

Falls Lake Academy 2023 – 2024



*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

Kevin Nolte, Chair

La-Shell Johnson, Vice-Chair

Trey Brooks, Treasurer

Deanna McFarland, Secretary

Donald Ennis

Magan Inscoe

Anastasia Council

Nathaniel Carmichael

Willie Owens

The FLA Board of Directors generally meets on the first and third Tuesdays of every month in the FLA presentation of the learning room, 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

Joey Johnson, Executive Director

Leslie Morris, Director of Lower Elementary School

Ashley Keith, Director of Upper Elementary School

Lisa Mayhew, Director of Middle School

Jodi Pearson, Director of High School

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CALENDAR OF EVENTS

This Year's Calendar [2023-2024](#)

<u>Day(s)</u>	<u>Date(s)</u>	<u>Calendar Event</u>
Tuesday - Tuesday	August 1 - 8	Teacher Workdays
Tuesday	August 1	Board Meeting, 6:30pm
Thursday	August 3	Senior Parking Permit Pick-up
Thursday - Friday	August 3 - 4	Senior Portraits, HS Gym
Friday	August 4	Junior Parking Permit Pick-up
Friday	August 4	6th-12th Grade Open House, 4:00pm-6:00pm
Monday	August 7	Kindergarten Open House, 2:00pm-4:30pm
Monday	August 7	1st-5th Grade Open House, 4:00pm-6:30pm
Tuesday	August 8	Athletics Booster Club Meeting, 6:00pm, HS Lobby
Wednesday	August 9	First Day of School for Students
Wednesday	August 9	Senior Breakfast, 8:00am
Friday	August 11	Back to School Bash, 6:00pm-8:00pm
Monday	August 14	PTA Board Meeting, 6:00pm
Tuesday	August 15	Board Meeting, 6:30pm - (if called)
Wednesday	August 23	BOG Testing
Saturday - Sunday	August 26 - 27	Senior Paint Your Spot
Thursday	August 31	Senior Parents - Senior Project Parent Info Session, 6:00pm, HS Gym
Thursday	August 31	Junior Parents - Senior Project Parent Info Session, 7:00pm, HS Gym
Friday	September 1	Teacher Workday
Saturday - Monday	September 2 - 4	Senior Paint Your Spot
Monday	September 4	Holiday - Labor Day
Tuesday	September 5	Board Meeting, 6:30pm
Wednesday	September 6	Athletics Booster Club Meeting, 6:00pm, HS Lobby
Friday	September 8	Progress reports go home
Monday	September 11	K-5 Curriculum Night, 5:00pm-7:00pm
Tuesday	September 12	PTA Board Meeting, 6:00pm
Tuesday	September 12	PTA General Meeting, 7:00pm
Wednesday	September 13	Fall Picture Day (Grades K - 11)
Friday	September 15	1st Grade Community Career Day
Tuesday	September 19	Board Meeting, 6:30pm - (if called)
Monday	September 25	National Honor Society Inductions, 6:00pm, HS Gym
Tuesday	September 26	PAC Meeting, 6:00pm
Friday	September 29	Improv Show, 7:00pm-9:00pm
Monday - Friday	October 2 - 6	Bookfair
Monday	October 2	School Custodian Appreciation Day
Tuesday	October 3	Board Meeting, 6:30pm
Wednesday	October 4	3rd-8th Grade Check-Ins Reading
Thursday	October 5	3rd-8th Grade Check-Ins Math
Thursday	October 5	Athletics Booster Club Meeting, 6:00pm, HS Lobby
Friday	October 6	1st Grade POL - Community, POL Room

<u>Day(s)</u>	<u>Date(s)</u>	<u>Calendar Event</u>
Monday	October 9	PTA Board Meeting, 6:00pm
Monday	October 9	PTA Elementary Committee Meeting, 7:00pm
Tuesday	October 10	4th Grade Field Trip - Old Salem
Tuesday	October 10	End of 1st Quarter
Wednesday - Friday	October 11 - 13	Fall Break/Intersession
Tuesday	October 17	Board Meeting, 6:30pm - (if called)
Friday	October 20	Report cards go home
Monday - Friday	October 23 - 27	Red Ribbon Week
Monday	October 23	Teacher Workday (K-8 Parent Conferences)
Thursday	October 26	K-2 Pumpkin Patch Field Trip
Friday	October 27	K-5 Trunk or Treat, 9:00am
Tuesday	October 31	MS Science Chemistry Show
Tuesday	October 31	HS Spirit Day
Tuesday	October 31	Fall Production Rehearsal, 4:00pm
Wednesday	November 1	Fall Make-Up Picture Day (Grades K-11)
Wednesday - Thursday	November 1 - 2	Fall Production, 7:00pm-9:00pm, HS Gym
Saturday	November 4	Fall Festival
Tuesday	November 7	Board Meeting, 6:30pm
Thursday	November 9	Progress reports go home
Thursday	November 9	Middle School Dance, 6:00pm-8:00pm
Friday	November 10	Holiday - Veteran's Day (observed)
Monday	November 13	PTA Board Meeting, 6:00pm
Monday	November 13	Elementary Committee Meeting, 7:00pm
Wednesday	November 15	Athletics Booster Club Meeting, 6:00pm, HS Lobby
Tuesday	November 21	1st Grade Field Trip - Marbles
Tuesday	November 21	Board Meeting, 6:30pm - (if called)
Wednesday - Friday	November 22 - 24	Holiday - Thanksgiving
Tuesday	November 28	PAC Meeting, 6:00pm
Thursday	November 30	Fall Art/Music Expo, 4:30pm-5:30pm, HS Gym
Friday	December 1	Polar Express Night and Holiday Shop
Monday - Friday	December 4 - 8	Homecoming Spirit Week
Tuesday	December 5	Board Meeting, 6:30pm
Wednesday	December 6	Athletics Booster Club Meeting, 6:00pm, HS Lobby
Thursday	December 7	1st Grade POL - Holidays Around the World, POL Room
Thursday - Friday	December 7 - 8	HS AP/Electives/Non-EOC Math Exams
Saturday	December 9	Homecoming Dance, 7:00pm-9:00pm, HS Gym
Monday	December 11	HS English Exams
Monday	December 11	PTA Board Meeting, 6:00pm
Tuesday	December 12	HS Math I, Math III EOC Exams
Wednesday	December 13	HS Science Exams
Thursday	December 14	HS History Exams
Friday	December 15	End of 2nd Quarter
Friday	December 15	Early Release for students and staff
Monday - Friday	December 18 - 29	Christmas / Winter Break
Monday	January 1	New Year's Day
Tuesday	January 2	Lottery Opens
Tuesday	January 2	Teacher Workday
Tuesday	January 2	Board Meeting, 6:30pm

