Last updated: August 11, 2026

North Carolina Cyber Academy
District Handbook
2026 - 2027

School Mission Statement

Preparing students through personalized virtual learning for success in tomorrow's world.

Vision Statement

Premier virtual school empowering students to lead, serve, and soar.

Board of Directors		
For more information on the NC Cyber Board of Directors, including meeting schedules, agendas and minutes please visit: https://www.nccyber.org/about-us/our-school-board		
Board President	Dr. Julie Marks	jmarks@nccyber.org
Vice President	Ms. Dee Ray	dray@nccyber.org
Secretary	Ms. Sue Thomas	sthomas@nccyber.org
Treasurer	Ms. Jennifer Ratcliff	jratcliff@nccyber.org
Directors	Dr. Audrey Martin-McCoy	amartinmccoy@nccyber.org
	Ms. Alisa McDonald	amcdonald@nccyber.org

North Carolina Cyber Academy Administration Directory

District Administration		
Superintendent	Mr. Martez Hill	martezhill@nccyber.org
Special Assistant & Projects Coordinator	Ms. Tonya Daniels	tdaniels@nccyber.org
Receptionist & Office Manager	Ms. Dapheney Hunter	dhunter@nccyber.org
Chief of Staff	Dr. James Mullins	jmullins@nccyber.org
Senior Director of Public Relations and Policy	Dr. Howard Harvey	hharvey@nccyber.org
Director of Exceptional Children's Program	Dr. Crystal Vail	cvail@nccyber.org
Director of Student Support Services	Ms. Jessica Padgett	jpadgett@nccyber.org
Director of Technology & Innovation	Ms. Kris Yerkie	kyerkie@nccyber.org
Director of Data & Accountability	Dr. Ashley Cooper	acooper@nccyber.org
Director of Curriculum & Instruction	Dr. Ben Thigpen	bthigpen@nccyber.org
Director of Marketing & Communications	Ms. Clarissa Fleming	cfleming@nccyber.org
Assistant Director of Human Resource & Teacher Support	Ms. Debra Hunter	debrahunter@nccyber.org
Public Information Officer	Mr. Adam Powell	apowell@nccyber.org
Testing & Innovation Coordinator	Ms. Kelli Hulsey	khulsey@nccyber.org
Technology & Innovation Coordinator	Ms. Monica Hill	mhill@nccyber.org
Technology & Innovation Coordinator	Ms. Katie Calhoun	kcalhoun@nccyber.org
Technology & Innovation Coordinator	Ms. Molly McRorie	mmcrorie@nccyber.org
Student Information Coordinator	Mr. Andre McEntire	amcentire@nccyber.org

Multilingual Learner Coordinator	Ms. Naomi Monson	nmonson@nccyber.org
Academically/Gifted Education Coordinator	Ms. Amanda Sieg	asieg@nccyber.org
Federal Programs & Grant Coordinator	Ms. Cher Perry	cperry@nccyber.org
Admin Assistant - Human Resources	Ms. Linda Honeycutt	lhoneycutt@nccyber.org
Admin Assistant - Finance	Ms. Michelle Hewlett	mhewlett@nccyber.org
Admin Assistant - Testing & Accountability	Ms. Catylyn Craven	ccraven@nccyber.org

School Administration		
Elementary School Principal	Mr. Micah Copeland	mcopeland@nccyber.org
Elementary School Asst. Principal	Ms. Whitney Pratt	wpratt@nccyber.org
Middle School Principal	Ms. Christy Scott	cscott@nccyber.org
Middle School Asst. Principal	Ms. Tiffany Grant	tgrant@nccyber.org
High School Principal	Dr. Chris Vecchione	cvecchione@nccyber.org
High School Asst. Principal	Ms. Melissa Anders	manders@nccyber.org
High School Asst. Principal	Ms. Rachel Christian	rchristian@nccyber.org

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Section 1: School Mission and Overview

1.1 - School Mission

The North Carolina Cyber Academy Board of Directors welcomes you. North Carolina Cyber Academy's mission is to prepare students through personalized virtual learning for success in tomorrow's world. This handbook, and other school materials, provide direction and information for our school community. As needed, this document may be updated periodically.

