

# Falls Lake Academy 2024 – 2025



*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 seeks to create a challenging learning environment while striving to meet the academic, social, and emotional needs of our 21<sup>st</sup> century learners to prepare them for citizenship, leadership, and success in a rapidly changing world. Our school promotes a safe, orderly, caring and supportive community. Each student’s self-esteem is fostered by positive relationships with students and staff. We strive to have our parents, teachers, and community members actively involved in our student’s learning.

## **FLA MOTTO**

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

## **CORE VALUES**

We believe students with 21<sup>st</sup> 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**

Trey Brooks, Chair  
Donald Ennis, Vice-Chair  
Rebecca Marion, Treasurer  
Audrey Boone, Secretary

Ben Averette  
Magan Inscoc  
Brian Massengil  
Anastasia Council  
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](http://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 [2024-2025](#)

<u>Day(s)</u>	<u>Date(s)</u>	<u>Calendar Event</u>
Tuesday	August 6	Board Meeting, 6:30pm
Wednesday - Tuesday	August 7 - 13	Teacher Workdays
Friday	August 9	Student Technology Check Out, 4:00pm-6:00pm
Friday	August 9	Senior Parking Permit Pick-up
Monday	August 12	Kindergarten Open House, 3:00pm-5:00pm
Monday	August 12	1st-5th Grade Open House, 5:00pm-7:00pm
Monday	August 12	6th-12th Grade Open House, 3:00pm-5:00pm
Tuesday	August 13	Junior Parking Permit Pick-up
Tuesday	August 13	Student Technology Check Out, 2:00pm-4:00pm
Wednesday	August 14	First Day of School for Students
Wednesday	August 14	Senior Breakfast, 7:45am-8:15am
Thursday - Friday	August 15 - 16	Senior Portraits, HS Gym
Saturday - Sunday	August 17 - 18	Senior Paint Your Spot
Tuesday	August 20	Booster Club Meeting, 6:00pm, HS Lobby
Tuesday	August 20	Board Meeting, 6:30pm - (if called)
Saturday - Sunday	August 24 - 25	Senior Paint Your Spot
Tuesday	August 27	BOG 3rd Grade Testing
Thursday	August 29	Junior Capstone Parent Night - Senior Project Parent Info Session, 6:00pm, HS Gym
Thursday	August 29	Senior Capstone Parent Night - Senior Project
Monday	September 2	Holiday - Labor Day
Tuesday	September 3	Board Meeting, 6:30pm
Friday	September 6	2nd Grade In-School Field Trip
Monday	September 9	K-5 Curriculum Night, 1st Session 5:00pm-5:30pm, 2nd Session 5:45pm-6:15pm
Wednesday	September 11	Fall Picture Day (Grades K - 11)
Friday	September 13	1st Grade Community Career Day, 8:00am-10:30am
Tuesday	September 17	Board Meeting, 6:30pm - (if called)
Friday	September 20	Teacher Workday
Tuesday	September 24	HS NHS Inductions, 6:00pm
Thursday	September 26	Museum of Life and Science/Robertson Creek Nature Preserve, 9:00am-4:00pm (1st Period HS Photography Class Only)
Friday	September 27	True Nutrition - Ms. Hardison's 3rd Period Class Only, 12:45pm-2:00pm
Friday	September 27	Middle School Dance, 6:00pm-8:00pm
Friday	September 27	Improve Show, 7:00pm-8:30pm, HS Gym
Tuesday	October 1	3rd-8th Grade Check-Ins Reading
Tuesday	October 1	National Night Out at BAP, 5:00pm-8:00pm
Tuesday	October 1	Booster Club Meeting, 6:00pm, HS Lobby
Wednesday	October 2	3rd-8th Grade Check-Ins Math
Friday	October 4	1st Grade POL - Community, POL Room
Monday	October 7	Jostens Senior Package (ordering), 11:15am-12:35pm
Tuesday	October 8	End of 1st Quarter

<u>Day(s)</u>	<u>Date(s)</u>	<u>Calendar Event</u>
Tuesday	October 8	Board Meeting, 6:30pm
Wednesday - Friday	October 9 - 11	Fall Break/Intersession
Monday	October 14	Jostens Senior Package, 11:15am
Tuesday	October 15	Board Meeting, 6:30pm - (if called)
Friday	October 18	Kindergarten Field Trip - Hill Ridge Farm
Friday	October 18	Busch Gardens Williamsburg Field Trip - Mr. Overholt's 1st & 2nd Period Classes Only
Friday	October 18	Report cards go home
Monday	October 21	Teacher Workday (K-8 Parent Conferences)
Wednesday	October 23	HS PSAT
Thursday	October 24	6th Grade POL, POL Room
Friday	October 25	6th Grade POL Kick-Off, POL Room
Saturday	October 26	Fall Festival
Wednesday	October 30	Fall Make-Up Picture Day (Grades K-11)
Wednesday	October 30	Senior Make-Up Picture Day
Thursday	October 31	MS Science Halloween Lab, POL Room
Monday - Friday	November 4 - 8	Fall Book Fair
Tuesday	November 5	Board Meeting, 6:30pm
Wednesday	November 6	Pre ACT
Wednesday - Thursday	November 6 - 7	Fall Production Shows, 7:00pm
Monday	November 11	Holiday - Veteran's Day
Wednesday - Thursday	November 13 - 14	4th Grade Field Trip - Old Salem
Tuesday	November 19	Board Meeting, 6:30pm - (if called)
Tuesday	November 19	Band Concert, 6:00pm
Friday	November 22	Kindergarten POL - Want and Needs
Wednesday - Friday	November 27 - 29	Holiday - Thanksgiving
Monday - Friday	December 2 - 6	Homecoming Week
Tuesday	December 3	Board Meeting, 6:30pm
Thursday	December 5	Art Expo, 9:00am-3:00pm
Saturday	December 7	Homecoming Dance, 7:00pm-9:00pm
Wednesday	December 11	Booster Club Meeting, 6:00pm, HS Lobby
Thursday	December 12	1st Grade POL - Holidays Around the World, POL Room
Friday	December 13	Staff Christmas Lunch - Provided by BOD
Monday - Friday	December 16 - 20	HS Exams
Thursday	December 19	Kindergarten Field Trip - Marbles Kids Museum
Friday	December 20	End of 2nd Quarter
Friday	December 20	Early Release for students and staff
Monday - Friday	December 23 - January 3	Christmas / Winter Break
Monday	January 1	New Year's Day
Tuesday	January 2	Lottery Opens
Monday	January 6	Teacher Workday
Tuesday	January 7	Board Meeting, 6:30pm
Friday	January 10	Report cards go home
Tuesday	January 14	3rd-8th Grade Check-Ins Reading
Wednesday	January 15	3rd-8th Grade Check-Ins Math
Thursday	January 16	5th Grade Field Trip - Local Government (Hubbard/Weeks Classes)
Friday	January 17	5th Grade Field Trip - Local Government (Williams/Cooke Classes)
Monday	January 20	Holiday - MLK Day

<u>Day(s)</u>	<u>Date(s)</u>	<u>Calendar Event</u>
Tuesday	January 21	Board Meeting, 6:30pm - (if called)
Friday	January 31	Capstone Presentations, 5:00pm
Monday	February 3	Student Letters of Intent Electronically Sent to Parents
Tuesday	February 4	Board Meeting, 6:30pm
Wednesday	February 5	Booster Club Meeting, 6:00pm, HS Lobby
Friday	February 7	PTA - Someone Special Dance (Grades K-5)
Monday	February 10	HS Honor Society Inductions, 5:00pm
Wednesday	February 12	Senior Movie Night, 7:00pm-9:00pm
Thursday	February 13	Teacher Workday
Friday	February 14	Student Letters of Intent Due
Friday - Tuesday	February 14 - 18	Break/Intersession
Thursday	February 20	Family Tours, 9:00am
Friday	February 21	Improv Show, 7:00pm-8:30pm, HS Gym
Tuesday	February 25	Board Meeting, 6:30pm - (if called)
Thursday	February 27	8th Grade HS Info Night/Elective Showcase, 4:00pm-5:45pm
Thursday	February 27	HS Senior Info Night, 6:00pm-7:00pm
Friday	February 28	Kindergarten POL - Weather
Friday	March 1	Lottery Closes at 5:00pm
Tuesday	March 4	Board Meeting, 6:30pm
Thursday	March 6	Band Concert, 6:00pm
Friday	March 7	Kindergarten Field Trip - Museum of Life and Science
Friday	March 7	6th Grade POL - Firebird Flea Market
Saturday	March 8	Youth Mental Health/First Aid, 8:00am-4:00pm, POL Room
Monday	March 10	Spring Picture Day (K-5th, 6th-11th optional)
Monday	March 10	Classroom Picture Day (K-5th)
Thursday	March 13	ACT Testing
Thursday	March 13	End of 3rd Quarter
Thursday	March 13	1st Grade POL - Mad Science
Thursday	March 13	5th Grade Field Trip - Bennett Place
Friday	March 14	Teacher Workday (Faculty Group Picture @ 8:15am, HS Gym)
Tuesday	March 18	Board Meeting, 6:30pm - (if called)
Thursday - Friday	March 20 - 21	MS One Acts, 7:00pm-9:00pm, HS Gym
Friday	March 21	Report cards go home
Friday	March 21	Lottery via Zoom @ 10am
Wednesday - Thursday	March 26 - 27	8th Grade Field Trip - Washington DC
Friday	March 28	Wellness Day – No School for Students and Staff
Tuesday	April 1	3rd-8th Grade Check-Ins Reading
Tuesday	April 1	Board Meeting, 6:30pm
Wednesday	April 2	3rd-8th Grade Check-Ins Math
Thursday - Friday	April 3 - 4	4th Grade Field Trip - Asheville
Friday	April 4	Deadline to complete enrollment forms for new Students
Monday - Friday	April 7 - 11	Senior Week
Tuesday	April 8	Senior Cap & Gown Picture Day, HS Gym
Monday - Friday	April 14 - 18	Spring Break / Intersession
Monday	April 21	Holiday - Easter Monday