<u>Day(s)</u>	<u>Date(s)</u>	<u>Calendar Event</u>
Friday	January 5	Report cards go home
Monday	January 8	PTA Board Meeting, 6:00pm
Monday	January 8	PTA Spring Fling & Elementary Committee Meetings, 7:00pm
Monday - Friday	January 8 - 26	Coat/Toy Drive
Wednesday	January 10	Athletics Booster Club Meeting, 6:00pm, HS Lobby
Monday	January 15	Holiday - MLK Day
Tuesday	January 16	Board Meeting, 6:30pm - (if called)
Monday - Friday	January 22 - 26	National School Choice Week
Thursday	January 25	Spelling Bee, 3:30pm, MS Gym
Monday	January 29	Teacher Workday
Wednesday	January 31	3rd-8th Grade Check-Ins Reading
Thursday	February 1	3rd-8th Grade Check-Ins Math
Thursday	February 1	Family Tours, 9:00am
Friday	February 2	Student Letters of Intent Electronically Sent to Parents
Friday	February 2	Progress reports go home
Friday	February 2	Elementary Dance, 6:00pm-8:00pm
Monday - Friday	February 5 - 9	National School Counseling Week
Tuesday	February 6	Board Meeting, 6:30pm
Wednesday	February 7	Athletics Booster Club Meeting, 6:00pm, HS Lobby
Friday	February 9	Kindergarten Field Trip - Life and Science
Monday	February 12	PTA Board Meeting, 6:00pm
Monday	February 12	PTA Spring Fling Committee Meetings, 7:00pm
Friday	February 16	Teacher Workday (Faculty Group Picture)
Friday	February 16	Student Letters of Intent Due
Monday	February 19	Holiday – President’s Day
Tuesday	February 20	Board Meeting, 6:30pm - (if called)
Thursday	February 22	Family Tours, 9:00am
Thursday	February 22	Kindergarten Tours, 6:00pm
Friday	February 23	Improve Show, 7:00pm-9:00pm, HS Gym
Monday	February 26	Rising Senior Night, 6:00pm-7:00pm
Tuesday	February 27	ACT - 11th Grade
Tuesday	February 27	PAC Meeting, 6:00pm
Friday	March 1	Lottery Closes at 5:00pm
Friday	March 1	1st Grade Field Trip - Planetarium
Tuesday	March 5	Board Meeting, 6:30pm
Thursday	March 7	1st Grade POL - Mad Science
Thursday	March 7	5th Grade Field Trip - Bennett Place
Thursday	March 7	End of 3rd Quarter
Friday	March 8	Teacher Workday
Monday	March 11	1st Grade Author Visit
Monday	March 11	PTA Board Meeting, 6:00pm
Monday	March 11	PTA Spring Fling Committee Meeting, 7:00pm
Tuesday	March 12	Classroom Picture Day (K-5)
Tuesday	March 12	Spring Picture Day (K-5, 6-11 optional)
Tuesday - Friday	March 12 - 15	One Act Play Festival, 7:00pm-9:00pm
Friday	March 15	Lottery via Zoom, 10:00am
Friday	March 15	Report cards go home

<u>Day(s)</u>	<u>Date(s)</u>	<u>Calendar Event</u>
Tuesday	March 19	Board Meeting, 6:30pm - (if called)
Tuesday	March 26	Family Tours, Kindergarten 5:00pm-6:00pm; 1st-12th 6:00pm-7:00pm
Wednesday - Thursday	March 27 - 28	8th Grade Field Trip, Washington DC
Friday	March 29	Wellness Day – No School for Students and Staff
Friday	March 29	Deadline to complete enrollment forms for new students
Monday - Friday	April 1 - 5	Spring Break / Intersession
Monday - Friday	April 1 - 5	New York City Trip - Tentative
Tuesday	April 2	Board Meeting, 6:30pm
Monday	April 8	PTA Board Meeting, 6:00pm
Monday	April 8	PTA Spring Fling & Hospitality Committee Meeting, 7:00pm
Tuesday	April 9	Cap & Gown Senior Picture Day, HS Gym
Thursday	April 11	3rd-8th Grade Check-Ins Reading
Friday	April 12	3rd-8th Grade Check-Ins Math
Friday	April 12	8th Grade Formal
Saturday	April 13	Spring Fling (Game Night)
Monday - Friday	April 15 - 19	Senior Week
Tuesday - Wednesday	April 16 - 17	6th Grade Field Trip - Myrtle Beach
Tuesday	April 16	Board Meeting, 6:30pm - (if called)
Thursday - Friday	April 18 - 19	7th Grade Field Trip - Biltmore/Asheville
Friday	April 19	Progress reports go home
Friday	April 19	Senior Urban Air Trip, 12:00pm-2:00pm
Saturday	April 20	Prom, 7:00pm-10:00pm
Tuesday	April 23	PAC Meeting, 6:00pm
Wednesday	April 24	Administrative Professionals Day
Thursday	April 25	Senior Awards Night, 6:00pm
Thursday - Friday	April 25 - 26	5th Grade Field Trip - Williamsburg
Friday	April 26	Senior Project Presentation Night, 5:00pm-7:00pm
Monday - Friday	April 29 - May 3	Bookfair
Wednesday	May 1	School Principals Day
Thursday	May 2	Senior Walk, 9:00am
Friday	May 3	Teacher Workday
Friday - Saturday	May 3 - 4	Spring Production, 7:00pm, HS Gym
Monday - Friday	May 6 - 10	National Nurses Week
Monday - Friday	May 6 - 10	Teacher Appreciation Week
Monday	May 6	AP US Government Exam, 8:00am
Tuesday	May 7	AP Stats Exam, 12:00pm
Tuesday	May 7	Board Meeting, 6:30pm
Thursday	May 9	AP Environmental Science Exam, 8:00am
Thursday	May 9	AP Psychology Exam, 12:00pm
Thursday	May 9	Art Expo, 4:30pm, HS Gym
Thursday	May 9	MS/HS Summer Band Concert, 6:30pm, HS Gym
Friday	May 10	1st Grade POL - Habitats
Friday	May 10	AP Calculus Exam, 8:00am
Friday	May 10	AP US History Exam, 8:00pm
Monday	May 13	PTA Board Meeting, 6:00pm
Monday	May 13	PTA General Meeting, 7:00pm
Monday - Friday	May 13 - 24	EOG / EOC / NCFE Testing
Tuesday	May 14	AP English Language Composition Exam, 8:00am