North Carolina Cyber Academy (NC Cyber) is a North Carolina public charter school open to any student eligible to attend a traditional North Carolina public school. NC Cyber was established as one of two authorized “pilot” public virtual charter schools resulting from legislation passed in 2014. (NC Session Law 2014-100.) As required by the North Carolina Charter School statutes (the “NC Charter School Act”) and NC Cyber’s charter agreement with the North Carolina State Board of Education, NC Cyber is independently operated by a North Carolina non-profit corporation and its Board of Directors. The Board is ultimately responsible for the school’s operation and accountable to the State Board and the public to conform to all laws and charter provisions.

This handbook provides specific information related to the operation of NC Cyber Academy. It is essential that students and parents/guardians be familiar with this handbook to understand the schools’ processes and standards.

1.2 - School Information

Phone Number	(984) 262 - 9237
Fax Number	(919) 406 - 0063
Address	2800 Meridian Parkway, Suite 150 Durham, NC 27713
Main Office Hours	Monday through Friday, 8:00a - 4:00p
Technical & General Support	1-888-846-2998

1.3 - The 2026-2027 School Calendar



1.4 - General Legal Compliance

The school shall comply with all state laws, including the NC Charter School Act and North Carolina non-profit laws, as well as all applicable federal, and local laws and regulations. The school shall be nonsectarian in its programs, admission policies, employment practices, and all other operations and shall not charge tuition or fees, except that it may charge fees that are charged by the contiguous local school district in which the school's main offices are located.

Although NC Cyber is generally exempt from most state education statutes and regulations, there are exceptions to this. Consequently, the school will abide by regular education rules as required by law and its Charter including those related to special education; health and safety rules; open meetings, public records, and record retention requirements; financial reports and audits; and student reports, retention, and testing.

1.5 - FERPA

Introduction

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. NC Cyber, in the execution of its responsibilities to students, maintains accurate and confidential student records. NC Cyber staff recognizes the rights of parents or eligible students to have access to their educational and personal records in accordance with school policy and FERPA.

Parents/guardians or eligible students have the following rights under FERPA.

1. Inspect and review the student's education records (except letters of recommendation);
2. Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
3. Consent to the disclosure of personally identifiable information from the student's education record, unless FERPA permits the disclosure of personally identifiable information without consent; and
4. File a complaint with the Department of Education concerning alleged failures by NC Cyber to comply with FERPA at the following address Family Policy Compliance Office U.S. Department of Education, 400 Maryland Ave. SW Washington, DC 20202.

Definitions

The following definitions shall apply.

- **Attendance**
  Includes, but is not limited to attendance in person or by paper correspondence, video conference, satellite, Internet, or other electronic information and telecommunications technologies for students who are not physically present in the classroom.

- **Directory information**
  Information in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information does not include a student's social security number or student identification number if the student identification number is accessible without a password or other authentication method only known to the authorized user.NC Cyber designates the following information as directory information:
    1. Student's name;

2. Student's enrollment status;
3. Grade level;
4. Dates of attendance;
5. Participation in officially recognized activities; and
6. Honors and awards received

NC Cyber may make the above directory information available to the public unless the parent/guardian or eligible student notifies the Student Information Coordinator in writing at the beginning of the year or within two weeks of enrollment that such information is not to be made available.

- **Disclosure**
  Means to permit access to or the release, transfer, or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means, to any person except the person identified as the person who provided or created the record.