<u>Day(s)</u>	<u>Date(s)</u>	<u>Calendar Event</u>
Tuesday	April 22	Board Meeting, 6:30pm - (if called)
Wednesday	April 23	NJHS Inductions, 6:00pm
Thursday	April 24	Senior Awards Night, 6:00pm
Wednesday - Thursday	April 30 - May 1	5th Grade Field Trip - Williamsburg
Thursday	May 1	Senior Walk, 9:00am
Thursday	May 1	Kindergarten POL - Habitats
Thursday	May 1	HS Field Day
Friday	May 2	Teacher Workday
Friday - Sunday	May 2 - 4	Spring Show, 7:00pm-9:00pm., HS Gym
Monday - Friday	May 5 - 9	Spring Book Fair
Monday - Friday	May 5 - 9	Staff Appreciation Week
Monday - Friday	May 5 - 16	AP Testing
Tuesday	May 6	AP Test - US Government, 12:00pm
Tuesday	May 6	Rising 6th Grader Orientation, 6:00pm-7:00pm, ES/MS Gym
Tuesday	May 6	Board Meeting, 6:30pm
Wednesday	May 7	AP Test - English Literature and Composition, 8:00am
Thursday	May 8	1st Grade POL - Habitats
Friday	May 9	AP Test - US History, 8:00am
Friday	May 9	Elementary Field Day
Saturday	May 10	PROM
Monday - Friday	May 12 - 23	EOG / EOC / NCFE Testing
Monday	May 12	AP Tests - Calc AB / Calc BC, 8:00am
Wednesday	May 14	Science EOG
Wednesday	May 14	AP Test - English Language and Composition, 8:00am
Wednesday	May 14	Early Release for Students Only
Thursday - Friday	May 15 - 16	No School for Students in Grades K - 2
Thursday	May 15	Reading EOG
Thursday	May 15	Early Release for Students Only
Friday	May 16	Math EOG
Friday	May 16	Early Release for Students Only
Friday	May 16	Senior Trip
Monday	May 19	Kindergarten Awards
Tuesday	May 20	1st Grade Awards
Tuesday	May 20	Board Meeting, 6:30pm - (if called)
Wednesday	May 21	2nd Grade Awards
Thursday	May 22	MS Field Day
Friday	May 23	Last day of school
Friday	May 23	3rd-8th Grade Awards
Friday	May 23	Report cards go home (Grades K-8th)
Friday	May 23	Early Release for students and staff
Monday	May 26	Holiday - Memorial Day
Tuesday - Friday	May 27 - 30	Teacher Workdays
Friday	May 30	Graduation Practice & Luncheon, 9:00am-1:00pm
Saturday	May 31	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 19 <sup>th</sup>	August 26 <sup>th</sup>	September 3 <sup>rd</sup> – September 30 <sup>th</sup>
October	September 17 <sup>th</sup>	September 24 <sup>th</sup>	October 1 <sup>st</sup> -October 31 <sup>st</sup>
November-December	October 18 <sup>th</sup>	October 25 <sup>th</sup>	November 1 <sup>st</sup> - December 19 <sup>th</sup>
January	December 2 <sup>nd</sup>	December 9 <sup>th</sup>	January 7 <sup>th</sup> – January 31 <sup>st</sup>
February	January 21 <sup>st</sup>	January 28 <sup>th</sup>	February 3 <sup>rd</sup> - February 28 <sup>th</sup>
March	February 19 <sup>th</sup>	February 26 <sup>th</sup>	March 3 <sup>rd</sup> - March 31 <sup>st</sup>
April - May	March 18 <sup>th</sup>	March 25 <sup>th</sup>	April 1 <sup>st</sup> - May 8 <sup>th</sup>

## **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
Lisa Watkins	Director of Operations
Brian Brogden	Director of Facilities and Safety
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
Weston Pearson	HS Athletic Director
Karen Teague	Math Interventionist/MS Athletic Director
Tracy Holcombe	Math Coach
Tori Snead	Reading Intervention K-5
Heather Thrappas	ESL Teacher
Lily Seccia	Executive Administrative Assistant
Andrea Mennella	Elementary/Middle School Receptionist
Jennifer Coker	High School Receptionist
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
Anna Rivera	Kindergarten
Kayla Parham	Kindergarten
Patty Smoak	Kindergarten
Elizabeth Pugh	1 <sup>st</sup> grade
Jenny Hanson	1 <sup>st</sup> grade
Danielle Harrison	1 <sup>st</sup> grade
Molly Voss	1 <sup>st</sup> grade
Tiffani Sykes	2 <sup>nd</sup> grade
Rachael Fowler	2 <sup>nd</sup> grade
Lindsey Shedd	2 <sup>nd</sup> grade
Lisa Scott	2 <sup>nd</sup> grade
Tabatha Boyd	TA
Liz Carroll	TA
Kim Frazier	TA
Brittany Deane	TA
Meghan Bunn	TA
Crystal Jones	TA
Reba Wheeler	TA
Holly Newton	TA
Robin Thomas	TA
Brittany Wadford	TA
Teresa Wadford	TA
Savannah Jones	TA

**Elementary (K-5)**

Tricia Swartz	K-5 Art
Austin Denning	K-5 PE
Amanda Weldon	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 Henrikson	EC Inclusion/Resource
Ashley McRae	EC TA
Beth Milks	EC TA

**Middle School (6-8)**

Jessica Beal	6 <sup>th</sup> Science
Mavis Ottley	6 <sup>th</sup> Math
Jeff Nelson	6 <sup>th</sup> Social Studies
Kelly Herman	6 <sup>th</sup> ELA
Sonya Denny	7 <sup>th</sup> Science

Lynn Ritter
Samantha Denny
Valerie LaVersa
Janel Kelly
Karen Altizer
Amber Adcock
Cynthia Wrenn
Corrinna Sammons
Dale Mettam
Sydney Landers
Dominic Pitocco
Amanda Penn
Missy Lee
Kelly Good
Charlotte Adams
Kandi Bender

7 <sup>th</sup> Math
7 <sup>th</sup> Social Studies
7 <sup>th</sup> ELA
8 <sup>th</sup> Science
8 <sup>th</sup> Math
8 <sup>th</sup> Social Studies
8 <sup>th</sup> ELA
6 <sup>th</sup> -8 <sup>th</sup> PE – Health
6 <sup>th</sup> -8 <sup>th</sup> Visual Art
6 <sup>th</sup> -8 <sup>th</sup> STEAM
MS/HS Theatre Arts
PBL Teacher
PBL Coach
EC Inclusion/Resource
EC Inclusion/Resource
EC TA

**High School (9-12)**

Justin Rhodes
Margaret Ohrt
Sara Allen
McNeill Kelley
Victoria Johnson
Robyn Lockett
Jennifer Frederick
Karen Harshbarger
Maralie Medlin
Jaclyn Bruno
Carol Nelson
Betsie Forsythe
Lindsay Graham
Lewis Wilkerson
DeLois Wilkerson
Amber Wood
Jean Kwiatkowski
Robert Juza
Logan Allen
Logan Overholt
Jan Hart
Suzannah Price
April Black
Davis Lever
Science
Toni McKoy
Dana Vaughan
Weston Pearson
Brenda Hardison
Tucker Britt
Paula Riddle

History
History
History
History
Math
Math
Math
Math
English
English
English
English
EC Inclusion/Resource
EC Inclusion/Resource
EC Inclusion/Resource
EC Inclusion/Resource
EC TA
Science
Science
Science
Science
Science
Freshman Seminar
Art
Spanish/ Computer
Spanish
ASL
PE / Health
PE / Health
PE / Health
Band / 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.

**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 2024-2025](#)

*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](http://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:

Elementary (Grades K-5)	7:45am - 2:45pm
Middle (Grades 6-8)	8:00am - 3:15pm
High (Grades 9-12)	8:15am - 3:35pm

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. The following table shows early check out guidelines:

No Early Check Out After:	
Elementary	2:15pm

Middle	2:45pm
High	3:05pm

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

3rd Grade	8:00-8:50
Kindergarten	9:05-9:55
1st Grade	10:00-10:50
2nd Grade	11:00-11:50
4th Grade	12:40-1:30
5th Grade	1:45-2:35

### Elementary School Early Release Schedule

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

### Elementary 2-Hour Delay Schedule

3rd Grade	10:00-10:30
Kindergarten	10:35-11:05
1st Grade	12:30-1:00
2nd 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
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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
<b>NO LUNCH</b>	

### **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 - 11:55
Lunch	12:00 - 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 - 11:20
2nd Period	11:25 - 12:30
NO Firetime	
Lunch	12:35 - 1:15
3rd Period	1:20 - 2:25
4th Period	2:30 - 3:35

# SCHOOL ENTRY REQUIREMENTS

All registration forms are completed online using SchoolMint. Every student enrolled must complete the following registration documents before the designated deadline. Those items included in the registration packet:

- Enrollment Contact
- Student Data Sheet
- Special Education
- Home Language Survey Form
- Photo, Print, and Publishing Permission Form
- Acceptable Internet and Technology Use
- Student Pick-up & Check-out Authorization & Emergency Contacts
- Military Connection Form
- Student Residency Questionnaire
- Middle School New Enrollee Form - if applicable
- High School New Enrollee Form - if applicable

**You will also need to upload a copy of all the needed documents that are requested in the enrollment packet: Student's Birth Certificate, Photo ID for Parent or Legal Guardian, Proof of Residence - Must state the COUNTY you reside in, Immunization Record, Health Assessment - if requested, Most Recent Report, Current Transcript (Grades 9-12), Guardian Documents - if applicable.**

## 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 after their carpool pick up time listed above 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 and middle 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. Students enrolled at Falls Lake Academy, regardless of age, must be checked out by a parent or guardian. High school students who drive can check themselves out, with prior parent permission specifically outlining the date and time of leave. A blanket statement of permission is not adequate. You must be an adult (18 years of age or older) and designated as an approved pickup person to check students out from school. The only exception to this is that an authorized parent may give permission for a licensed sibling that lives in their own household and is under the age of 18 years old can check out their sibling. No other person under 18 years old will be able to check out any FLA students.