<u>Day(s)</u>	<u>Date(s)</u>	<u>Calendar Event</u>
Friday	May 17	Elementary EOY Dance; K-2nd Grades 5:00pm-6:30pm; 3rd-5th Grades 7:00pm-8:30pm
Tuesday	May 21	Board Meeting, 6:30pm - (if called)
Friday	May 24	Last day of school
Friday	May 24	3rd-8th Grade Awards
Friday	May 24	Report cards go home
Friday	May 24	Early Release for students and staff
Monday	May 27	Holiday - Memorial Day
Tuesday - Friday	May 28 - 31	Teacher Workdays
Friday	May 31	Graduation Practice & Luncheon, 9:00am-1:00pm
Saturday	June 1	Graduation, 10:00am - HS Gym

*All PBL presentations of learning will be scheduled individually by grade level. Parents are expected to attend PBL presentations of learning if possible. All presentation times and dates will be communicated at least 1 week prior to the event.

LUNCH ORDERING WINDOW*

	Ordering Window Opens	Ordering Window Closes @ 12 noon	Lunches Served
September	August 17 th	August 25 th	September 5 th – September 29 th
October	September 15 th	September 22 th	October 2 nd -October 31 st
November-December	October 18 th	October 26 th	November 1 st - December 14 th
January	November 28 th	December 6 th	January 3 rd – January 31 st
February	January 18 th	January 26 th	February 1 st - February 29 th
March	February 15 th	February 23 rd	March 1 st - March 28 th
April - May	March 18 th	March 26 th	April 8 th - May 10 th

STAFF

Administration and Student Services

Joey Johnson	Executive Director (ED)
Leslie Morris	Director of Lower Elementary (DLE)
Ashley Keith	Director of Upper Elementary (DUE)
Lisa Mayhew	Director of Middle School (DM)
Jodi Pearson	Director of High School (DH)
Elizabeth Doerfler	Director of Media & Data Services
Christy Kinder	Director of Exceptional Children's Program
Kayla Yager	MTSS/Testing Coordinator
Michelle Sykes	AIG Coordinator
Hannah McGarry	Elementary School Counselor
Amanda Moore	Middle School Counselor
Chanta Jackson	High School Counselor
Alex-Clarshiaa Mosley	Social Worker
Lisa Watkins	Director of Operations
Brian Brogden	Director of Facilities and Safety
Weston Pearson	HS Athletic Director
Lily Seccia	Executive Administrative Assistant
Corrinna Sammons	Elementary/Middle School Receptionist
Jennifer Coker	High School Receptionist
Tracy Holcombe	Math Coach
Karen Teague	Math Interventionist/MS Athletic Director
Tori Snead	Reading Intervention K-5
Tracey Ruffin	Nurse
Nancy Pendergrass	Lunch Coordinator/TA
Crystal Jones	FAST Coordinator/TA
Mitchell Latta	Custodian
John Pettiford	Custodian
Jamesha Chisolm	Custodian
Tabitha Morgan	SRO

Lower Elementary (K-2)

Mary Tunstall	Kindergarten	Kim Frazier	TA
Anna Rivera	Kindergarten	Jessica Hamill	TA
Kayla Wood	Kindergarten	Valerie Hemenway	TA
Patty Smoak	Kindergarten	Crystal Jones	TA
Elizabeth Pugh	1 st grade	Reba Wheeler	TA
Jenny Hanson	1 st grade	Ashley McRae	TA
Danielle Harrison	1 st grade	Andrea Mennella	TA
Molly Voss	1 st grade	Robin Thomas	TA
Tiffani Sykes	2 nd grade	Brittany Wadford	TA
Maggie Schneider	2 nd grade	Teresa Wadford	TA
Lindsey Shedd	2 nd grade		
Lisa Scott	2 nd grade		

Upper Elementary (3-5)

Morgan Easter 3rd grade
 Kasey Newcomb 3rd grade
 Cindy Carey 3rd grade
 Rachael Fowler 3rd grade
 Kelly Harris 4th grade
 Jacquelyn Creech 4th grade
 Laura Krzywicki 4th grade
 Adrienne Scott 4th grade
 Wendy Cooke 5th grade
 Caroline Williams 5th grade
 Chelsea Weeks 5th grade
 Madeleine Hubbard 5th grade
 Wendy Hyde TA
 Lisa Pienkosz TA
 Nancy Pendergrass TA

Elementary (K-5)

Tricia Swartz K-5 Art
 Austin Denning K-5 PE
 Jessica Pendergrass K-5 Media
 Lacey McWatters K-5 Music
 Tracy Hill K-5 PBL Coach
 Jessica Pendergrass K-5 PBL Support Aide
 Hannah Proctor Speech Pathology
 Jennifer Myers EC Inclusion/Resource
 Mandi Burleson-Brandt EC Inclusion/Resource
 Belinda Wilkinson EC Inclusion/Resource
 Tiffany Henrickson EC Inclusion/Resource
 Margaret Shaw EC TA
 Beth Milks EC TA