- **Education record**
  Records that are directly related to a student and maintained by NC Cyber or an NC Cyber contractor acting on behalf of NC Cyber. The term does not include

  1. records of NC Cyber personnel that are in the sole possession of the maker and that are not accessible or revealed to any other person except a temporary substitute for the maker of the record;
  2. law enforcement records;
  3. records relating to an NC Cyber employee made and maintained in the normal course of business, relate exclusively to NC Cyber employee's status as an employee, and are not available for use for any other purpose;
  4. records on student 18 years old or older made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity that is made, maintained, or used only in connection with the student's treatment; and disclosed solely to individuals providing the treatment;
  5. records created or received after a student is no longer enrolled and that do not directly relate to the student's attendance at NC Cyber; and
  6. grades on peer-graded papers before they are collected and recorded by the teacher.

- **Eligible student**
  Student who has reached 18 years of age

- **Legitimate educational interest**
  An interest that exists for the purpose of fulfilling one's responsibility consistent with their job description or other assigned duties from an authorized supervisor or consistent with the services for which NC Cyber has contracted.

- **Parent**
  Parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.

- **Personally identifiable information**
  The term includes, but is not limited to the student's name; the name and address of the student's parent or other family members; personal identifiers such as the student's social security number, student number; other indirect

identifiers such as the student's date and place of birth and mother's maiden name; other information that alone, or in combination, is linked or linkable to a specific student that would allow a reasonable person in the NC Cyber Academy community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who NC Cyber Academy believes knows the identity of the student to whom the education record relates.

- **School official**
  Includes persons employed by NC Cyber in a supervisory, administrative, academic, or financial role; support staff; contractors or other service providers with whom NC Cyber has contracted to provide a service or function on behalf of NC Cyber (including attorneys and auditors).

Disclosure of Education Records

Parents and eligible students have the right to review all materials that are in the student's education records, except for information about other students that are included in the education record of the student at issue. In situations where the education record contains information on more than one student, the parent or eligible student only has the right to inspect and review or be informed of the specific information about that student.

NC Cyber shall not disclose personally identifiable information from a student's education record without the required prior written consent of the parent or eligible student except in the following circumstances:

1. The disclosure is to the parent of a student who is not an eligible student or to the student.

2. Disclosure of directory information

3. Information disclosed to school officials with a legitimate educational interest - NC Cyber school officials with a legitimate educational interest in a student's specific education record may have access to personally identifiable information in a student's education record solely for the purpose consistent with their job description or contracted service responsibility. NC Cyber school officials shall not access personally identifiable information from student education records for purposes inconsistent with their job description or contracted service responsibility.

4. Disclosure to parents of a student who is a dependent for tax purposes

5. Disclosure to officials of another educational institution where the student seeks or intends to enroll or is already enrolled as long as the disclosure is solely for purposes related to the student's enrollment or transfer.

6. Response to a judicial order or lawfully issued subpoena - NC Cyber school officials shall submit all judicial orders and subpoenas to NC Cyber's attorney to evaluate the legitimacy of the judicial order or subpoena.

7. Disclosure related to litigation - If NC Cyber is a plaintiff/petitioner or defendant/respondent in a litigation matter, NC Cyber may disclose personally identifiable information from a student's education record if it's related to the litigation.

8. Disclosure in connection with a health or safety emergency - disclosure may be made to any person whose knowledge of the information is necessary to protect the student or other individuals if there is an articulable and significant threat to the health or safety of the student or other individuals.

In all other cases, NC Cyber will not release personally identifiable information from an education record without the parent or eligible student's prior consent that is written, is signed, is dated, specifies the records or personally identifiable information in a record to be disclosed, specifies the party or class of parties to whom the information is disclosed, specifies the purpose of the disclosure, and specifies the length of disclosure.

Request to Amend Education Record

Any parent or eligible student who believes that the student's education record contains inaccurate, misleading, or information violating the student's privacy may ask NC Cyber to amend the education record. Such requests shall be submitted to the Student Information Coordinator. NC Cyber shall either amend the education record as requested or issue a written decision explaining the rationale for denying the request to amend the education record. NC Cyber shall also give the parent or eligible student notification of the right to have a hearing to contest an unfavorable decision on the request to amend the education record. It is important to note that an instructor's judgment about a student's work expressed in grades or evaluations is not subject to review pursuant to this provision.