**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. School staff are not able to assist or carry students out of the car.

**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. Families should anticipate waiting in line for dismissal. It is important that students be picked up on time each day and parents arrive on campus according to the following timetables. Safety is our first priority!

	Parents should arrive on campus no earlier than:	Students must be picked up by:
Elementary	Anytime (2:45pm- 3:05 pm is ideal)	3:15pm
Middle	No earlier than 3:10pm	3:45pm
High	No earlier than 3:25pm	4:00pm

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

1. First instance, the parent is contacted and it is documented in Jupiter.



2. Upon additional instances, the student will be sent to FAST (FLA Afterschool program) and the parent will be charged for afterschool.
3. If FAST is not an option, students may lose future after school event privileges.

Please note that this applies to any student who stays for an after school event as well, including: office hours, athletic events, dances etc.

## ACADEMIC PROGRAM

### 21<sup>st</sup> CENTURY SKILLS and 21<sup>st</sup> 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.

### CURRICULUM:

We are a non-scripted school. We acknowledge that our teachers are professionals and trust them to use appropriate material to meet the NC Standards. Any parent can request information about their specific curriculum during the year.

### 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 1 school day. Work submitted after the assigned deadline will receive a 20% deduction. 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 1 day.
- Students have 3 school days to make up assignments missed during an excused 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 a student was present during instruction, he or she will be expected to complete assignments/assessments upon return to school including being prepared for a project.
- Students have 1 school day to make up missed assignments per unexcused absence. This includes suspensions from school. Students who are suspended must be prepared to turn in assignments/take the test on the day they return according to previously set due dates.
- 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. 40% Major - Tests, Projects, Essays, POLs, Summative assessments
2. 60% Minor - PBL Check-ins, Quizzes, Classwork, labs, Quick-checks, Formative assessments, Vocabulary

Testing & Retakes:

- No formative or summative assessments 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 5 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.
- No more than 10 problems per night should be assigned.
- 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/quizzes/completing study guides.
- No projects should be completed at home.

### **HS EXAM EXEMPTION POLICY:**

For any class that has a written exam that is not an EOC, a student may qualify for an exam exemption by meeting the criteria listed below.

- No more than 4 absences in the course for the semester (this includes both excused and unexcused absences including educational and college visits).
- No more than 3 tardies for the course for the semester.
- Please note for exam exemption purposes, 3 tardies in a course equals an absence for that course.
- Students must have a mastery (90 or above) in the course.

If the class has a final project or is a performance based class with a final performance, exam exemptions do NOT apply. Please note that school sponsored activity absences such as field trips, athletic events, and AP testing do not count against the student's number of absences.

## **REPORT CARD STANDARDS AND REPORTING**

We issue report cards each quarter at our school. We provide a comprehensive report card for every student that is designed to provide meaningful insight into your child's achievements and areas for improvement. This is designed to ensure that you're equipped with clear information about your child's academic journey.

Students in Kindergarten through Second Grade are provided Standards-Based Report Cards. This means that instead of receiving traditional letter grades, parents will see an evaluation based on specific standards or learning objectives in various subjects. These standards are aligned with state and national educational benchmarks. You can expect to find detailed assessments in areas such as literacy, numeracy, social skills, and more. These reports aim to provide a holistic understanding of your child's progress and areas they excel in or may need additional support with.

As students progress from Third grade through Twelfth grade, our reporting system transitions to subject-based report cards. This reporting provides evaluations for each subject, usually marked with grades. These grades reflect your child's performance in specific subjects like mathematics, science, language arts, social studies, and more. Additionally, these reports may include comments from teachers, offering insights into your child's strengths, areas of improvement, and suggestions for continued growth.

The report card reporting is aimed at encouraging open communication between parents and teachers. If you have any questions or concerns about your child's progress, don't hesitate to reach out to your child's teachers. We believe that a collaborative effort between home and school is key to fostering a supportive learning environment for your child.

## **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, Founding Principles USA & NC: 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 junior year with completion in a student's senior year.
3. Contain 5 phases: Driving question, research, paper/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!**

All attendance notes must be sent to [attendance@fallslakeacademy.com](mailto:attendance@fallslakeacademy.com). Paper copies must be turned into the K-8 or HS front office. Please also communicate the absence with your child's PAA teacher or classroom teachers.

Absences from school or from class, as well as tardies to school or to class, fall into two categories: excused or unexcused. All absences from school or from class are initially recorded as "unexcused" unless and until the school receives a doctor's note or parent's note within 1 school day following the absence. For tardies, notes must be presented immediately upon arriving for a tardy indicating the reason for the tardy and meeting the acceptable guidelines below. Notes submitted more than 1 school day after the absence will not be accepted to excuse the absence. A parent note is accepted for sickness up to 3 consecutive days of absence. More than 3 consecutive days of absence requires a note from a medical provider to excuse the absence. The Executive Director and/or School Directors is/are authorized to approve changing the initial "unexcused" designation for a student's absence to "excused" for any of the following reasons:

- A. Personal illness or injury that prevents the student from being physically able to attend school or class, or to get there on time (\* multiple day extended illness)
- B. Quarantine or other isolation ordered by the local health officer or State Board of Health (\*)
- C. Death of a member of the student's immediate family (ie: grandparents, parents, siblings)
- D. Medical or dental appointment (\*)
- E. Subpoena to appear as a witness in the proceedings of a court or administrative proceeding
- F. Religious observance of an event required or suggested by the students or student's parents' religion (requires signed parent statement affirming religious affiliation)
- G. Participation in a valid educational opportunity not exceeding a 5 day absence with the Principal's prior approval
- H. Student's pregnancy-related conditions or parenting, when medically necessary (\*)
- I. Any other absence specifically approved by the Director. Extra-curricular/Sports opportunities with prior written approval of the school director are limited to 3 excused absences per year. With no prior approval, absences will not be excused.

(\* ) Statement from a physician generally required

In addition, a student whose parent, legal custodian, or legal guardian is member of the uniformed armed services on active duty and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting will be granted additional excused absences at the discretion of the Executive Director to visit with that parent, legal custodian, or legal guardian.

Unexcused Absences and Tardies will result in missed educational learning opportunities. Unexcused absences only allow the student 1 day per absence to make up the work.

### **EXCESSIVE ABSENCES:**

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.

Falls Lake Academy follows the following attendance procedures:

Elementary and Middle School: (per year total)

1. 3 consecutive absences will result in a teacher phone call to parent/guardian (Documented in Jupiter).
2. 3 unexcused absences or 6 excused absences will result in a letter to parent/guardian.
3. 6 unexcused absences or 9 excused absences will result in a letter and phone call from school social work to parent/guardian.
4. 10 unexcused absences will result in a letter and/or attendance contract (social worker and director).
5. 15 unexcused absences will result in a letter, mandatory meeting and possible retention.

High School: (per semester)

1. 3 consecutive absences will result in a teacher phone call to parent/guardian (Documented in Jupiter).
2. 3 unexcused absences or 3 excused absences will result in a letter to parent/guardian and phone call from school social work to parent/guardian.
3. 6 unexcused absences will result in a letter and/or attendance contract (social worker and director).
4. 8 unexcused absences will result in a letter, mandatory meeting, and students may be denied credit for the course, regardless of their academic grade.

Specifically:

1. Parents shall be informed when their children have accumulated 3, 6, 10, and 15 unexcused absences and 6 tardies from school and/or from any individual high school class.
2. Upon the occasion of excessive student unexcused absences, 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 an attendance contract to eliminate further unexcused absences. Eventually, if that plan does not work, and/or not earlier than the occasion of the 10<sup>th</sup> unexcused absence, the parent(s)/guardian(s) may be referred to the district attorney of the county in which they are domiciled for failure to comply with the NC Compulsory Attendance Law.
3. Students shall be subject to escalating disciplinary actions and penalties, possibly including but not limited to those described above/below, when they exceed 5 unexcused tardies (and thereafter) to school or to any individual class.
4. Students may be retained in their current grade levels, non-promoted to the next grade, when they exceed 15 unexcused absences from school for Elementary and Middle School, regardless of their academic grade.
5. In the case of high school courses, students shall be denied credit for the course when they exceed 8 unexcused absences, regardless of their academic grade.
6. When all other attempts to alleviate a student's chronic unexcused truancy (defined as unexcused absences and/or tardies to class or to school) have failed, the Executive 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).

### **EXCESSIVE TARDIES:**

Students are allowed 5 unexcused tardies per semester. Tardies are only excused by statement from the School Director as a result of a school-wide impact event or with a note from a medical provider or court for court proceedings. Parent/Guardian notes are not accepted to excuse tardiness. Schoolwide tardies can be excused by Director, ie. traffic accidents, weather related, etc.



## Elementary/Middle School

<b>Number of Unexcused Tardies:</b>	<b>Consequence Assigned:</b>
6 Unexcused Tardies	Meeting with school social worker and parent
8 Unexcused Tardies	Referral to Director, 1 Day OSS
10 Unexcused Tardies	1 Day OSS
12 Unexcused Tardies	1 Day OSS
14 Unexcused Tardies	1 Day OSS
16 Unexcused Tardies	Referral to Board of Directors, possible expulsion

## High School

<b>Number of Unexcused Tardies:</b>	<b>Consequence Assigned:</b>
6 Unexcused Tardies	Referral to Director, Lunch Detention
7 Unexcused Tardies	Referral to Director, Loss of parking pass (5 days) or Lunch Detention (5 days)
8 Unexcused Tardies	Referral to Director, Loss of parking pass (5 days) or Lunch Detention (5 days)
9 Unexcused Tardies	1 Day OSS
10 Unexcused Tardies	1 Day OSS
12 Unexcused Tardies	1 Day OSS
14 Unexcused Tardies	1 Day OSS
16 Unexcused Tardies	Referral to Board of Directors, possible expulsion

## Early Dismissals/Check-Out for High School:

Students are allowed 5 unexcused early dismissals per semester per class. Early dismissals are only excused with a note from a medical provider or court for court proceedings within 1 day of early dismissal.

