legitimate after-school purpose	Warning; parent contact	Referral to director; parent contact; SRO notification	Referral to director; parent contact; SRO notification; parent conference with Executive Director
Conducting business / solicitation on campus	Warning; parent contact	Parent contact, 1-3 days silent lunch detention	Parent contact, possible 1-10 OSS
Use of profanity or vulgar language, gestures or depictions OR depictions directed at others	Warning; parent contact; 1-3 days silent lunch detention; possible community service	Parent contact; required community service; possible 1-10 day OSS	Referral to director; parent contact; 1-10 day OSS
Defamation of character/Verbal abuse and harassment	Warning; parent contact; possible community service	Parent contact; required community service; possible 1-10 day OSS	Referral to director; parent contact; 1-10 day OSS
Cheating/plagiarism/allowing others to copy work	Parent contact; student required to complete similar assessment	Referral to director; parent contact; student required to complete similar assessment; possible community service	Referral to director; parent contact; student required to complete similar assessment; required community service

Failure to attend or complete silent lunch detention	Warning; parent contact; student will complete detention	Referral to director; parent contact; student will complete detention; possible community service	Referral to director; parent contact; student will complete detention; required community service
Failure to attend or complete after-school detention	Referral to director; parent contact; student will complete detention; possible community service	Referral to director; parent contact; student will complete detention; required community service	Referral to director; parent conference; student will complete detention
Dress Code Violation	Warning; parent contact; change of item	Warning; parent contact; change of item; possible 1-3 days silent lunch detention	Referral to director; parent contact; change of item; required community service
Misuse of technology: to include, but not limited to, disruption of the educational environment due to misuse of school computers, or other electronic equipment, or personal cell phones, Apple/smart watches, or other devices as defined in the FLA Acceptable Use Policy and/or the FLA Athletic handbook	Warning; parent contact; possible suspension of technology privileges	Referral to director; parent contact; confiscation of device; 1-3 days silent lunch detention; possible community service	Referral to director; parent contact; Loss of access to FLA technology and/or personal cell phones and/or other electronic devices for the rest of the academic year

CLASS II INFRACTIONS

Offense/Violation	First	Second	Third
Repeated Class I Infractions	Referral to director; parent contact; 1-10 OSS; required behavior contract		
Entering prohibited areas on campus	Warning; parent contact; 1-5 days silent lunch detention; possible community service; possible 1-10 days of OSS	Referral to director; parent contact; required community service; possible 1-10 days of OSS	Referral to director; parent contact; 1-10 OSS
Misuse of pass/no pass (skipping class)	Warning; parent contact; 1-5 days silent lunch detention	Referral to director; parent contact; possible 1-10 days of OSS	Referral to director; parent contact; required community service; possible 1-10 OSS
Leaving campus during the school day without permission (skipping class off campus)	Referral to director; parent contact; 1 ASD + 1 week suspension of parking (if applicable); SRO notification; possible 1-10 days of OSS	Referral to director; parent contact; 1-5 ASD + 1 month suspension of parking (if applicable); SRO notification; possible 1-10 days of OSS	Referral to director; parent contact; 1-10 OSS; permanent loss of parking pass for the year (if applicable); SRO notification
Unexcused lateness to first period/returning from lunch when student drives	Warning; parent contact; 1-5 days silent lunch detention; possible 1-5 ASD; possible 1-10 days of OSS	Referral to director; parent contact; 1-5 ASD; SRO notification; possible 1-10 days of OSS	Referral to director; parent contact; 1-10 OSS; possible permanent loss of parking pass for the year (if applicable); SRO notification