Hearing Process to Challenge Content in Education Record

If the Student Information Coordinator receives a request for a hearing within five (5) school days of receipt of the written decision denying the request to amend the education record, the Student Information Coordinator shall direct the request to the Director of Data and Accountability. The Director of Data and Accountability shall conduct a hearing within fifteen (15) school days of the request and notify the parent or eligible student and the Student Information Coordinator of the date, time and video conferencing platform for the hearing at least five (5) days before the hearing.

The parent or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issue whether the information in the student's education record is inaccurate, misleading, or in violation of the student's privacy rights. The student may be assisted by individuals of their choice at the student's own expense, including an attorney.

The Student Information Coordinator or persons appearing on their behalf shall be afforded the same opportunity. The Director of Data and Accountability shall make a decision solely on the basis of the evidence presented at the hearing. The decision shall be in writing and shall include a summary of the evidence and the reasons for the decision. If the decision is that the information in the student's record is inaccurate, misleading or in violation of the privacy rights of the student, the Student Information Coordinator shall amend the record accordingly and so inform the student in writing.

If the decision is that the information is not inaccurate, misleading, or in violation of the privacy rights of the student, the Director of Data and Accountability shall inform the student of the parent or eligible student of the right to place in the education record a statement commenting on the records and setting forth the reasons for disagreeing with NC Cyber. Such statements shall thereafter be maintained as part of the education record and shall thereafter be disclosed to any party to whom the contested record is disclosed. The decision of the Director of Data and Accountability is final.

A parent or eligible student who believes that the outcome of a hearing to amend their education records was unfair or not in keeping with the provisions of FERPA may, in accordance with 34 CFR Section 99.64, file a complaint with the Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920, concerning alleged failures of NC Cyber to comply with FERPA.

1.6 - Title I Parent Involvement

Parent involvement is critical to a child's academic success. Parents and family members are encouraged to participate in the design and development of activities and programming that increase the effectiveness of the school's Title I program. Additional Title I information is available on the school website.

1.7 - Title IX

Sexual Harassment and sex discrimination are violations of both law and NC Cyber policy and will not be tolerated. NC Cyber does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX, including in enrollment and employment. Inquiries about the application of Title IX may be referred to the Title IX Coordinator, the Office for Civil Rights, or both. NC Cyber's Title IX Coordinator is

Debra Hunter, 2800 Meridian Parkway, Suite 150 Durham, NC 27713, debrahunter@nccyber.org, 984-208-7114.

All allegations of potential sexual harassment or sex discrimination shall be reported to the Title IX Coordinator. Please access NC Cyber Academy's Title IX Grievance Policy here.

1.8 - Clubs, Field Trips, and Special Programs

NC Cyber is committed to providing all students with opportunities that support the development of skill sets and character traits necessary for academic success both in the classroom and within their communities. NC Cyber offers field trips and community events across the state throughout the school year. We encourage students to join clubs for both social interaction and for opportunities to expand upon their interests. Additionally, for those that meet specific academic and leadership requirements, students may be eligible for induction into NC Cyber's chapters of the National Junior Honor Society and the National Honor Society.

Unless otherwise noted, parents and learning coaches may accompany NC Cyber students on school sponsored field trips. Parents and learning coaches shall also be required to complete a field trip permission form and the Audio, Photograph, and Video Privacy Release to participate in any field trip. The Audio, Photograph, and Video Privacy Release can be found in the Appendix of this handbook. This permission may also be requested through the parent / student permission forms for specific field trips. Failure to complete and submit the appropriate permission form will default to permission granted.

1.9 - Mandatory Testing

State Mandated Testing

As a public charter school in North Carolina, NC Cyber students **are required** to participate in all state mandated academic assessments. NC Cyber will provide families with general testing periods in the school calendar and provide specific testing dates, times, and locations as each scheduled test period draws near.