Parent/Guardian notes are not accepted to excuse early dismissals. Notes must be brought to the HS front office.

Note: This does not apply when students are leaving early for school sponsored events.

<b>Number of Unexcused Early Dismissals:</b>	<b>Consequence Assigned:</b>
6 Unexcused Early Dismissals	Referral to Director, Lunch Detention
7 Unexcused Early Dismissals	Referral to Director, Loss of parking pass (5 days) or

	Lunch Detention (5 days)
8 Unexcused Early Dismissals	Referral to Director, Loss of parking pass (5 days) or Lunch Detention (5 days)
9 Unexcused Early Dismissals	1 Day OSS
10 Unexcused Early Dismissals	1 Day OSS
12 Unexcused Early Dismissals	1 Day OSS
14 Unexcused Early Dismissals	1 Day OSS
16 Unexcused Early Dismissals	Referral to Board of Directors, possible expulsion

## MAKE-UP ASSIGNMENTS:

Students have 3 school days to make up assignments missed during an excused 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 a student was present during instruction, he or she will be expected to complete assignments/assessments upon return to school including being prepared for a project.

Students will have 1 day after returning from an UNEXCUSED absence to complete any missed work. This includes suspensions from school. Students who are suspended must be prepared to turn in assignments/take the test on the day they return according to previously set due dates.

If a student is missing class for a school sponsored activity such as an athletic event or field trip, the student should communicate with the teacher prior to the planned absence and coordinate make-up work as soon as possible. The 3 day policy is not applicable. Please note, students may need to use class time from the class who the field trip was with or time from athletics practices to get work made up as soon as possible.

## CELL PHONE POLICY

**Students may not use cell phones/smart watches/airpods/earbuds 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.

Absolutely no cell phone recordings, pictures, posting on social media, tik toks should occur during the school day. This will be a violation of the cell phone policy and will be subject to disciplinary action.

**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 for the duration of class. 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.

See discipline policy for consequences.

## TECHNOLOGY

**Bring Your Own Device (BYOD):** FLA High School students are permitted and highly encouraged to bring their own computers to school. If students choose to bring their device, it must be an operational laptop. The only specifications needed for the computer is it has to be able to access the internet and have a minimum screen size of 9 inches. Students will be required to have Chrome on their computers. Only one device per student (their computer) will be added to the school network for Wi-Fi access.

**Chromebook Checkout:** If students do not have access to a computer that they can bring to school, students will be able to check out a Chromebook for the year. Students and parents will need to read, sign, and agree to the Student Technology Acceptable Use Policy in order to check out a computer. It is expected that this computer be brought to school each day. Day-user computers will not be available for checkout in the high school.

**Student Technology Acceptable Use Policy:** All students are expected to abide by the guidelines set forth in the Student Technology Acceptable Use Policy. This policy is designed to promote the legal, ethical, and responsible use of devices, software, and online accounts. Breaches of this policy may result in disciplinary action as stated in the FLA discipline policy.

**GoGuardian:** Falls Lake Academy has adopted online services provided by GoGuardian in order to help protect students against harmful and inappropriate online material; help students stay more focused when learning online; help assess students' progress towards class assignments; and facilitate communication between teachers and students during class time. GoGuardian's web-based services operate when a student is signed in to their school managed account while using a supported device (i.e., when a student is logged into their school email address). Falls Lake Academy utilizes GoGuardian on Chromebooks, iPads, Macbooks, and Windows Devices. GoGuardian is used to help protect students whenever they are signed into their school Google account or using a school device. A school session indicator (school house icon) appears in the student's browser when GoGuardian is active to help students understand when GoGuardian is "on". Because monitoring is done through students' Google accounts, all students are required to use Chrome and their Falls Lake Academy Google account during class time. Attempts to by-pass the monitoring or filtering may result in disciplinary action as stated in the FLA discipline policy.

## 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.]

## COUNSELING SERVICES

The School does not prohibit school employees from notifying a parent about their child's mental, emotional, or physical health or well-being or a change in related services or monitoring.

The School does not encourage or have the effect of encouraging a child to withhold from that child's parent information about their mental, emotional, or physical health or well-being or a change in related services or monitoring.

School personnel shall not discourage or prohibit parental notification of and involvement in critical decisions affecting a student's mental, emotional, or physical health or well-being except where a reasonably prudent person would believe that notification would result in the child becoming an abused juvenile or neglected juvenile, as those terms are defined in G.S. 7B-101 or jeopardize the student's safety.

Notifications:

- a. At the beginning of each school year, our School Counselors will notify parents about each healthcare service offered at the school and provide information on how parents can consent to such service. School Counselors will notify parents of changes, prior to or contemporaneous with changes, in service or monitoring related to their child's mental, emotional, or physical health or wellbeing and the school's ability to provide a safe and supportive learning environment for that child. (§115C-78.45)
- b. Our School Counselors shall notify parents of kindergarten through grade three students of any student well-being questionnaire or health screening form prior to administration and shall provide information on how parents can consent to such questionnaire or health screening.
- c. Our School Counselors shall provide notice of a change prior to any changes in the name of a pronoun used for a student in school records or by school personnel except where a reasonably prudent person would believe that notification would result in the child becoming an abused juvenile or neglected juvenile, as those terms are defined in G.S. 7B-101 or jeopardize the student's safety.

## CURRICULUM

Our school allows our teachers to select the curriculum they use in the classroom as long as they are using it to meet the North Carolina Standard Course of Study. Parents are encouraged to schedule a meeting with teachers to review any materials that will be used in the classroom if they desire.

# 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.

At FLA, we will also advocate for, inspire, and meet the needs of gifted students. Academically or intellectually gifted students require differentiated educational services beyond those ordinarily provided by the regular educational program. Outstanding abilities are present in students from all cultural groups and across all economic strata.

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").

Every child who thinks with more complexity and abstraction and learns at faster rates when compared with others of their age, experience, or environment is entitled to evaluation. Parents and FLA staff can nominate a student for evaluation. Nominated students will be assessed using a test of cognitive abilities, standardized achievement tests, and school-based assessments. Nomination forms as well as the local AIG plan and the AIG handbook for FLA can be found on our website under Links- [AIG Plan and AIG Program Guide](#).

## 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. All Chaperones are expected to mimic the professionalism of FLA staff while on the trip. **Parents are expected to participate and be involved in the learning opportunities during the field trip** (Note: this provision applies to FLA "staff kids" as well.) (re: State insurance policy.) FLA asks that adult attendees follow FLA Dress Code policies. Parents are prohibited from using inappropriate language and consuming alcohol, smoking or vaping. Parents are prohibited from allowing students to participate in unauthorized activities not included on the itinerary (ie: swimming, attending additional activities, etc.)

**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.

Students who are not on an official field trip roster who show up to a field trip location without permission will be marked absent from school. In addition, they will be subject to disciplinary action.

**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. This is also applicable for any concern around curriculum or literary materials related to the school.

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](http://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](http://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.). Students should not have lunch dropped off daily. After 3 lunches are dropped-off, the student will be referred to the school social worker.

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

## HIGH SCHOOL OFF CAMPUS PRIVILEGES

Juniors and Seniors are permitted to go off campus for lunch Tuesdays-Fridays with parental permission and Mastery or Proficiency in all classes. Students must also create a lunch pass and be checked prior to leaving campus. No students are allowed to go off campus on Mondays as Monday is a closed campus day for high school. Juniors and Seniors should plan to buy or bring their lunches every Monday. Students who are not eligible to go off campus due to it being a closed campus day or grades, discipline, etc. may not have their parent call/email to sign them out for lunch and sign them back in after lunch. This includes freshman and sophomores and is true for every day of the week. If a student is signed out for lunch, they can not sign back in for the rest of the day. This will be counted as an unexcused absence unless they return with a note from a medical provider.

If a student is assigned lunch detention for the day, they may not go off campus for lunch during firetime on their assigned lunch detention day.

## 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.

## IMMUNIZATIONS

Falls Lake Academy, the Center for Disease Control, and our state health policies support being active in getting vaccinations. Please read the link below for information on diseases and their vaccines. I have listed those required and recommended. If you have chosen not to give your child vaccines for medical or religious reasons, please email Nurse Ruffin and let her know immediately. Keep in mind that we do have several children with compromised immune systems that these diseases can have a deadly effect on.

[Required Immunizations](#)

## IMMUNIZATION EXEMPTIONS

North Carolina law provides for two types of exemptions from required immunizations. They are medical and religious.

### Medical Exemption

G.S.130A-156. Medical exemption.

The Commission for Public Health shall adopt by rule medical contraindications to immunizations required by G.S. 130A-152. If a **physician licensed to practice medicine in this State** certifies that a required immunization is or may be detrimental to a person's health due to the presence of one of the contraindications adopted by the Commission, the person is not required to receive the specified immunization as long as the contraindication persists. The State Health Director may, upon request by a physician licensed to practice medicine in this State, grant a medical exemption to a required immunization for a contraindication not on the list adopted by the Commission.

Medical exemptions can only be requested by a **physician licensed to practice medicine in North Carolina**. If a physician determines the need to request a medical exemption from a required immunization for a patient and needs assistance, they should contact the North Carolina Immunization Branch at (919) 707-5550.