Middle School (6-8)

Jessica Beal 6th Science
 Mavis Ottley 6th Math
 Jeff Nelson 6th Social Studies
 Kelly Herman 6th ELA
 Sonya Denny 7th Science
 Lynn Ritter 7th Math
 Samantha Denny 7th Social Studies
 Cindi Rigsbee 7th ELA
 Courtney Sykes 8th Science
 Stephanie Arneth 8th Math
 Amber Adcock 8th Social Studies
 Cynthia Wrenn 8th ELA
 Tucker Britt 6th-8th PE – Health

Dale Mettam 6th-8th Visual Art
 Maggie Bass 6th-8th STEAM
 Dan Cerullo MS/HS Theatre Arts
 Amanda Penn PBL Coach
 Missy Lee PBL Coach
 Kelly Good EC Inclusion/Resource
 Lindsay Graham EC Inclusion/Resource
 Kandi Bender EC TA

High School (9-12)

Justin Rhodes History
 Margaret Ohrt History
 Sara Allen History
 McNeill Kelley History
 Victoria Johnson Math
 Robyn Lockett Math
 Jennifer Frederick Math
 Karen Harshbarger Math
 Maralie Medlin English
 Jaclyn Bruno English
 Carol Nelson English
 Betsie Forsythe English
 Kim Landis EC Inclusion/Resource
 Lewis Wilkerson EC Inclusion/Resource
 DeLois Wilkerson EC Inclusion/Resource
 Amber Wood EC Inclusion/Resource
 Jean Kwiatkowski EC TA
 Robert Juza Science
 Logan Allen Science
 Thom Glasovatz Science
 Jan Hart Science
 Brian Kilgore Freshman Seminar
 April Black Art
 Davis Lever Spanish
 Toni McKoy Spanish
 Dana Vaughan ASL
 Weston Pearson PE / Health
 Brenda Hardison PE / Health
 Whitney Long PE / Health
 Jaron Cox MS/HS Band
 Tina Rippe Music Teacher

PARENT FLA CHEAT SHEET

...YEP, YOU ARE GOING TO NEED IT!

PBL or POL = Project Based Learning or Presentation of Learning – At FLA students learn by doing projects together. When they have completed the project, your child will then give a presentation with their group. You should receive emails about dates and times of this happening, parents are not invited to all presentations.

PAA = Personal Adult Advocate - They are like your homeroom teacher. This teacher is assigned to your child and will be contacting you throughout the year to discuss how they are doing and to see if you have any questions or concerns. PAA contacts rotate between phone calls and emails. Answer the phone when they call. It is important. High School students have the same PAA for 4 years.

PAC = Parent Advisory Council – the PAC is made up of parents just like you who have volunteered to keep the lines of communication open between parents and the FLA administration. Each grade has their own PAC Representative. The FLA website has your PAC contact information. If you have an idea, a question, or a concern you would like the administration to consider, contact your PAC representative.

The Screamer = Monthly Newsletter that comes via Jupiter Ed and is posted on the website. The Screamer contains a lot of relevant and important information.

This Week at Falls Lake Academy = Weekly Newsletter that comes via Jupiter Ed every Sunday night.

JupiterEd = Student\Parent website used for grades, attendance and communications - You will be hearing the word “Jupiter” a lot. Your child should be set up with Jupiter at the beginning of the year. With this website you can follow your child’s grades, see behavior; bad and good; email your child’s teacher, and see homework assignments.

North Lot, South Lot = The parking lot near the high school is considered the north lot. The parking lot near the softball field is considered the south lot. There are flags on the light poles to help you remember. Visitors should park in the front parking spaces or in the south lot whenever possible.

GAP = Granville Athletic Park located at 4615 Belltown Road, Oxford NC 27565. FLA Varsity baseball has its home field at the GAP.

BAP = Butner Athletic Park located at 1105 West B Street, Butner NC 27509. FLA Middle School baseball has its home field at the BAP.

Resources for Parents

We have an app! Just search “Falls Lake Academy” in the App Store.

<http://www.fallslakeacademy.com/>

<http://www.fallslakeacademyathletics.com/>

[This Year’s Calendar 2023-2024](#)

Each specific group also has a facebook page with need to know information – LIKE the page and stay connected.

Frequently Asked Questions

Do I have to attend the PBL\POL? Yes, a family member is expected to attend your child's PBL\POL presentation. Non-FLA students/children are discouraged from attending POL's.

How is PBL\POL scheduling done? At least once per 9 weeks; the lead teacher for that 9 wks' PBL\POL will communicate the date\times via email.

When and how will I hear from my child's PAA? The PAA must touch base with you once every month; they will contact you via phone or email. If you do not hear from your child's PAA within the first few weeks of school, please contact the school to double check your contact information.

Are hot lunches available? Yes, you will need to order them on-line within the designated time frame, look for the emails. Information is on the FLA website.

How many volunteer hours do students need? It varies per grade; K, 1, 2 = 5 hrs; 3, 4, 5 = 7 hrs; 6, 7, 8, 9, 10, 11, 12= 10 hrs. This does not include hrs required by NJHS or NHS. Student hours can be at school or in the community.

How many parent involvement hours are parents expected to complete each year? Parent involvement hours are per family and should total 10. Parent involvement hours must be completed at school or through school activities.

Where do I record volunteer / community service hours? Hours are recorded on our EduForm website. The website is: tinyurl.com/flastudenthours

How do I stay informed? Pay close attention to your email! You will receive LOTS of messages so read carefully.

Do I need a background check? Yes, if you plan on working with students for your volunteer hours, i.e attending a field trip, or working in a classroom, or the hot lunch counter.