North Carolina does not have an opt-out policy for state testing. State Board policy ACCT-021 requires all students enrolled in a school to participate in the state assessment program. The required state assessment is part of regular participation in academic courses for students. In accordance with North Carolina state law, NC Cyber may withdraw students who fail to regularly participate in courses. NC Cyber takes these assessments, and the valuable information

they provide, very seriously, and expects students/families to do so as well. **Failure to participate in State Testing may result in a student being administratively withdrawn from NC Cyber.**

All students enrolled in NC Cyber must participate in the following **in-person tests** administered at testing sites across the state*:

- Students in grade 3 take a Beginning-of-Grade (BOG) English Language Arts assessment during the third week of the school year.
- Students in grades 3 through 8 take End-of-Grade (EOG) tests in English Language Arts and Mathematics during the last 10 days of the school year (most EOG testing will take place in days 1-5 of this window).
- Students in grades 5 and 8 take an End-of-Grade test in Science during the last 10 days of the school year (most EOG testing will take place in days 1-5 of this window).
- Students in grade 3 who do **not** show proficiency in the Grade 3 BOG or EOG reading assessment will be offered an opportunity to take an additional reading assessment during the last week of the school year to comply with the requirements of the North Carolina Read to Achieve Program statute.
- Students enrolled for credit in courses where end-of-course (EOC) tests are required must take the appropriate end-of-course EOC test. Currently, these courses are Math 1, Math 3, English 2, and Biology. EOC exams are given during the last 10 days of the year for traditional year-long courses or the last 5 days for semester-long courses. **EOC tests will account for 20% of the final grade for the course**. As part of state law, there are no options to excuse a student from the 20% rule regardless of the reason they are unable to take an EOC. Failure to take the EOC will result in a “0” being factored into the final course grade with a weight of 20% which will substantially reduce the final grade for the course.
- Students who do not test at the “proficient” level in a given EOC will be expected to attend remediation sessions and retest. The higher of these two test scores will account for the 20% exam grade.
- Students who do not test at the “proficient” level in a given 3-8 EOG will be expected to attend remediation sessions and retest.
- Students enrolled in elective courses where Career and Technical Education (CTE) tests are required must take the appropriate exam during the last 5 days of the semester. A list of CTE courses requiring exams will be provided to families during course selection as these may change from year to year. **CTE tests will account for 20% of the final grade for the course**. Failure to take the CTE test will result in a “0” being factored into the final course grade with a weight of 20% which will substantially reduce the final grade for the course.
- Students in grade 10 will take the Pre-ACT administered by NC Cyber.
- Students in grade 11 will take the ACT administered by NC Cyber.
- Students in grade 12 may be required to take the ACT WorkKeys assessment based on specific CTE electives they have taken during high school. Information will be sent to students who meet the qualifications for this assessment.
- Alternate assessments may be available for students with disabilities. This will be determined each school year based upon state testing requirements and documented annually in the student’s individualized education program (IEP).
- All students identified as Limited English Proficient must participate in ACCESS testing in the spring as well as other English Learner tests, as required.
- High school students enrolled in Advanced Placement (AP) courses are expected to take the applicable AP test when administered, as the culminating activity of the course. Failure to take the applicable AP Test may result in the enrolled course being lowered to “Honors” weight.

*The North Carolina Department of Public Instruction may require additional tests based upon changing legislation.

It is the responsibility of caretakers to ensure that NC Cyber students attend required state testing. One testing site is required in each of the eight NC State Board of Education - Education Districts. Any concerns regarding travel to and from testing sites should be directed to the Testing and Accountability Coordinator.

The testing coordinator will monitor compliance with this policy. All licensed testing personnel, teachers, and school administrators are subject to the State Testing Code of Ethics. A copy of these ethical standards is available on the State Testing Code of Ethics website.

District Mandated Assessments

Throughout the school year, students will be assessed on their mastery of course content with various benchmark, formative, and summative assessments. Assessment results are analyzed by staff to support data driven instructional decisions for student success. Students are required to participate in all benchmark and course assessments in order to provide a complete academic picture of their progress towards content mastery.