- [\(08/03/2020\)Revised Medical Exemption Statement and Physician’s Request for Medical Exemption Forms Memo](#)
- [Medical Exemption](#) (PDF, 170 KB) (DHHS 3987)

Use this form for true contraindications, i.e. those recognized by the Commission for Public Health.

- [Physician’s Request for Medical Exemption](#) (PDF, 136 KB) (DHHS 3995)

Use this form for contraindications not recognized by the Commission for Public Health.

## Religious Exemption

G.S.130A-157. Religious exemption

If the bona fide religious beliefs of an adult or the parent, guardian or person in loco parentis of a child are contrary to the immunization requirements contained in this Part, the adult or the child shall be exempt from the requirements. Upon submission of a written statement of the bona fide religious beliefs and opposition to the immunization requirements, the person may attend the college, university, school or facility without presenting a certificate of immunization.

There is no form for requesting religious exemptions in North Carolina. To claim a religious exemption, the parent or person requesting the exemption must write a statement of their religious objection to immunization, including the name and date of birth of the person for whom the exemption is being requested. This statement would then be provided to schools, child care programs, camps, etc. in place of an immunization record. If a family is requesting a religious exemption for more than one child, a separate statement should be prepared for each child. Statements of religious objection to immunization do not need to be notarized, signed by a religious leader, or prepared by an attorney. They do not need to be submitted to the state for review or approval.

## Personal Belief

10A NCAC 41A .0403 Non-Religious Personal Belief No Exemption:

Except as provided in G.S. 130A-156 and G.S. 130A-157, and 10A NCAC 41A .0404 and .0405, no child shall be exempt from the requirements of 10A NCAC 41 .0401; there is no exception to these requirements for the case of a personal belief or philosophy of a parent or guardian not founded upon a religious belief.

## Resources

Additional text from North Carolina rules and laws on immunizations, including text suitable for printing, can be found on our [N.C. Rules and Laws](#) page.

# 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](http://www.fallslakeacademy.com)) and follow the links for complete and detailed information about Firebird teams.

**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](http://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](http://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.

1. Registration: All student vehicles must be registered in the office to receive a parking permit. The fee for this is \$50.00. Students must place this school issued parking permit (hanging tag) from the mirror of their vehicle and it must be visible at all times while parked on campus. 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 serve. You must purchase additional parking permit hanging tags for additional vehicles you plan to drive on campus, for a cost of \$5.00 each.
2. Rules:
  - a. No parking in faculty, bus-loading zones, on sidewalks, in fire lanes or designated handicapped spaces, on the grass, or visitor parking spaces.
  - b. No parking without a parking permit. A parking permit hanging tag must be visible (hanging from mirror) at all times while parked on campus. You are responsible for purchasing additional permits for a cost of \$5.00 each for additional vehicles driven to campus. If a parking permit is lost, you must purchase a new one for \$5.00 each.
  - c. No parking in more than one parking space.
  - d. You must park in your assigned space only.
  - e. No loud sound system.
  - f. No revving of engines or anything else that causes a loud noise/disruption.
  - g. No display of obscene, indecent or offensive language or symbols written on or affixed to the vehicle.
  - h. No running stop signs.
  - i. No speeding in the parking lot.

Any student who receives any parking infraction, including: failure to obtain a parking permit, parking in an unapproved/unassigned location, failure to display parking permit, attempts to purchase an additional parking permit for false or fictitious purposes, or any violation of the rules listed above will be subject to the following consequences:

- First Offense: Warning; parent contact; possible 1-5 days silent lunch; SRO notification; possible 1-10 days OSS
  - Second Offense: Referral to Director; parent contact; SRO notification; 5 days suspension of parking; possible 1-10 days OSS
  - Third Offense: Referral to Director; parent contact; SRO notification; 1-10 days OSS; Possible permanent loss of parking pass for the year.
3. Overnight Parking: Vehicles may not be left in the parking lot overnight without special permission from the Director of High School.
  4. Fees: Each vehicle used by a student must be registered at the beginning of each school year or when acquired. If a student gets a new car, the new car must be registered with the school before driving on campus. A student is subject to only one \$50.00 fee per year.
  5. Allocation: 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 (will not be considered until after first semester)

6. **Parking Permits:** In the event that a student does not have their parking permit in their car for the day, the student must immediately report this to the HS front office. Failure to do so will result in a parking violation. Students may be required to purchase an additional permit for \$5. See number 2 above.
7. **Someone in Your Parking Spot:** In the event that someone else is parked in your assigned parking spot, the student must immediately report this to the HS front office so the office can get this resolved. Do not park in someone else's parking spot as this continues to cause problems.
8. **Accidents:** 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.
9. **Speed Limit:** All students will follow the 5 M.P.H. speed limit at all times while on campus.
10. **Location:** High school students will park only in the North Lot closest to Green Road in their assigned parking spot.
11. **Revocation of parking privilege:** 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 High School. No refund is provided for revocation of parking privileges due to violations of these rules.
12. **Citations:** All vehicles on campus are subject to state and local laws and may be cited by law enforcement.
13. **Registration with DMV:** 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.
14. **Searches:** 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.
15. **At All Times:** 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, as approved by the director.

**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.

### **HONOR CODE:**

Students understand that adherence to this code is essential for personal growth, ethical development, and the establishment of a fair and respectful learning environment. Students in grade 6-12 will sign to affirm their commitment to the principles and responsibilities outlined herein:

**Integrity:** I will strive to be honest, truthful, and transparent in all academic endeavors. I will not engage in cheating, plagiarism, or any form of academic dishonesty that compromises the integrity of my work. This includes the unauthorized use of Generative AI (such as ChatGPT or Grammarly composition aids).

**Respect:** I will treat all individuals—peers, teachers, and staff—with respect, dignity, and kindness. I will foster an inclusive and supportive atmosphere, valuing diverse perspectives and embracing differences.

**Responsibility:** I will take responsibility for my own learning, actively participating in class discussions, completing assignments diligently, and seeking assistance when needed. I will arrive prepared and punctual for all classes.

**Intellectual Growth:** I will engage in intellectual pursuits with curiosity, open-mindedness, and a willingness to explore new ideas. I will embrace challenges as opportunities for growth, both academically and personally.

**Collaboration:** I will collaborate with my peers in a constructive and ethical manner, respecting their contributions and ideas. I will acknowledge and credit the work of others appropriately, avoiding any form of unauthorized assistance.

**Confidentiality:** I will respect the privacy and confidentiality of others, refraining from sharing or misusing personal information or academic materials without explicit permission.

**Digital Citizenship:** I will use technology responsibly, adhering to acceptable use policies and practicing good digital citizenship. I will not engage in cyberbullying, harassment, or any form of online misconduct.

**Environment:** I will respect the school environment, maintaining cleanliness, and taking care of shared resources and facilities. I will act responsibly and conscientiously, promoting sustainability and a positive learning atmosphere.

**Reporting Violations:** I understand the importance of upholding the Honor Code, and I will report any observed violations to the appropriate authority, without fear of retribution or judgment.



Students in grades 6-12 will sign to acknowledge they have read, understood, and agreed to abide by the principles and responsibilities outlined in this Honor Code. This includes the understanding that any violation of this code may result in appropriate consequences, including but not limited to academic penalties and disciplinary action. See discipline policy below.

### **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. Clothing with slogans, symbols, printed text, and/or illustrations on clothing which are inappropriate for school including: gang symbols, references to violent and/or otherwise inappropriate clubs or organizations, alcohol, inappropriate language, references to illegal or controlled substances, and sexual references 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. Sagging pants or pants worn with the waistband below the waist and/or low on or underneath the buttocks are not permitted.

No blankets are permitted at school unless permitted by the Director.

### **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. Hats should be removed during the Pledge of Allegiance. Hoodies may be worn indoors as long as the student's face is clearly visible at all times. Dark glasses, masks, or other items that conceal the face are not permitted.

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"), , mandatory school community service, loss of privileges (including participation in and/or attendance at athletic and social events and parking and off campus lunch privileges), 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. Silent lunch detention
- E. Suspension from athletic participation
- F. Suspension from social or extracurricular activities
- G. Suspension from other privileges e.g., permission to park on school property
- H. Suspension from school
- I. Alternative consequences that may include on campus community service, reverse suspension, and/or project
- J. Long-term or permanent suspension

<b>CLASS 1 INFRACTIONS</b>			
<b>Offense/Violation</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
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; possible 1-10 days OSS
Falsification, giving false information	Warning; possible parent contact; possible silent lunch	Parent contact; 1-3 days silent lunch detention	Referral to Director; Parent contact; possible 1-10 days OSS
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; possible 1-3 days silent lunch	Referral to Director; parent contact; possible 1-10 days OSS
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	Referral to Director; parent contact; 1-3 days silent lunch detention;	Referral to Director; Parent contact; possible 1-10 day OSS	Referral to Director; parent contact; 1-10 day OSS

depictions directed at others			
Defamation of character/Verbal abuse and harassment	Warning; parent contact; possible community service	Referral to Director; parent contact; possible 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; 1-3 days silent lunch	Referral to Director; parent contact; student required to complete similar assessment; 1-10 OSS
Failure to attend or complete silent lunch detention	Parent contact; student will complete silent lunch plus additional day	Referral to Director; parent contact; student will complete detention plus 2 additional days	Referral to Director; parent contact; student will complete silent lunch detention; 1-10 day 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; 1-10 days OSS
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, airpods/earbuds 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; confiscation of device until end of school day; possible 1-10 days OSS	Referral to Director; parent contact; confiscation of device-parent pickup from office; possible 1-10 days OSS	Referral to Director; parent contact; Loss of access to FLA technology and/or personal cell phones and/or other electronic devices for up to the rest of the academic year