<p>Parking: Any parking infraction, including: failure to obtain a parking permit, parking in an unapproved/unassigned location</p>	<p>Warning; parent contact; 1-5 days silent lunch detention; possible 1-5 ASD; SRO notification; possible 1-10 days of OSS</p>	<p>Referral to director; parent contact; 1-5 ASD + 2 weeks suspension of parking (if applicable); SRO notification; possible 1-10 days of OSS</p>	<p>Referral to director; parent contact; 1-10 OSS; possible permanent loss of parking pass for the year (if applicable); SRO notification</p>
<p>Speeding or reckless driving on campus</p>	<p>Referral to director; parent contact; 1-5 ASD + 2 weeks suspension of parking (if applicable); SRO notification; possible 1-10 days of OSS</p>	<p>Referral to director; parent contact; 1-5 ASD + 1 month suspension of parking (if applicable); SRO notification; possible 1-10 days of OSS</p>	<p>Referral to director; parent contact; 1-10 OSS; permanent loss of parking pass for the year (if applicable); SRO notification</p>
<p>Gambling</p>	<p>Referral to director; parent contact; mandatory meeting with school counselor; possible community service; possible 1-10 days of ; SRO notification</p>	<p>Referral to director; parent contact; required community service; 1-10 OSS; SRO notification</p>	<p>Referral to director; parent contact; 1-10 OSS; possible recommendation for expulsion; 1-10 day OSS; SRO notification;</p>

Communicating threats/hazing without physical contact	Referral to director; parent conference; mandatory meeting with school counselor; possible community service; SRO notification; possible 1-10 days of OSS	Referral to director; parent conference; required community service; 1-10 OSS; SRO notification	Referral to director; parent conference; 1-10 OSS; possible recommendation for expulsion; SRO notification
Use of counterfeit items	Referral to director; parent contact; possible community service; SRO notification; possible 1-10 days of OSS	Referral to director; parent contact; required community service; 1-10 days OSS; SRO notification	Referral to director; parent contact; 1-10 days OSS; possible recommendation for expulsion; SRO notification
Hate speech: acts of bias and/or inappropriate comments including and not limited to race, religion and gender	Referral to director; parent contact; possible community service; mandatory meeting with school counselor; possible 1-5 days of OSS	Referral to director; required community service; parent contact; 1-10 days OSS	Referral to director; parent contact; 1-10 days OSS; possible recommendation for expulsion
Inappropriate public display of affection (e.g., hand holding and hugging)	Verbal warning/parent contact	Referral to director; parent contact; 1-5 ASD; possible community service	Referral to director; parent contact; possible 1-10 day ASD

Inappropriate public display of affection (e.g., beyond hand holding and hugging)	Referral to director; parent contact; possible 1-5 ASD; possible 1-10 days of OSS	Referral to director; parent contact/SRO notification; possible 1-5 ASD; SRO notification; possible 1-10 days of OSS	Referral to director; parent contact; 1-10 day OSS; possible recommendation for expulsion; SRO notification
Sexual conduct (indecent exposure, streaking, displays of nudity or partial nudity, any type of sexual acts, or display)	Referral to director; parent contact; 1-10 day OSS; SRO notification	Referral to director; parent contact; 1-10 SS; SRO notification	Referral to director; parent contact; 1-10 OSS; possible recommendation for expulsion; SRO notification
Sexual harassment (sexual harassment refers to unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature or unwelcomed physical contact of a sexual nature which may have the purpose of creating an intimidating, hostile, or offensive learning environment.)	Referral to director; parent contact; mandatory meeting with school counselor 1-10 day OSS; SRO notification	Referral to director; parent contact; 1-10 day OSS; SRO notification	Referral to director; parent contact; 1-10 day OSS; possible recommendation for expulsion; SRO notification
Unwanted and/or inappropriate personal contact: engaging in any conduct or using any item which does, or could reasonably be expected to lead to major disturbance and/or personal injury through unwanted physical contact	Referral to director; parent contact; possible community service; possible 1- 5 days ASD or 1-3 OSS	Referral to director; parent contact; 1-10 day OSS	Referral to director; parent contact; 1-10 day OSS; possible recommendation for expulsion; SRO notification