Assessments help NC Cyber identify student strengths and weaknesses in order to better individualize educational plans and supports. These tools also assist NC Cyber in determining a student's level of academic mastery and may play a role in course placement decisions and eligibility for certain programs such as the academically/intellectually gifted program (AIG). Universal screeners are a type of academic or behavioral/social emotional skill assessment that is administered to students 2-3x/year to assist NC Cyber in determining a student's level of academic mastery as well as the need for additional supplemental services. Universal screeners are taken online by students and are mandatory. A student's special circumstances may necessitate participating in additional assessments that may be required for multi-tiered systems of support (MTSS), to participate in the AIG program, and/or as may be required based on a student's IEP.

It is important to note that NC Cyber may require that students use a computer with audiovisual capabilities, are visible on camera, and have microphones on, for the entirety of an assessment/exam. There also may be situations when students may have to re-take an assessment if results are significantly inconsistent with other data or may be invalid.

For testing that is done virtually, it is important that the atmosphere allows the students to focus and be completely engaged in the process. NC Cyber suggests that testing takes place in an environment with limited distractions (e.g. without toys, electronics, or excess noise). Also consider the amount of activity that might be around the student while testing. An environment with limited distractions helps students stay engaged and focused on their assessment. When students are focused, they are better suited to do their best, ensuring reliable, accurate insight into students' strengths and needs. It is very important that learning coaches or others do not engage with students during the testing process unless technical problems arise during the administration of the assessment. Helping a student answer questions compromises test data and makes it harder for teachers to provide personalized instruction. Further, providing additional support or information to a student during an assessment is in violation of the NC Cyber honor code.

1.10 - Campus Visitors

NC Cyber is a virtual school with a teaching center in Durham, NC. If your family would like to schedule an in-person meeting with teachers or administrators, please call or email the desired staff member to make an appointment.

1.11 - Emergency Closure Information

As a fully virtual school, NC Cyber Academy remains in session during inclement weather, as students and staff access instruction safely from home. In rare cases where a severe weather event, such as a widespread power outage, infrastructure failure, or declared state of emergence that significantly disrupts internet access, the school may declare a

virtual weather day. Cancellations will be communicated via email, the school website, and the student information system.

1.12 - Medication Administration

If a child must be medicated (including over-the-counter and prescribed medication) during any in-person school activity the parent/guardian must remain on-site to administer the medication to their student.

Exceptions to Medication Administration.
Middle and high school students may, upon proper written authorization and approval by the principal or the principal's designee, self-medicate with medications that are labeled and packaged in the original container and are required for a medical condition. Any student with diabetes or asthma or a student subject to anaphylactic (life-threatening) reactions will be allowed to carry and self-administer that student's medication if the parent, physician, and student sign a completed medication request form and the student demonstrates appropriate proficiency in delivering the medication. Self-administering privileges will be withdrawn if the student exhibits a lack of responsibility towards self or others in regards to that student's medication. Any student who abuses the privileges described in this section may be subject to disciplinary action.

Diabetes Plans and Compliance Reports.
The school shall implement rules and procedures for students with diabetes in accordance with State Board of Education requirements and G.S. 115C-375.3. This includes making available necessary information and staff development to teachers and school personnel in order to appropriately support and assist students with diabetes in accordance with their individual diabetes care plans. The Board shall report to the State Board of Education annually on the number of students at the school on such plans and the Board's compliance with state law.

1.13 - Annual Health Information for Students and Parents

The school shall regularly determine and comply with any federal, state, and local requirements pertaining to safety such as dangerous chemicals, airborne illnesses and blood-borne pathogens. It shall also comply with all requirements as to food inspections and safety.