Is there after school care? Yes, FAST (Firebirds After School Time) – Mon thru Fri 3-6pm

I need to pick-up my child early, what do I do? Students cannot be picked up outside of the carpool line after 2:15pm-elementary, 2:45pm-middle and 3:05pm-high school.

Is the grading system different at FLA? Yes. 90-100(M) 80-89(P) 70-79(NW) Below 70(NY). Anything below 70 is Failing.

Carpool – where do we begin...it is different for elementary, middle and HS. Keep the hand-out. Make sure you have your carpool code for elementary and middle school.

SCHOOL DAY HOURS:

7:45am – 2:45pm (elementary, grades K-5);
8:00am – 3:15pm (middle school, grades 6-8);
8:15am – 3:35pm (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 2:15pm (elementary); 2:45pm (middle school); 3:05pm (high school) except with permission from the Executive Director or the Directors. [See "Attendance" on the following pages for details.]

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

ELEMENTARY BELL SCHEDULES

Elementary Specials School Schedule

2nd Grade	8:40-9:30
Kindergarten	9:35-10:25
1st Grade	10:30-11:20
3rd Grade	11:35-12:25
4th Grade	12:50-1:40
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 BELL SCHEDULES

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
Lunch	11:40 - 12:30
5th Period	12:35 - 1:25
6th Period	1:30 - 2:20
7th Period	2:25 - 3:15

Middle School Early Release

1st Period	8:00-8:30
2nd Period	8:35-9:05
3rd Period	9:10-9:40
4th Period	9:45-10:15
5th Period	10:20-10:50
6th Period	10:55-11:25
7th Period	11:30-12:00

NO LUNCH

Middle School 2 Hour Delay

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

HIGH SCHOOL BELL SCHEDULES

High School Schedule

0 Period	7:25 - 8:10
1st Period	8:15 - 9:45
2nd Period	9:50 - 11:15
Firetime	11:20 - 12:00
Lunch	12:05 - 12:35
3rd Period	12:40 - 2:05
4th Period	2:10 - 3:35

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

No 0 Period	
1st Period	10:15 - 11:15
2nd Period	11:20 - 12:20
Lunch	12:25 - 12:55
Firetime	1:00 - 1:25
3rd Period	1:30 - 2:30
4th Period	2:35 - 3:35

ARRIVAL AND DISMISSAL

Students may not be dropped off before 7:15 am. **High school students may not be dropped off before 7:30 (unless arriving for Zero Period class); HS students will not be allowed into the ES/MS building.** Likewise, students must be picked up by 3:15pm (elementary); 3:45pm (middle school); 4:00pm (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 7:15 am or 30 minutes after their pick up time will be warned by Jupiter message and/or Director contact; if too-early drop-off or too-late-pick-up continues, parents will meet with the Executive Director and 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. You must be 18 years of age to check students out from school.

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. We do not allow walk-ups for 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 am each morning. High school students may be dropped off at 7:30 am at the high school building. ES and MS staff will not be in place until 7:15 am and therefore, no students should be left on campus. Parents are required 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 student and staff parking only. Visitors and parents parking for appointments or field trips must use the designated Visitor spots in the South Lot.**

Kindergarten parents are allowed to walk their student into class for the staggered entry day and the first day of school for ALL Kindergartners. First through fifth grade parents can walk their students into class on the first day of school only. 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.

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.

ACADEMIC PROGRAM

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.

NC STANDARD COURSE OF STUDY:

FLA follows and is tested on the North Carolina Standard Course of Study. (<http://www.dpi.state.nc.us>). Students in grades 3-8 participate in the End Of Grade tests for Reading and Math. Students in grade 3 participate in the Beginning of Grade Test for Reading. Students in grades 5 and 8 participate in the End of Grade test for Science. North Carolina End of Course exams are given for Biology, Math I, Math III, and English II.

GRADING SYSTEM:

FLA students in grades (K-12) 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:

<u>Grade</u>	<u>Meaning</u>	<u>Numerical span</u>
M	Mastery of most subject-area learning objectives	90-100
P	Proficiency on most subject-area learning objectives, but not mastery	80-89
NW	Needs Work: Passing, but not yet proficient	70-79
NY	Not Yet- 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 :

It is our desire to use grading to drive mastery learning for the standards established for each course, provide effective communication, and use grading to reflect proper assessments of students in their courses. For these reasons, FLA provides retesting options, consistent grade categories and scales across grade levels, and help according to student need.

- Grades are kept in Jupiter Ed, our online gradebook system.
- All grades should **be entered into Jupiter within 5 working school** days from collecting the assignment.
- Late assignments will be accepted and graded for full credit by the teacher for up to 5 school days for K-8. Late assignments for high school will be accepted and graded by the teacher for up to 5 school days. Work submitted after the assigned deadline will receive a 15% deduction if turned in within three days of being due. Afterwards, a 25% deduction will take place up until the 5 day deadline. Late work will be graded based on accuracy, in addition to the late deduction. A zero will be given for work not turned in after 5 days.
- Students have three school days to make up assignments missed during an approved absence. Therefore, if a student misses 2 days, then he/she has 6 school days upon returning to school 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.

In Grades, 3-12,

Categories:

1. Major - Tests, Projects, Essays, POLs, Summative assessments
2. Minor - PBL Check-ins, Quizzes, Classwork, labs, Quick-checks, Formative assessments
3. Vocabulary - (Mandatory for ELA/English, optional for other classes), Wordly Wise assessments fall into this category

Testing & Retakes:

- No tests should be given on Monday.
- Reteach/Retake opportunities are provided for all summative assessments (including open note tests).
- For Summative assessments that are not tests (projects, essays, performances), students will be allowed to retake/resubmit after receiving feedback.
- Re-teaching must occur prior to retake.
- The retake grade (unless it is lower than the original grade) should replace the original grade in Jupiter. The retake grade can also replace previous quiz grades by teacher discretion.
- Retakes should be completed within 10 school days.
- Only one retake is allowed per summative assessment.
- Teachers have set parameters for retake eligibility. For example: completion of study guide, completion of homework, attendance of tutoring, etc.