<p>Bullying: intimidation or bullying; threatening, stalking or seeking to coerce or compel a person to do something; engaging in the nonverbal, verbal, written, cyber or physical gestures and/or conduct that threatens another with harm, including intimidation through the use of epithets, natural origin, religion, religious practices, gender, sexual orientation, age or disability that substantially disrupts the educational process.</p>	<p>Referral to director; parent contact; mandatory meeting with school counselor, possible community service; 1-5 ASD; SRO notification; possible 1-10 days of OSS</p>	<p>Referral to director, parent contact; 1-10 OSS, required community service; SRO notification</p>	<p>Referral to director, parent contact; 1-10 OSS; possible recommendation for expulsion; SRO notification</p>
<p>Fighting (verbally instigating an altercation, or physically participating in)</p>	<p>Referral to director; parent contact; possible community service; 1-10 OSS; SRO notification</p>	<p>Referral to director; parent contact; required community service 1-10 OSS; SRO notification</p>	<p>Referral to director; parent contact; 1-10 OSS; possible recommendation for expulsion; SRO notification</p>
<p>Vandalism/willful destruction of school property</p>	<p>Referral to director; parent contact; possible community service; financial restitution to FLA; possible 1-5 days of OSS</p>	<p>Referral to director; parent contact; required community service; possible 1- 5 ASD; financial restitution to FLA; SRO notification; possible 1-5 days of OSS</p>	<p>Referral to director; parent contact; financial restitution to FLA; 1-10 OSS; possible recommendation for expulsion; SRO notification</p>

Destruction of personal property	Referral to director; parent contact; possible community service; financial restitution to victim; possible 1-10 days of OSS	Referral to director; parent contact; possible community service; possible 1- 5 days ASD; financial restitution to victim; SRO notification; possible 1-10 days of OSS	Referral to director; parent contact; financial restitution to victim; 1-10 days OSS; possible recommendation for expulsion; SRO notification
Theft of personal property	Referral to director; parent contact; possible community service; financial restitution to victim; SRO notification; possible 1-10 days of OSS	Referral to director; parent contact; possible community service; possible 1- 10 OSS; financial restitution to victim; SRO notification	Referral to director; parent contact; financial restitution to victim; 1-10 OSS; possible recommendation for expulsion; SRO notification
Unauthorized possession or use of medication	Referral to director; parent contact; mandatory meeting with school counselor	Referral to director; parent contact; possible 1-10 OSS; SRO notification	Referral to director; parent contact; 1-10 OSS; possible recommendation for expulsion; SRO notification
Possession of prohibited items/combustible materials/possession of laser pointers; use of personal imaging equipment; use of equipment to disrupt an assembly, or in a manner that disrupts the security system of school or impacts the well-being of others	Referral to director; parent contact; mandatory meeting with school counselor; possible community service; possible 1-10 days of OSS	Referral to director; parent contact; required community service; 1-10 ASD; possible 1-10 days of OSS	Referral to director; parent contact; 1-10 OSS; possible recommendation for expulsion; SRO notification

Smoking/vaping (use of any tobacco products, smokeless or otherwise i.e Juul, vapes, e-cigs, etc.) and/or possession of smoking accessories	Referral to director; parent contact; confiscation; possible community service; mandatory meeting with school counselor; possible 1-10 OSS; SRO notification	Referral to director; parent contact; confiscation; required community service; 1-10 OSS; SRO notification	Referral to director; parent contact; confiscation; 1-10 OSS; possible recommendation for expulsion; SRO notification
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CLASS III INFRACTIONS

Offense/Violation	First	Second	Third
Repeated Class II Infractions	Referral to director; parent contact; automatic recommendation to the BoD for long term OSS and/or expulsion		
Threat of violence towards school personnel	Referral to director; parent contact; automatic recommendation to the BoD for long term OSS and/or expulsion; SRO notification		
Sexual Assault	Referral to director; parent contact; automatic recommendation to the BoD for long term OSS and/or expulsion; SRO notification		

False fire claim/or other emergency alarm	Referral to director; parent contact; automatic recommendation to the BoD for long term OSS and/or expulsion; SRO notification		
Causing a fire/arson	Referral to director; parent contact; automatic recommendation to the BoD for long term OSS and/or expulsion; SRO notification		
Trespass on school property (including unauthorized presence on school property during a suspension)	Referral to director; parent contact; automatic recommendation to the BoD for long term OSS and/or expulsion; SRO notification		
Breaking and entering	Referral to director; parent contact; automatic recommendation to the BoD for long term OSS and/or expulsion; SRO notification		
Incendiary devices	Referral to director; parent contact; confiscation; automatic recommendation to the BoD for long term OSS and/or expulsion; SRO notification		

Gang Activity	Referral to director; parent contact; automatic recommendation to the BoD for long term OSS and/or expulsion; SRO notification		
Extortion	Referral to director; parent contact; automatic recommendation to the BoD for long term OSS and/or expulsion; SRO notification		