1.14 - Mandated Reporters

NC Cyber staff members are required by NC General Statutes to report any incident of child abuse/neglect to the proper authorities. Child abuse is when someone, whether through action or failing to act, causes injury, death, emotional harm, or risk of serious harm to a child. Abuse is the intentional maltreatment of a child and can be physical, sexual or emotional in nature. Alternatively, neglect is the failure to give children the necessary care they need. If you see any signs of abuse, have been abused, or know someone you think is being abused, please get help right away. The identity of the person making the report, and all information obtained during the report, will be held in the strictest confidence possible to maintain everyone's safety. To report child abuse or neglect contact your local DSS agency or, if this is an emergency, call 911.

Section 2: Admission, Enrollment, Withdrawal, and Transfers

2.1 - Admissions and Open Enrollment Policy

NC Cyber is a tuition-free public charter school and admission is available to all students who would otherwise qualify for enrollment in North Carolina Public Schools. NC Cyber will not discriminate against any student on the basis of religion, ancestry, ethnicity, national origin, or gender for admission. Admission will not be limited by a student's intellectual ability, measures of achievement or aptitude, athletic ability, or disability. NC Cyber is committed to admitting students in a fair and consistent manner. The open enrollment period traditionally begins in the spring. Lottery results are announced during the Board of Directors meeting in April. Applicants who have siblings currently enrolled at NC Cyber, are given priority for the lottery. If applicable, results of the lottery are made available on the school's website immediately following the conclusion of the Board Meeting.

The NC Cyber Admission and Enrollment Policy is in compliance with the **G.S. 115C-218.45**.

2.2 - Enrollment Process

Step 1: Enrollment Application

Students looking to enroll at North Carolina Cyber Academy begin the process by submitting an enrollment form on the www.nccyber.org website.

> **NC Cyber Enrollment Application**
> Submission of the application will start the enrollment process for the 2026-2027 school year. Families that begin the enrollment process will have 10 days to complete the necessary documentation to complete enrollment. If applications are not complete, it may result in the family not being enrolled for the 2026-2027 school year.. If you have any questions regarding enrollment or the lottery or the admissions process, please contact Enrollment at 1-888-846-2998.
>
> **PLEASE SUBMIT ONE APPLICATION PER HOUSEHOLD**

Step 2: Document Verification

Students who receive an offer of enrollment based upon the lottery results, will then be required to submit the following documentation within 10 school days during the document verification phase:

1. Student/Parent Policy Acknowledgement for the following policies:
    1. Entrance Agreement
    2. NC Cyber Honor Code
    3. NC Cyber Technology Acceptable Use Policy Guidelines
    4. NC Cyber Technology Responsible Use Policy
    5. NC Cyber District Handbook
    6. NC Cyber School Compact
2. North Carolina Health Form
3. Most recent complete academic record:

1. For students enrolling in grades K - 8: Most recent full Report Card. (including attendance records)
2. For students enrolling in grades 9-12: Complete Official Transcript detailing earned/potential credits, final course grades, and GPA points awarded for each course.

4. Proof of Residency - Students are required to reside in NC and be able to verify NC residency.

5. For students with a current or previous IEP / 504 Plan - Parents should submit a copy of the current or previous IEP / 504 Plan and /or Eligibility documentation.

Step 3: Grade Level Placement and Course Registration

Once completed documents are submitted and accepted, students will have their academic documents reviewed by grade level administration or designee for assessment and potential approval. Once the application has been approved, then records will be reviewed and the appropriate grade level assigned. Students will then complete the course registration process and be issued a schedule prior to their first day of class.

Step 4: Membership

Once a student has received their course schedule and the start date of that schedule has passed, per phase 1 of the NC Cyber Entrance Agreement, in order to remain a student at NC Cyber and be counted in our school's official state reported enrollment, students must meet membership. To meet membership, students must participate consistent with their attendance tier in Section 3.1 in at least 50% of their courses within ten instructional days after initial enrollment. If a student does not meet membership within their first ten instructional days, their enrollment may be forfeited, at which point the student will be withdrawn from NC Cyber.