Violation of Honor Code	Warning; parent contact; possible 1-5 days silent lunch; possible 1-10 days OSS	Referral to Director; parent contact; possible 1-5 days silent lunch; possible 1-10 days OSS	Referral to Director; parent contact; 1-10 days OSS
Field Trip Policy Violation	Parent contact; possible loss of field trip privileges; possible 1-10 days OSS	Parent contact; possible loss of field trip privileges; 1-10 days OSS	Parent contact; possible loss of field trip privileges; 1-10 days OSS
<b>CLASS II INFRACTIONS</b>			
<b>Offense/Violation</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
Repeated Class I Infractions (5 or more)	Referral to Director; parent contact; 1-10 OSS; required behavior contract		
Excessive tardies (6 or more)	See tardy policy in handbook.	See tardy policy in handbook.	See tardy policy in handbook.
Entering prohibited areas on campus	Warning; parent contact; possible 1-5 days silent lunch detention; possible 1-10 days of OSS	Referral to Director; parent contact; 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; possible 1-10 OSS
Leaving campus during the school day without permission (skipping class off campus)	Referral to Director; parent contact; possible 1-10 days of OSS; SRO notification	Referral to Director; parent contact; possible 1-10 days of OSS; SRO notification	Referral to Director; parent contact; 1-10 OSS; SRO notification
Parking: Any parking infraction, including: failure to obtain a parking permit, parking in an unapproved/unassigned	Warning; parent contact; possible 1-5 days silent lunch detention;	Referral to Director; parent contact; 5 days suspension of parking (if applicable); SRO notification;	Referral to Director; parent contact; 1-10 days OSS;

location, failure to display parking permit, or other rules listed on parking application	SRO notification; possible 1-10 days of OSS	possible 1-10 days of OSS	possible permanent loss of parking pass for the year (if applicable); SRO notification
Students being picked up in an unapproved location	Warning; parent contact; possible 1-5 days silent lunch detention; SRO notification; possible 1-10 days of OSS	Referral to Director; parent contact; SRO notification; possible 1-10 days OSS	Referral to Director; parent contact; SRO notification 1-10 days OSS
Speeding or reckless driving on campus	Referral to Director; parent contact; 5 days suspension of parking (if applicable); SRO notification; possible 1-10 days of OSS	Referral to Director; parent contact; possible 1 month 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
Gambling	Referral to Director; parent contact; mandatory meeting with school counselor; possible 1-10 days of OSS; SRO notification	Referral to Director; parent contact; 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; SRO notification; possible 1-10 days of OSS	Referral to Director; parent conference; possible community service; 1-10 OSS; SRO notification	Referral to Director; parent conference; 1-10 OSS; possible recommendation for expulsion; SRO notification
Use of counterfeit items	Referral to Director; parent contact; possible community service; SRO notification; possible 1-10 days of OSS	Referral to Director; parent contact; possible 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	Referral to Director; parent contact; possible 1-3 days silent lunch;	Referral to Director; parent contact; 1-10 days OSS	Referral to Director; parent contact; 1-10 days OSS;

not limited to race, religion and gender	mandatory meeting with school counselor; possible 1-10 days of 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	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 1-10 days of OSS; mandatory meeting with school counselor	Referral to Director; parent contact/SRO notification; possible 1-10 days of OSS	Referral to Director; parent contact; 1-10 day OSS; possible recommendation for expulsion; SRO notification
Sexual conduct (indecent exposure, streaking, displays of nudity or partial nudity, any type of sexual acts, or display)	Referral to Director; parent contact; 1-10 day OSS; 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; possible 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
Sexual harassment (sexual harassment refers to unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature or unwelcomed physical contact of a sexual nature which may have the purpose of creating an intimidating, hostile, or offensive learning environment.)	Referral to Director; parent contact; mandatory meeting with school counselor; 1-10 day OSS; SRO notification	Referral to Director; parent contact; 1-10 day OSS; SRO notification	Referral to Director; parent contact; 1-10 day OSS; possible recommendation for expulsion; SRO notification
Unwanted and/or inappropriate personal	Referral to Director; parent contact;	Referral to Director; parent contact;	Referral to Director; parent contact;

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	possible 1-10 OSS	1-10 day OSS	1-10 day OSS; possible recommendation for expulsion; SRO notification
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.	Referral to Director; parent contact; mandatory meeting with school counselor; SRO notification; possible 1-10 days of OSS	Referral to Director; parent contact; 1-10 OSS; SRO notification	Referral to Director; parent contact; 1-10 OSS; possible recommendation for expulsion; SRO notification
Fighting (verbally instigating an altercation, or physically participating in)	Referral to Director; parent contact; 1-10 OSS; 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
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; possible 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;	Referral to Director; parent contact; possible community service; possible 1- 10 days OSS;	Referral to Director; parent contact; financial restitution to victim; 1-10 days OSS;

	financial restitution to victim; possible 1-10 days of OSS	financial restitution to victim; SRO notification	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; 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; mandatory meeting with school counselor; 1-10 OSS; SRO notification	Referral to Director; parent contact; confiscation; 1-10 OSS; SRO notification	Referral to Director; parent contact; confiscation; 1-10 OSS; possible recommendation for expulsion; SRO notification
<b>CLASS III INFRACTIONS</b>			
<b>Offense/Violation</b>		<b>First Offense</b>	



Repeated Class II Infractions (3 or more)	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
<b>CLASS IV INFRACTIONS</b>	
<b>Offense/Violation</b>	<b>First Offense</b>
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.

## **PARENT’S BILL OF RIGHTS**

The School believes that parent and family involvement must be aggressively pursued and supported by our communities, in homes, schools/colleges/universities, neighborhoods, businesses, faith congregations, organizations, and government entities by working together in a mutually collaborative effort. As such, the Board is committed to developing policies to involve parents in schools and their child’s education effectively. N.C.G.S. § 115C-76.20(b)(3).

All parents/families and educators must prioritize family involvement in education; thus, the Board commits to providing support and coordination for school staff and parents to implement and sustain appropriate parent involvement.

Improved student achievement must be the equally shared responsibility and the goal of parents, teachers, the school system, and the community. Thus, the Board commits to seeing that each school has effective volunteer programs to address student needs and commits to utilizing schools to assist students and families in connecting with community resources.

The Board commits that it will impact student achievement significantly by improving the quality and quantity of parent/family involvement. Consequently, the Board will provide guidance, support, cooperation, and the necessary funding to enable parents to become active partners in education.

## **A. Parent Rights**

### A parent has the right to the following:

- (1) To direct the education and care of their child.
- (2) To direct the child's upbringing and moral or religious training.
- (3) To enroll their child in a public or nonpublic school and in any school choice options available to the parent for which the child is otherwise eligible by law to comply with compulsory attendance laws, as provided in Part 1 of Article 26 of Chapter 115C of the General Statutes.
- (4) To access and review all education records, as authorized by the federal Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, relating to their child.
- (5) To make healthcare decisions for their child, unless otherwise provided by law, including Article 1A of Chapter 90 of the General Statutes.
- (6) To access and review all medical records of their child, as authorized by the Health Insurance Portability and Accountability Act of 1996 (HIPAA), P.L. 104-191, as amended, except as follows:
  - a. If an authorized investigator requests that information not be released to a parent because the parent is the subject of an investigation of either of the following:
    - A crime committed against the child under Chapter 14 of the General Statutes.
    - An abuse and neglect complaint under Chapter 7B of the General Statutes.
  - b. When otherwise prohibited by law.
- (2) To prohibit the creation, sharing, or storage of a biometric scan of their child without the parent's prior written consent, except as authorized pursuant to a court order or otherwise required by law, including G.S. 7B-2102 and G.S. 7B-2201.
- (3) To prohibit the creation, sharing, or storage of their child's blood or deoxyribonucleic acid (DNA) without the parent's prior written consent, except as authorized pursuant to a court order or otherwise required by law, including G.S. 7B-2201.
- (4) To prohibit the creation by the State of a video or voice recording of their child without the parent's prior written consent, except a recording made in the following circumstances:
  - a. During or as part of a court proceeding.
  - b. As part of an investigation under Chapter 7B or Chapter 14 of the General Statutes.
  - c. When the recording will be used solely for any of the following purposes:
    - A safety demonstration, including one related to security and discipline on educational property.
    - An academic or extracurricular activity.
    - Classroom instruction.

- Photo identification cards.
  - Security or surveillance of buildings, grounds, or school transportation.
- (5) To be promptly notified if an employee of the State suspects that a criminal offense has been committed against their child, unless the incident has first been reported to law enforcement or the county child welfare agency, and notification of the parent would impede the investigation.

**B. Limitations on the right to parent:**

- (1) The requirements of this Article do not authorize a parent to do any of the following:
- a. Engage in unlawful conduct.
  - b. Abuse or neglect of the child, as defined in Chapter 7B of the General Statutes.
- (2) The requirements of this Article do not prohibit the following:
- a. A State official or employee from acting in their official capacity within the reasonable and prudent scope of their authority.
  - b. A court of competent jurisdiction from acting in its official capacity within the reasonable and prudent scope of its authority or issuing an order otherwise permitted by law.

**C. Pursuant to N.C.G.S. § 115C-76.25, the School shall display on its website the following parental legal rights regarding their child's education:**

- (1) The right to consent or withhold consent for participation in reproductive health and safety education programs, consistent with the requirements of G.S. 115C-81.30. The School will provide parents with a consent form prior to such programming.
- (2) The right to seek a medical or religious exemption from immunization requirements, consistent with the requirements of G.S.130A-156 and G.S. 130A-157. Please consult the Student Handbook for this information.
- (3) The right to review statewide standardized assessment results as part of the State report card. The School will provide such information following such assessments.
- (4) The right to request an evaluation of their child for an academically or intellectually gifted program or for identification as a child with a disability, as provided in Article 9 of this Chapter. Please consult the Student Handbook for this information.
- (5) The right to inspect and purchase public school unit textbooks and other supplementary instructional materials, as provided in Part 3 of Article 8 of this Chapter. Please refer to the School's Policy on Curriculum, Textbooks, Supplementary Materials and Library Materials.
- (6) The right to access information relating to the unit's policies for promotion or retention, including high school graduation requirements. Please consult the Student Handbook for this information.
- (7) The right to receive student report cards on a regular basis that clearly depict and grade the student's academic performance in each class or course, the student's conduct, and the student's attendance. Please consult the Student Handbook for this information.
- (8) The right to access information relating to the State public education system, State standards, report card requirements, attendance requirements, and textbook requirements. Please consult the Student Handbook for this information as well as the Department of Public Instruction.