CLASS IV INFRACTIONS

Offense/Violation	First	Second	Third
Use or possession of alcohol, controlled substances or drug paraphernalia, or a substance which the individual believes or represents to be such	Referral to director; parent contact; confiscation; automatic recommendation to the BoD for long term OSS and/or expulsion; SRO notification		
Weapons possession (or any instrument or replica thereof that is used or appears capable of use to inflict serious bodily injury)	Referral to director; parent contact; confiscation; automatic recommendation to the BoD for long term OSS and/or expulsion; SRO notification		

Assault with serious injury	Referral to director; parent contact; automatic recommendation to the BoD for long term OSS and/or expulsion; SRO notification		
Possession of or sharing of pornographic material; sexting: the act of sending sexually explicit or sexually provocative photos or videos electronically	Referral to director; parent contact; confiscation; automatic recommendation to the BoD for long term OSS and/or expulsion; SRO notification		
Rape	Referral to director; parent contact; automatic recommendation to the BoD for long term OSS and/or expulsion; SRO notification		
False alarm, bomb scare, threat of harm, misuse of technology to make a threat	Referral to director; parent contact; automatic recommendation to the BoD for long term OSS and/or expulsion; SRO notification		
Robbery	Referral to director; parent contact; automatic recommendation to the BoD for long term OSS and/or expulsion; SRO notification		

CELL PHONE POLICY: Students may not use cell phones during the instructional day unless directed to by a teacher or member of Administration. Staff members may give students permission to call or text parents during the school day for an emergency and schedule changes. Students may ask a staff member for permission to use their cell phone during the school day. Elementary and Middle School students should not have their phones out at all unless directed by staff. **Parents should have no expectation of reaching their students via text or cell phone during those hours.**

Students must follow rules and procedures for cell phones as defined in the FLA Acceptable Use Policy. Cell phones must be turned off and placed in classroom cell phone pockets if provided. Failure to do so will result in a consequence and/or confiscation. The instructional day for Elementary school starts at 7:45am and ends at 2:45pm; Middle school starts at 8:00am and ends at 3:15pm; high school starts at 8:15am and ends at 3:40pm. **Parents should have no expectation of reaching their students via text or cell phone during those hours.**

The following consequences will result when the policy is violated:

- 1st Offense: Student will receive a Jupiter warning. Phone will be confiscated.
- 2nd Offense: Student will be written up for cell phone violation. The phone will be confiscated. Administration will contact parent. The phone may be picked up at the end of the day from the office by a parent only.
- 3rd Offense: Student will be written up for cell phone violation. The phone will be confiscated. Administration will conference with student and parent and the phone may no longer be allowed on campus for the remainder of the academic year. Future offenses will be considered blatant non-compliance and student conduct hand book consequences will be followed.

PLEDGE OF ALLEGIANCE

From §36 USC 301, 2007:

When saying the Pledge of Allegiance, citizens of all ages should stand at attention, facing the flag, and salute by placing the right hand over the heart. Men should remove their hats, and women any sports caps. When in uniform, military personnel, firefighters, and law enforcement officers give a military salute. Veterans and service personnel out of uniform may give the military salute or place the right hand over the heart.

Everyone, even very young children, should rise, remain standing, and salute by placing the right hand over the heart during the playing of The Star-Spangled Banner — first note to last.

If you are on the way to your seat at a sports event, or in any public place, and the first strains of the Anthem are heard, stop where you are and stand at attention until the end. Don't talk, chew gum, eat, or smoke during the singing or playing of the Anthem.

[NOTE: Students with religious or nationalism objections to participation in the Pledge or the demonstration of respect for the Anthem are not required to recite or participate in our demonstrations of respect, but they may not disrupt or create disturbances when other students are doing so.]

PROJECT CHILD FIND

What is Project Child Find?

Project Child Find is an effort coordinated by Falls Lake Academy and the Exceptional Children's Program Division of the NC 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.
- Inform parents and/or guardians of the services available from Falls Lake Academy and other state and community agencies.

Who are the Children?

Children and youth who 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.

What Help is Available?

A complete evaluation and, if appropriate,

- an Individualized Education Program for children with a disability beginning at age three;
- an Individual Family Service Plan for each child with a disability birth through 2; or
- a referral to other agencies when needed.

How Can I Help?