- Students may retake a summative assessment regardless of the original test grade, if they complete the retake requirements.

Homework

- Students should have the skills to complete homework independently.
- Homework may be assigned for informational purposes only.
- Homework should be limited to 30 minutes per night per class. Parents/Students should be encouraged to reach out to the teacher if homework is taking longer than 30 minutes.
- No homework should be assigned on weekends or over holidays/breaks. This includes studying for tests/completing study guides.

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:

Student must meet the following criteria to be eligible for promotion to the next grade level:

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

D. High School (grades 9-12)

1. 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.
2. Not more than 8 unexcused absences from a course throughout the semester.
3. Satisfactory completion of not less than 10 hours of approved school and/or community service throughout the school year

*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.

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.

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. (Board policy 3.8200)

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, Course above Math III
Science	3 credits required Environmental Science, Biology, a physical science
Social Studies	4 credits required World History, American History: Civic Literacy, American History, and Economics & Personal Finance
Health and PE	1 Credit required Healthful Living with CPR
Seminar	1 Credit Freshman Seminar or equivalent course approved by administration for transfer students.
World Language	2 Credits required Spanish I, II or American Sign Language I, II
Electives	Minimum 9 Credits Required
Project	Seniors must display satisfactory completion of the Capstone Project.
Total	28 Credits Required for students entering HS in 2018 – 2019 and beyond plus completion of Capstone Project and Community Service Hours

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 in the High School Course Selection Guide. Falls Lake Academy High School does not grant mid-year grade promotion. Early Graduation requires prior approval.

COURSE CREDIT/PROMOTION CRITERIA:

In order for students to receive credit for a high school course, the following criteria must be met:

1. Passing final grades for high school level courses offered at FLA or approved by the FLA administration for transfer from: other schools or colleges or NC Virtual Public School approved high school course offerings
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 pre-approved PBL projects and presentations
4. Not more than 8 absences in any course [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

HIGH SCHOOL CAPSTONE PROJECT (formerly Senior Project)

All candidates for a North Carolina High School Diploma from Falls Lake Academy shall successfully complete, with satisfactory passing scores, a Capstone Project, formerly called Senior Project. The Capstone Project shall:

1. Adhere to the standards and requirements developed for FLA Capstone Projects by the FLA Director and high school faculty,
2. Begin in a student's sophomore year with completion in a student's senior year. If a student is admitted as a Junior, their project should begin at admission,
3. Contain 5 phases: Driving question, research, paper/broadcast/video, project/product, and presentation,
4. Provide students a voice and choice in collaboration while allowing students to work individually or in a group of up to 3 students,
5. Include at least one interview as a requirement of the research portion,
6. Be original pieces of research and presentation, subject to regular rules and procedures regulating all forms of academic honesty and integrity,
7. Be presented to other HS students, families, and community members at a designated date during the student's senior year,
8. Carry no course credit nor individual weighted or unweighted grade; however, students will receive numerical grades (ie: not just pass/fail).

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.

GRADUATION HONORS:

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.

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.

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.

JUNIOR MARSHALS:

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. Elementary and Middle School students shall be subject to escalating disciplinary actions and penalties when they exceed 5 tardies (and thereafter) to school each quarter. High School Students shall be subject to escalating disciplinary actions and penalties when they exceed 5 tardies (and thereafter) to each class/ course.
4. Elementary and Middle School students may be retained in their current grade levels, non-promoted to the next grade, when they exceed 15 unexcused absences from school regardless of their academic grade in year long classes. High School students may be denied credit for a semester long course when they exceed 8 unexcused absences regardless of their academic grade or exceed 15 unexcused absences regardless of their academic grade in a in year long class.
5. 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.

CELL PHONE POLICY

Students may not use cell phones/smart watches 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 due to an emergency and schedule changes. Students may ask a staff member for permission to use their cell phone/smart watch during the school day. Elementary and Middle School students should not have cell phones or watches powered on during school hours. Elementary and Middle School students are encouraged to not bring cell phones or smart watches.

Parents should have no expectation of reaching their students via text or cell phone during school hours.

Students must follow rules and procedures for cell phones as defined in the FLA ACCEPTABLE INTERNET AND TECHNOLOGY USE & INTERNET SAFETY AGREEMENT. Cell phones/smart watches must be turned off and placed in classroom cell phone pockets. 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 3:35pm.

The following consequences will result when the policy is violated:

- 1st Offense: Student will receive a Jupiter warning. Phone/smart watch will be confiscated.
- 2nd Offense: Student will be written up for cell phone violation. The phone/smart watch 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/smart watch 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 handbook consequences will be followed.

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. When parents call or email, teachers and Directors should respond within a 24-hour period. This does NOT apply to weekends or holidays. Ways we may communicate with parents and our community: message through Jupiter Ed, Google Classroom email, phone calls, conferences, etc.

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

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.]

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").

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 2:45-6:00 pm every school day, EXCEPT on early release days. Information about FAST program elements and fee structures is available in the FLA office. **FAST will not operate on early release days.**

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.

FIELD TRIPS

All adult attendees must have passed a background check before attending a field trip. Background checks should be completed and on file 3 school days prior to the field trip. Parents are responsible for paying and submitting the school approved background check.

TRANSPORTATION: The trip leader is responsible for arranging transportation for all field trips, which typically takes one of two forms: private car caravan or charter bus.

- a. Private car caravan trips require all drivers to complete and sign an FLA Driver's Transportation Waiver if they will be carrying any students other than their own children.
- b. All parents who drive students other than their own children are considered official trip chaperones and must serve in that capacity. Parents may not elect to drive over riding in a chartered bus if they wish to attend a field trip.

CHARTER BUS: When taking a charter bus trip, all attendees are required to ride the bus, and all parents on the bus must be designated as official chaperones. Parents will not be permitted to follow the bus on charter bus trips. The trips are designed with students in mind and our itineraries are important to the success of the trip.