- (9) The right to participate in parent-teacher organizations. This information will be provided directly from the parent-teacher organization.
- (10) The right to opt into certain data collection for their child, as provided in Part 5 of this Article and Article 29 of this Chapter. Please consult the Student Handbook for this information
- (11) The right for students to participate in protected student information surveys only with parental consent, as provided in Part 5 of this Article. Please consult the Student Handbook for this information.
- (12) The right to review all available records of materials their child has borrowed from a school library. Please refer to the School's Policy on Curriculum, Textbooks, Supplementary Materials, and Library Materials.

**D. Parent Guide for Student Achievement Pursuant to 115C-76.30.**

The Parent Guide to Student Achievement is an effort by the State Board of Education (“SBE”). The SBE’s Guide will be posted on the School’s website once it has been provided by the State Board of Education and going forward at the beginning of each school year. The SBE’s Guide will be in writing, understandable to students and parents, and discussed at the beginning of the school year during Open House, Back to School events, or in any forum designated by the School. The SBE Guide shall meet the requirements set forth in N.C.G.S. 115C-76.30.

**E. The School’s Guide for Student Achievement Pursuant to 115C-76.30.**

- (1) The School has chosen to comply with these provisions by ensuring the following information is in the Student Handbook available on this School’s website:
  - a. Requirements for students to be promoted to the next grade.
  - b. School entry requirements, including required immunizations and the recommended immunization schedule.
  - c. Ways for parents to do the following:
    - Strengthen their child's academic progress, especially in reading, as provided in Part 1A of Article 8 of this Chapter.
    - Strengthen their child's citizenship, especially social skills, and respect for others.
    - Strengthen their child's realization of high expectations and setting lifelong learning goals.
    - Enhance communication between the school and the home.
- (2) The School has chosen to comply with 115C-76.30, making the following information available through its website; the Student Handbook found on the School’s website; School and classroom communications (hard copy or via email); communications from the School’s PTO; as well as through any other medium appropriate to communicate in an understandable way with parents and students:
  - a. Services available for parents and their children, such as family literacy services; mentoring, tutoring, and other academic reinforcement programs; college planning, academic advisement, and student counseling services; and after-school programs.
  - b. Opportunities for parental participation, such as parenting classes, adult education, school advisory councils, and school volunteer programs.
  - c. Opportunities for parents to learn about rigorous academic programs that may be available for their child, such as honors programs, Career and College Promise and other

dual enrollment opportunities, advanced placement, Advanced International Certificate of Education (AICE) courses, International Baccalaureate, North Carolina Virtual High School courses, and accelerated access to postsecondary education.

- d. Educational choices available to parents, including each type of public-school unit available to residents of the county in which the child lives and nonpublic school options, educational choice options offered within the public school unit, and scholarship grant programs under Part 2A of Article 39 and Article 41 of this Chapter.
- e. Rights of students who have been identified as students with disabilities, as provided in Article 9 of this Chapter.
- f. Contact information for school and unit offices.
- g. Resources for information on the importance of student health and other available resources for parents, including the following information on available immunizations and vaccinations:
  - A recommended immunization schedule in accordance with the United States Centers for Disease Control and Prevention recommendations.
  - Information about meningococcal meningitis and influenza, as required by G.S. 115C-375.4.

**F. Efforts to Increase Parent Involvement Pursuant to § 115C-76.35.**

The School shall, in consultation with parents, teachers, administrators, and community partners, develop and adopt policies to promote parental involvement and empowerment. The School will use existing committees, communication mediums, and structures to engage in the consultation requirement set forth in § 115C-76.35 and/or may create new avenues to comply with this provision. Opportunities and information will be available on the School's website and/or in community and/or school communications. The School will ensure policies provide for parental choices as set forth in SB49, establish parental responsibilities, and provide for parental involvement, which shall include the following:

- (1) Providing links to parents for community services.
- (2) Establishing opportunities for parental involvement in developing, implementing, and evaluating family involvement programs.
- (3) Establish opportunities for parents to participate in school advisory councils, volunteer programs, and other activities.

**G. The School has established policies to do all the following:**

- (1) Provide for parental participation in their child's education to improve parent and teacher cooperation in areas such as homework, school attendance, and discipline that aligns with the parent guide for student achievement required by G.S. 115C-76.30. *Please consult the School's website and Student Handbook on the School's website.*
- (2) Effectively communicate to parents the way textbooks are used to implement the school's curricular objectives. *Please refer to the School's Policy on Curriculum, Textbooks, Supplementary Material, and Library Materials; the School's website; and the Student Handbook on the School's website.*

- (3) Establish a procedure for parents to learn about their child's course of study and the source of any supplementary instructional materials. This procedure shall include the process for parents to inspect and review all textbooks and supplementary instructional materials that will be used in their child's classroom. The policy shall be available for in-person review by parents at the school site and publicly available on the school's website. For this section, a textbook is defined in G.S. 115C-85, and supplementary instructional materials include supplementary textbooks, periodicals, audiovisual materials, and other supplementary materials used for instructional purposes. *Please refer to the School's Policy on Curriculum, Textbooks, Supplementary Materials, and Library Materials.*
- (4) Establish a means for parents to object to textbooks and supplementary instructional materials. *Please refer to the School's Policy on Curriculum, Textbooks, Supplementary Materials, and Library Materials.*
- (5) Establish a process for parents to review materials for and to consent or withhold consent for participation in reproductive health and safety education programs consistent with the requirements of G.S. 115C-81.30. The School already provides such review, notice, and consent requirements and will continue to follow our current procedures. *Please consult the Student Handbook available on the School's website for further information.*
- (6) Establish a process for parents to learn about the nature and purpose of clubs and activities offered at their child's school, including both curricular and extracurricular activities. Such information will be provided through School and/or classroom communications. *Please also consult the Student Handbook available on the School's website.*

## **H. Further Compliance**

- (1) The qualifications of teachers, including licensure status, will be made available to parents at the beginning of each school year and updated from time to time as needed. This information will include teacher degrees, licensure status, and any other information necessary to comply with §115C-76.30(1)(d).
- (2) Our School is a school of choice. Parents have other educational choices available to them, including traditional district schools, non-public schools (religious and secular), other charter schools, and home schools. Information on scholarship programs is available at [Opportunity Scholarship - NCSEAA \(https://www.ncseaa.edu/k12/opportunity/\)](https://www.ncseaa.edu/k12/opportunity/)

## **I. Student Health Notifications Pursuant to N.C.G.S. § 115C-76.45**

- (1) The School does not prohibit school employees from notifying a parent about their child's mental, emotional, or physical health or well-being or a change in related services or monitoring.
- (2) The School does not encourage or have the effect of encouraging a child to withhold from that child's parent information about their mental, emotional, or physical health or well-being or a change in related services or monitoring.
- (3) School personnel shall not discourage or prohibit parental notification of and involvement in critical decisions affecting a student's mental, emotional, or physical health or well-being except where a reasonably prudent person would believe that notification would result in the child becoming an abused juvenile or neglected juvenile, as those terms are defined in G.S. 7B-101 or jeopardize the student's safety.

**(4) Notifications:**

- a. At the beginning of each school year, our School Counselors will notify parents about each healthcare service offered at the school and provide information on how parents can consent to such service. School Counselors will notify parents of changes, prior to or contemporaneous with changes, in service or monitoring related to their child's mental, emotional, or physical health or wellbeing and the school's ability to provide a safe and supportive learning environment for that child. (§115C-78.45)
- b. Our School Counselors shall notify parents of kindergarten through grade three students of any student well-being questionnaire or health screening form prior to administration and shall provide information on how parents can consent to such questionnaire or health screening.
- c. Our School Counselors shall provide notice of a change prior to any changes in the name of a pronoun used for a student in school records or by school personnel except where a reasonably prudent person would believe that notification would result in the child becoming an abused juvenile or neglected juvenile, as those terms are defined in G.S. 7B-101 or jeopardize the student's safety.
- d. The School's policy and procedure for parents to exercise the parental remedies provided by G.S. § 115.C-76.60 is set forth in this policy, **Entitled Parental Remedies**.

**J. Timelines for parental requests for information under § 115C-76.40.**

- (1) This information parents have a right to access under this SB49 has been made accessible to parents as set forth in this policy. Parents are encouraged to review this policy and the policies referenced herein before making a request for information under § 115C-76.40.
- (2) A parent of a child enrolled at our School may request in writing from the Director or designee any of the information the parent has the right to access, as provided in this Part. The request must be made no less than 48 hours in advance via email sent to the Director. Within 10 business days, the Executive Director or designee shall either (i) provide the requested information to the parent or (ii) provide an extension notice to the parent that, due to the volume or complexity of the request, the information will be provided no later than 20 business days from the date of the parental request.
- (3) If the Executive Director or designee: (i) denies or fails to respond to the request for information within 10 business days or (ii) fails to provide information within 20 business days following an extension notice as provided in subsection (2) of this section, the parent may request in writing any of the information the parent has the right to access, as provided in this Part, from the Executive Director, along with a statement specifying the time frame of the denial or failure to provide information by the principal.
- (4) If the Executive Director denies or does not respond to the request for information within 10 business days, the parent may appeal the denial or lack of response to the governing body of the public school unit no later than 20 business days from the date of the request to the Executive Director, as provided in subsection (2) of this section. The Board shall place the parents' appeal on the agenda for the next regularly scheduled board meeting occurring more than three business days after submission of the appeal. During that meeting, the Board shall make a decision regarding the appeal. The Board's decision under this section is final and is not subject to judicial review.