If you know of a child or youth with disabilities who is not in school or receiving special assistance, you can help by:

- Giving a copy of this brochure to the parents or guardians of the child,
- Encouraging the parent/guardian to contact the FLA Director, Exceptional Children's Program Coordinator, or the Exceptional Children's Program Division of the NC Department of Public Instruction, and
- Lending support to the child and his/her parents/guardians until the referral is completed.

Why Should I Help?

- A free appropriate public education is the right of every child with a disability, age 3 through 21.
- The law provides for early intervention services for children with a disability, birth through two years of age.
- Parents of children and youth with disabilities need your support and assistance.
- Falls Lake Academy and the Exceptional Children's Program Division need your help in locating these children.
- Without your help, children with disabilities may not be found.

PTA (“PARENT-TEACHER ASSOCIATION”): The FLA PTA is associated with the NC PTA. The PTA is the official parent support organization: they design and implement all organized parent support events and activities. Parents who wish to be involved in the planning and decision-making concerning parent support events and activities are encouraged to join the PTA and pay their membership dues. The PTA meets once each month, sometimes more often. PTA officers are elected from among the dues-paying PTA membership each spring for the following year.

FLIGHT CREW: The Flight Crew is the parent booster club for FLA athletics. See the “Athletics” tab on the FLA website (www.fallslakeacademy.com) and follow the links for complete and detailed information about Firebird teams.

PAC (“PARENT ADVISORY COUNCIL”): The PAC is the Executive Director's focus group, consisting of one parent from each grade level elected by the parents of that grade level. The president of the PTA and the president of the Flight Crew are also members. The PAC meets with the Executive Director and school Directors once each month and advises the FLA administration with regard to parents' issues and concerns. Each grade-level representative also serves as the primary point of contact for the parents of students in that grade. The PAC grade-level reps are elected at the beginning of the year.

FLART (“FLA ART”): FLART is the parent booster club for FLA arts programming. See the “Arts” tab on the FLA website (www.fallslakeacademy.com) and follow the links for complete and detailed information about Firebird arts programs.

BAND BOOSTER CLUB: The Band Booster club is the parent booster club for FLA Band. See the “Arts” the FLA website (www.fallslakeacademy.com) and follow the links for complete and detailed information about Firebird band programs.

VOLUNTEERING: THE BEST WAY TO SUPPORT FLA FLA needs your help. Without your volunteer efforts, we cannot survive, much less flourish. Every family with children enrolled at FLA is asked to contribute the gift of time on our behalf. There are literally hundreds of ways you can help the school by volunteering, both in and out of the classroom. Cut our grass, tutor our kids, cover classes for teachers who are out, raise money in our fundraisers, drive our sports teams to away games, chaperone field trips, help maintain the playground, and on and on; the list of ways to help by volunteering is virtually endless. Contact your PAC grade-level rep or your child’s PAA to sign up for volunteer opportunities. Visitors who have contact with and/or interact with the kids directly are required to have a criminal background check on file.

NURSE/ADMINISTERING MEDICATIONS:

All medications administered at school must be furnished by parents. All prescription medications must be prescribed by a licensed health care professional and must come to school in containers labeled with the student’s name, the name of the medication, the time to be given, the dosage, and the name of the prescriber.

Over the Counter Medications must be in their original unopened packages and must be labeled with the student’s name, dosage, and time(s) of administration. ALL medication and taking of medication must be done in the office with school administration or nurse present.

If a student is involved in an accident, is injured, has an emergency, or becomes ill, school officials will always contact parents or, if the parents are unreachable, one of those adults designated by parents as an emergency contact.

Students that are sick, should remain at home. This includes students with fevers over 100 degrees, stomach issues such as vomiting or diarrhea, or strep throat. Students presenting COVID symptoms will be sent home immediately. Our school will follow the guidance outlined in the [Strong Schools Public Health Toolkit \(K-12\)](#).

FERPA – THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT

Parents have the right to inspect and review their child’s education records at any time by requesting to do so via a written request to the Principal. Parents may seek amendment of the student’s records which they believe to be inaccurate, misleading, or otherwise in violation of the student’s privacy rights. Parents may decline to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that the Act authorizes disclosure without consent. Parents may file with the Department of Public Instruction a written complaint concerning alleged failures by the school to comply with the requirements of this Act. Parents may opt out of their child’s participation in a protected information survey under PPRA.