CHAPERONES: Trip chaperones are not permitted to bring any other children along, regardless of age. (Note: this provision applies to FLA "staff kids" as well.) (re: State insurance policy.) FLA asks that adult attendees follow FLA Dress Code policies.

PAYMENTS: Once the stated deadline for finalizing payment for field trips has passed (including all costs for either caravan or bus charter trips), parents and students who originally signed on as trip chaperones are not entitled to refunds at school expense if they withdraw from planned trip participation.

ATTENDANCE IMPACT: Students on an official field trip roster who do participate in the field trip are considered "present in class" while on the trip, and are to be entered into PowerSchool and all their teachers' attendance records as such.

Any violation of the above may result in dismissal from the field trip and/or revoked field trip participation for future field trip(s).

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.

1. 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. **Facebook and social media posts are not an effective way to solve your issue.**
2. 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.
3. If working with your child's teacher doesn't work, go to the Director of your child's school. 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.

4. When you cannot resolve your issue with the Director, bring it to the Executive Director.
5. 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:
 - a. Name of the staff member or other person whose decision or action is at issue, or against whom the grievance is being filed.
 - b. Specific decision(s), action(s), or physical condition at issue.
 - c. 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.
 - d. Specific resolution which you desire.
 - e. 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.
6. 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!

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 Jupiter Ed and automated phone calls with the current information listed in Jupiter Ed. 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. PLEASE USE YOUR BEST JUDGMENT WHEN MAKING WEATHER RELATED TRAVEL DECISIONS. All weather related absences and tardies are considered excused.

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;
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.

Students are not permitted to have lunch delivered by outside delivery services (ex. Uber Eats, Door Dash, Pizza Delivery, etc.).

Juniors and Seniors are permitted to go off campus for lunch with parental permission and Mastey, Proficiency, or Needs Work in all classes. No students are allowed to go off campus on Mondays. Juniors and Seniors should plan to buy or bring their lunches every Monday.

Please contact the school social worker if your family is experiencing food disparity.

NONDISCRIMINATORY POLICY

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.

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 can return to school after 24 hours vomit and fever free (without fever reducing medication).**

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 \(K-12\)](#).

PARENT INVOLVEMENT GROUPS

PARENT-TEACHER ASSOCIATION (PTA): 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.

FLA FIREBIRD FLIGHT CREW: The FLA Firebird 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.

PARENT ADVISORY COUNCIL (PAC): 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 in September, November, February and April. The PAC 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.

FLA ARTS BOOSTER CLUB (FLAART): FLAART 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.

PARENT INVOLVEMENT 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 involvement time at Falls Lake Academy each year. Parent hours must be submitted online.

We really value our parents being involved in their students' education. Something that is unique to our FLA environment is having parents present on campus and involved in the place that their child spends the majority of every day. The purpose of requiring involvement hours is for parents to be involved in their students' education, not to get adults volunteering more in the general community. We would like for parents to understand that parent involvement hours are in place for the benefit of our students. There is a lot of research out there that supports the importance of parents being actively involved in their students' education. When parents are physically present on school campus it shows their personal child and other students that their education is valued. **Visitors who have contact with and/or interact with the kids directly are required to have a background check on file.**

PLEDGE OF ALLEGIANCE / NATIONAL ANTHEM

(§36 USC 301, 2007)

Students at Falls Lake Academy will have the opportunity to recite the Pledge of Allegiance to our Flag each day during morning announcements. 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. Hats should be removed. 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:

1. Locate and identify children and youth ages birth through 21 with disabilities who are in need of special education and related services.
2. 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 a 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.

STUDENT PARKING ON CAMPUS

Driving and parking on school property is a privilege and may be revoked at any time if abused. The following regulations will be used to guide appropriate student conduct while operating a vehicle on campus.

In order to park on campus, a vehicle must be registered with the NC Department of Motor Vehicles, be inspected and the driver must be fully licensed to operate said vehicle.

All student vehicles must be registered in the office to receive a parking permit. The fee for this is \$50.00. Students must display this school issued parking permit at all times. This permit entitles the owner to park in their assigned space from the start of school to the end of the school day. After school hours, all spaces in the North Lot become first come first served.

Rules:

- a. No parking in faculty, bus-loading zones, on sidewalks, in fire lanes or designated handicapped spaces *No parking in visitor's parking area
- b. No parking without a decal or temporary hanger
- c. No back-in or pull through parking (head in only)
- d. No parking in more than one parking space
- e. No loud sound system
- f. No display of obscene, indecent or offensive language or symbols is written or affixed to the vehicle
- g. If students have two NY's at any time they will lose parking pass until grades are corrected

When a student is caught off campus or attempting to leave campus without the proper decal/justification, or purchases or attempts to purchase an additional decal for a false or fictitious purpose or incorrect driving, policies are as follows:

First Offense: Loss of parking privileges for 9 weeks.

Second Offense: Loss of parking privileges for one calendar year.

These consequences will be given to all students riding in a vehicle, not just the driver. If a student who is not of driving age is caught, their parking privileges will be suspended from the first date they would be able to park on campus.

Vehicles may not be left in the parking lot overnight without special permission from the Director of High School.

Each vehicle used by a student must be registered at the beginning of each school year or when acquired. A student is subject to only one \$50.00 fee per year.

Parking spaces will be allocated based on the following criteria:

- a. Students with physical disabilities
- b. Students who are participating in off campus learning or internships
- c. Seniors
- d. Juniors
- e. Any licensed Sophomore if spots are available

Any accident, vandalism, theft or other violation of the Falls Lake Code of Student Conduct, no matter how minor, must be reported to the front office of the high school.

All students will follow the 15 M.P.H. speed limit at all times while on campus.

High school students will park only in the North Lot closest to Green Road.

Students refusing to adhere to these rules will have their privilege to park on campus revoked at the sole discretion of the Director of Falls Lake Academy. No refund is provided for revocation of parking privileges due to violations of these rules.

All vehicles on campus are subject to state and local laws and may be cited by law enforcement.