## **K. Student support services training § 115C-76.50.**

Student support services training developed or provided by the School to the school personnel shall adhere to student services guidelines, standards, and frameworks established by the Department of Public Instruction.

## **L. Parental rights to opt-in to protected information surveys § 115C-76.65**

- (1) Definitions:
  - a. Adult student – An enrolled student who is 18 or older or an emancipated minor.
  - b. Protected information survey – A survey, analysis, or evaluation that reveals information concerning any of the following:
    - Political affiliations or beliefs of the student or the student's parent.
    - Mental or psychological problems of the student or the student's family.
    - Sex behavior or attitudes.
    - Illegal, antisocial, self-incriminating, or demeaning behavior.
    - Critical appraisals of other individuals with whom respondents have close family relationships.
    - Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers.
    - Religious practices, affiliations, or beliefs of the student or student's parent.
    - Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.
- (2) The School shall make the following available to parents and adult students at least 10 days prior to administration of a protected information survey. The public school unit shall provide opportunities for review of the following both electronically and in person:
  - a. The process for providing consent to participation in the protected information survey.
  - b. The full text of the protected information survey.
- (3) No student shall be permitted to participate in a protected information survey without the parent or the adult student's prior written or electronic consent.
- (4) The requirements of this provision are in addition to the rights provided to parents and students under the Protection of Pupil Rights Amendment, which are set forth in the Student Handbook available on the School's website.

## **M. Procedures and Remedies for Parent Concerns**

This provision sets forth procedures and remedies required by § 115C-76.60. A parent has the right to notify the principal about concerns under this policy pursuant to § 115C-76.60. The School's procedures and remedies for parental concerns are as follows:

- (1) The parent shall submit in writing a detailed description of their concern to the School via email to the grade level Director. Such description shall clearly state the SB49 procedure or practice of concern. For a concern to be covered by this Section, it must be a concern about the School's procedure or practice under SB49.
- (2) Within seven business days of receiving the concern, the grade level Director shall either:
  - a. Resolve the concern and notify the parent of the resolution, or

- b. Develop a plan for resolution and notify the parent of the plan to resolve the concern within 30 days of receiving written notification of the concern from the parent, or
  - c. Notify the parent of why the concern cannot be resolved.
- (3) If the concern is not resolved within 30 days, a parent may do one of the following:
- a. Notify the State Board of Education and request a Parental Concern hearing, or
  - b. Bring an action against the school as provided in Article 26 of Chapter 1 of the North Carolina General Statutes for a declaratory judgment that the unit's procedure or practice violates N.C.G.S. § 115C-76.45, § 115C-76.50, or § 115C-76.55.
- (4) The court may award injunctive relief to a parent and shall award reasonable attorneys' fees and costs to a parent awarded injunctive relief.

#### N. Reporting requirements under § 115C-76.70

- (1) The School shall report annually by September 15 the following information to the State Board of Education in a format designated by the State Board:
- a. The most current version of the policies and procedures adopted as required by this Article, with any modifications of the policy or procedure from the prior year's submission clearly delineated.
  - b. The following information from the prior school year:
    - The number of appeals to the governing body under G.S. 115C-76.40 and the percentage of appeals decided in favor of the parent and in favor of the administration in the prior school year.
    - The number of statements provided to parents as required by G.S. 115C-76.60(a).
    - The number of parental concern hearings involving the public school unit as provided in G.S. 115C-76.60(b)(1).
    - The number of actions brought against the public school unit as provided in G.S. 115C-76.60(b)(2) and the number of declaratory judgments entered against the public school unit.

#### O. School's Policy on Curriculum, Textbooks, Supplementary Material, and Library Materials.

- (1) **Compliance with SB49.** In compliance with SB49, this policy serves to communicate understandably and effectively the manner in which textbooks are used to implement the school's curricular objectives. In addition, this policy establishes a procedure for parents to learn about their child's course of study and the source of any supplementary instructional materials. Our procedure includes the process for parents to inspect and review all textbooks and supplementary instructional materials that will be used in their child's classroom. Finally, this policy also establishes a means for parents to object to textbooks and supplementary instructional materials consistent with the requirements of N.C.G.S. 115C-9
- (2) **Parent Participation.** Parent participation in their child's education is important and encouraged. We strongly encourage parents and teachers to cooperate regarding homework, school attendance, and discipline. Information and ways parents can help their children and encourage cooperation with their child's teacher are included in our Student Handbook as well as the following: contact through the student information system (ie: Jupiter Ed)

- (3) **Charter School exemptions.** A charter school is exempt from statutes and rules applicable to a local board of education or local school administrative unit. As such, the School determines its own curriculum and textbooks and is not bound by the laws governing local boards of education and local school administrative units. The School has the sole authority to select and procure curriculum, textbooks, supplementary instructional materials, and library materials. Further, the School has the sole authority to determine if the materials are related to and within the curriculum's limits and when the materials may be presented to students during the school day. In general, supplementary books and other instructional materials shall neither displace nor be used to the exclusion of basic textbooks where the School has selected textbooks.
- (4) **Textbook Definition.** For the purposes of this section, a textbook is defined as a systematically organized material comprehensive enough to cover the primary objectives outlined in the standard course of study for a grade or course. Formats for textbooks may be print or nonprint, including hardbound books, softbound books, activity-oriented programs, classroom kits, and technology-based programs that require the use of electronic equipment to be used in the learning process. Textbooks do not include supplementary instructional materials, including supplementary textbooks, periodicals, audiovisual materials, and other supplementary materials used for instructional purposes.
- (5) **Requirements of § 115C-76.55.** Instruction on gender identity, sexual activity, or sexuality shall not be included in the curriculum provided in grades kindergarten through fourth grade, regardless of whether the information is provided by school personnel or third parties. For the purposes of this section, the curriculum includes the standard course of study and support materials, locally developed curriculum, supplemental instruction, textbooks, and other supplementary materials but does not include responses to student-initiated questions. Further, students may discuss gender identity, sexual activity, and sexuality with the school counselor and/or social worker, or any adult they feel comfortable with. This provision shall be implemented consistent with Title IX, and where a conflict arises between the two laws, federal law will control. Nothing in this provision prevents school staff and teachers from appropriate classroom displays not inconsistent with any school policy on such displays.
- (6) **Use and Purpose of Textbooks.** The School selects and uses textbooks as part of its curriculum and course of study. The textbooks selected are intended to advance the school's curricular objectives.
- (7) **Process For Selecting Curriculum, Textbooks, Supplementary Books And Instructional Materials.** The School's process for selecting curriculum, textbooks, supplementary books, and instructional material are selected by our staff to address the grade level standards as determined by the North Carolina Department of Public Instruction. Directors are consulted about additions and/or modifications needed to curriculum being used throughout the year.
- (8) **Procedures for Learning about the Course of Study.** Parents are provided their child's course of study, including textbooks and the source of any supplementary instructional materials in a variety of ways: in our Student Handbook, at Open House, at Back to School night, and through teacher communications.
- (9) Parents may inspect and review all textbooks and supplementary instructional materials that will be used in their child's classroom at Open House, Back to School Night, and by making an appointment with their child's teacher to be held between the hours of 4:00pm and 5:00pm.
- (10) **Process for Library Check Out and Notification**

Students are allowed to check out books from the library during their Library elective class time.

**P. Process for Parent Challenges to Textbooks and Supplementary Instructional Materials.**

- (1) The School reserves the right to create an advisory committee to investigate and evaluate challenges from parents, teachers, and members of the public to textbooks and supplementary instructional materials on the grounds that they are educationally unsuitable, pervasively vulgar, or inappropriate to the age, maturity, or grade level of the students. To the extent the School establishes such an advisory committee, information about that advisory committee will be communicated to parents, teachers, and the community.
- (2) In the event the School has not established such an advisory committee, parents may submit challenges to textbooks and supplementary instructional materials for the following reasons only: the textbook and/or supplementary materials are educationally unsuitable, pervasively vulgar, or inappropriate to the age, maturity, or grade level of the students. There are no other grounds for challenges to textbooks or supplementary materials under this provision.
- (3) To submit a challenge to a particular textbook and/or supplementary material, the parent shall submit in writing a detailed description of their challenge to the School. Such a challenge must clearly identify the textbook and/or supplementary material they are challenging, and what precise material they contend is educationally unsuitable, pervasively vulgar, or inappropriate to the student's age, maturity, or grade level. The parent should also provide suggestions for alternatives to such textbooks and/or supplementary materials that they are challenging. Challenges must be sent to the School via email to the Executive Director or sent via mail or hand delivered to the School's address and designated on the outside of the letter: *c/o Textbook and/or Supplementary Material Challenge*.
- (4) The Administrative Team, consisting of the school principals, Director of Exceptional Children, Director of Media and Data, and MTSS and Testing Coordinator, shall review such challenges and respond to the challenge within ten (10) business days.
- (5) If the decision does not resolve the matter, the parent may file a written appeal to the Executive Director. The Executive Director shall review and respond to the challenge within five (5) business days.
- (6) If the Executive Director is not able to resolve the matter, the parent may file a written appeal on the record with the School's Board of Directors within five (5) business days. There are no hearings on appeal, and decisions will be based solely on the written challenge provided by the parent and information provided by the School. The appeal must comply with section (1) above. The Board will designate a Board Panel to review the challenge and communicate its decision to remove or retain the challenged material within twenty (20) business days. The Board Panel's decision is final.
- (7) The Board always has sole authority and discretion to determine whether a challenge has merit and whether challenged material should be retained or removed. There is no appeal from a decision of the Board Panel.
- (8) Timelines set forth herein may be extended for good cause.