NONDISCRIMINATORY POLICY and EQUAL EDUCATIONAL OPPORTUNITY FOR ALL STUDENTS

FLA does not discriminate against students based on race, sex, religion, creed, ability, disability, or national origin. FLA provides equal opportunity in school admissions, academics, electives, and extracurricular

activities for which students qualify. If students or parents believe that FLA has violated this policy by denying equal treatment or access, they may notify the Board of Directors, who are authorized to investigate and, where appropriate, to resolve such concerns.

EC SERVICES UNDER THE INDIVIDUALS WITH DISABILITIES ACT

FLA provides a free and appropriate publicly supported education, in the least restrictive appropriate environment, to every enrolled child with special needs. FLA complies with the State Board of Education's Procedures Governing Programs and Services for Children With Special Needs and with the Individuals With Disabilities Act and its implementing regulations.

Every child suspected of having a disability is entitled to a multidisciplinary diagnosis and evaluation. All testing and evaluation materials and procedures will be nondiscriminatory, administered in the child's native language. Parents will be invited to participate in every step of the evaluation and identification process. Based upon the evaluation, FLA staff will work with the parents to develop an Individualized Education Plan ("IEP").

CONFIDENTIALITY OF STUDENT RECORDS

Apart from directory information, personally identifiable information about a student shall not be released from a student's record without the prior written consent of the parent or emancipated student, except to authorized school personnel and others who are identified in state and federal law, NC State Board of Education policy, and/or FLA Board of Directors policy to have access to such records. Prior written consent for the release of personally identifiable information must be signed and dated by the parent or emancipated student and must specify the records that may be disclosed, the purpose of the disclosure, and the party or class of parties to whom the disclosure may be made. [Legal reference: G.S. 115C-402; 20 U.S.C. 1232g.]

GRIEVANCE PROCEDURES

The FLA Board of Directors, recognizing that sometimes there is no way to handle differences, complaints, or concerns except through a formal grievance process, has adopted Board policy 1.7500-7.1500, GRIEVANCE PROCEDURES, to address such circumstances. The policy provides the following process for handling issues and concerns which require such a formal process.

STEP ONE: Talk to the teacher. In most cases, differences and concerns can be handled by each student's teacher. FLA teachers are educational professionals whose focus is the best interests of their students. More than likely, they can and will work through your concerns with you until the issue is resolved.

STEP TWO: If you cannot work it out with the teacher, the next step is your child's PAA. No one at FLA knows your child better than his or her PAA, and he/she will be in the best position to help resolve any conflict.

STEP THREE: If working with your PAA doesn't work, go to the Director. Their first question will be, "Have you talked with the teacher?" Second question is similar: "Have you talked with your PAA?" If you haven't done so, you'll probably be asked to go back and try those steps. But then, once you have already done steps one and two, it's time for the Director to get involved.

STEP FOUR: When you cannot resolve your issue with the Director, bring it to the Executive Director.

STEP FIVE: File a formal grievance with the Falls Lake Academy Board of Directors. All formal grievances must be filed in writing within 20 days of the Executive Director's notification of their findings and/or steps in response to your conversation(s) with him/her at Step Four. All formal grievances must include the following information:

- Name of the staff member or other person whose decision or action is at issue, or against whom the grievance is being filed.
- Specific decision(s), action(s), or physical condition at issue.
- The Board policy, state or federal law or regulation, or State Board of Education policy or procedure which you believe has been misapplied, misinterpreted, ignored, or violated.
- Specific resolution which you desire.

Once a formal written grievance is filed within the 20-day time limit which contains all the above pertinent information, the Board will respond within 10 days with a written response.

STEP SIX: In the unlikely event that the Board's response does not resolve the issue, you are entitled to an Appeal. Such appeals must be filed in writing within 5 days of your receipt of the Step Five response. The Board may either convene a full Board hearing or consider the Appeal in a regular or called meeting, at its discretion. Once the Board considers an Appeal, its subsequent decision is the final administrative remedy and the resulting decision is final.

We hope the Grievance Procedure is never needed. But if you need it, it's there for your use. Thank you for working with us to resolve our differences peacefully and professionally!