Any vehicle on the campus of Falls Lake Academy is subject to complete search and seizure of any contraband item found within. These items may be turned over to law enforcement for legal action and the driver will be subject to Falls Lake Academy discipline.

Any vehicle operated by a student on campus at any time is subject to these rules and regulations whether before, during or after school or at any time the student is on campus for a school sponsored event.

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 school approved background check at their own expense. Background check form link is available on the school website. The background check is valid for three years. The cost of the background check is the responsibility of the parent/visitor. [Board Policy 5.0200 SCHOOL VISITORS]

VISITORS: FLA welcomes parents and other visitors 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.

Visitors may only park in designated areas. No visitors may park in any numbered spaces.

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.

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 Director, 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 students directly are required to have a criminal background check on file.

STUDENT CODE OF CONDUCT

The Student Code of Conduct 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. No midriff should be visible at any time. No see through clothing is permitted. Clothing should fully cover the student's torso and buttocks.

HEADWARE:

Hats, caps, and other headwear may be worn outdoors for sun protection. They may be worn indoors as long as the student's face is clearly visible. Hoodies may be worn indoors as long as the student's face is clearly visible.

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 of Conduct. Students are required to comply with these as well.

DISCIPLINARY ACTIONS:

Disciplinary action in response to infractions listed in the disciplinary 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 during your suspension.

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, reverse suspension, and/or project
- K. Long-term or permanent suspension

CLASS 1 INFRACTIONS			
Offense/Violation	First Offense	Second Offense	Third Offense
Minor Disruption/ Classroom Disturbance/Disorderly Conduct	Warning	Parent contact; possible community service; 1-3 days silent lunch detention	Referral to Director; Parent contact; possible 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 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	Referral to Director; parent contact; possible 1-10 OSS
Use of profanity or vulgar language, gestures or depictions OR depictions directed at others	Referral to Director; parent contact; 1-3 days silent lunch detention; possible community service	Referral to Director; 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	Referral to Director; 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; 1-10 day OSS
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; 1-10 days OSS

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 Acceptable Internet and Technology Use & Internet Safety Agreement and/or the FLA Athletic handbook	Warning; parent contact; possible suspension of technology privileges	Referral to Director; parent contact; confiscation of device; possible 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 2 INFRACTIONS

Offense/Violation	First Offense	Second Offense	Third Offense
Repeated Class I Infractions	Referral to Director; parent contact; 1-10 OSS; required behavior contract		
Excessive tardies	Warning; parent contact; possible 1-5 days silent lunch detention	Referral to Director; parent contact; SRO notification; silent lunch detention; 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
Entering prohibited areas on campus	Warning; parent contact; possible 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 on campus)	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
Parking: Any parking infraction, including: failure to obtain a parking permit, parking in an unapproved/unassigned location	Warning; parent contact; possible 1-5 days silent lunch detention; possible 1-5 ASD; SRO notification; possible 1-10 days of OSS	Referral to Director; parent contact; 1-5 ASD + 2 weeks suspension of parking (if applicable); 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
Speeding or reckless driving on campus	Referral to Director; parent contact; 1-5 ASD + 2 weeks 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
Gambling	Referral to Director; parent contact; mandatory meeting with school counselor; possible community service; possible 1-10 days of OSS; SRO notification	Referral to Director; parent contact; required community service; 1-10 OSS; SRO notification	Referral to Director; parent contact; 1-10 OSS; possible recommendation for expulsion; 1-10 day OSS; SRO notification;
Communicating threats/hazing without physical contact	Referral to Director; parent conference; mandatory meeting with school counselor; possible community service;	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

	SRO notification; possible 1-10 days of OSS		
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 1-10 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 days silent lunch detention; possible community service	Referral to Director; parent contact; possible 1-10 day OSS
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; mandatory meeting with school counselor	Referral to Director; parent contact/SRO notification; possible 1-5 ASD; 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; mandatory meeting with school counselor; SRO notification	Referral to Director; parent contact; 1-10 OSS; SRO notification	Referral to Director; parent contact; 1-10 OSS; possible recommendation for expulsion; SRO notification
Indecent exposure (non- sexual)	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

<p>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.)</p>	<p>Referral to Director; parent contact; mandatory meeting with school counselor; 1-10 day OSS; SRO notification</p>	<p>Referral to Director; parent contact; 1-10 day OSS; SRO notification</p>	<p>Referral to Director; parent contact; 1-10 day OSS; possible recommendation for expulsion; SRO notification</p>
<p>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</p>	<p>Referral to Director; parent contact; possible community service; possible 1-10 OSS</p>	<p>Referral to Director; parent contact; 1-10 day OSS</p>	<p>Referral to Director; parent contact; 1-10 day OSS; possible recommendation for expulsion; SRO notification</p>
<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; 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</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</p>

	service; 1-10 OSS; SRO notification		for expulsion; SRO notification
Vandalism/willful destruction of school property	Referral to Director; parent contact; possible community service; financial restitution to FLA; possible 1-10 days of OSS	Referral to Director; parent contact; required community service; 1- 10 OSS; financial restitution to FLA; SRO notification	Referral to Director; parent contact; financial restitution to FLA; 1-10 OSS; possible recommendation for expulsion; SRO notification
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- 10 days OSS; financial restitution to victim; SRO notification	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; required 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 items or 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; possible 1-10 days of OSS; SRO notification	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; 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
CLASS III INFRACTIONS			
Offense/Violation	First Offense		
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 Offense
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

*any gun, rifle, pistol, or other firearm of any kind, any dynamite cartridge, bomb, grenade, mine, or powerful explosive, any BB gun, stun gun/taser, air rifle, air pistol, bowie knife, dirk, dagger, slungshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), firework, or any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance, on educational property

BEHAVIOR CONTRACTS:

Students that continue to demonstrate a more extensive need for behavioral support in and out of the classroom can utilize a behavior contract to outline those supports. Contracts are created with a team of people, including the parents and the Director, and specifically addresses particular behaviors. Rewards and consequences are identified and may reach beyond the Code of Student Conduct.