***Current NC Cyber students looking to return for the 2026 - 2027 term must complete the following documents:**

1. Student/Parent Policy Acknowledgement for the following policies:
    1. Entrance Agreement
    2. NC Cyber Honor Code
    3. NC Cyber Tech Acceptable Use Policy Guidelines
    4. NC Cyber Technology Responsible Use Policy
    5. NC Cyber District Handbook
    6. NC Cyber School Compact

Enrollment Eligibility Criteria

To enroll or re-enroll at North Carolina Cyber Academy, students must meet the following criteria:

Residency

To be eligible for enrollment at **NC Cyber Academy**, students must be **full-time residents of North Carolina**.

- **Out-of-State Relocation:** If a student moves their primary residence outside of North Carolina, the parent or guardian must notify the school immediately.
- **Mandatory Withdrawal:** Students who are not full-time residents of North Carolina—or who move out of state during the school year—may be **immediately withdrawn** from NC Cyber Academy.
- **Notice:** Failure to maintain or accurately report in-state residency may result in administrative withdrawal.

Truancy

Students must not be chronically absent, as defined by 10% or more of absences in the current or most recent school year.

Current Enrollment Status
Students must be currently enrolled in an educational program. If homeschooled, families must submit nationally normed assessment results for the current academic year as evidence of educational engagement and progress.

Disciplinary Standing
Students may not be actively serving a long-term suspension or expulsion from any school at the time of enrollment.

Cohort Status
Students must be able to earn enough credits to graduate within the age limit restrictions in G.S. 115C-1.

Re-Enrollment After Administrative Withdrawal
Any student who was previously administratively withdrawn from North Carolina Cyber Academy must provide evidence of successful academic engagement and regular attendance for a minimum of one full semester at another school or educational program prior to re-enrollment consideration.

2.3 - Immunization Requirements for Enrollment

No child may attend NC Cyber unless a certificate of immunization is provided to the school indicating that the child has received the immunizations required by state law. If on the first day of attendance the child does not present such a certificate, the child's parent will be notified. Generally, ***the parent shall have thirty calendar days from the date of first attendance to obtain the required immunizations for the child***. If a vaccine reasonably requires more than thirty calendar days to complete, and a suitable physician reliably verifies this fact, a reasonable extension of time may be granted. At the end of the thirty calendar days or extended period, if the student has not received the required immunizations, the school shall withdraw the student. In accordance with state law, the school provides for medical and religious exemptions of immunizations.

2.4 - Enrollment After the Start of a School Year or Semester

For the next school year, NC Cyber will accept completed applications as space allows based on grade level capacity.

If a student in any grade level withdraws from NC Cyber before the close of the semester, ***the student must wait until the following semester to be considered for re-enrollment***. In addition, high school students who withdraw before the close of the semester may not receive course credit due to not meeting the State minimum requirements of contact hours in a course.

Failure to provide all documentation and completed applications will result in students being placed on a waitlist. High school students' schedules will be finalized based upon their most recent transcript and/or report card. The NC Cyber High School takes no responsibility for inaccurate scheduling due to incomplete academic records being provided during the enrollment process. Students transferring to NC Cyber are required to provide current grades from their sending school (in addition to the most recent report card and/or transcript). Students who were chronically absent at their sending school may be denied admittance (Students missing 10% or more of instructional days).

2.5 - Dual Enrollment in Another School

Since North Carolina Cyber Academy is a full-time program, students shall not be concurrently enrolled in another public school, private school or a registered home school on a full or part-time basis with the exception of high school students in

grades 9-12 participating in the Career and College Promise Program (CCP) or participating in courses in the North Carolina Virtual Public School (NCVPS). Students enrolled in CCP must maintain "full-time" status as defined by being enrolled in two (2) or more classes per semester at NC Cyber. Violations of these policies may be grounds for dismissal from the program. Enrollment in external programs such as CCP or NCVPS is at the discretion of the principal. Additional information and requirements may be found in the NC Cyber-HS Handbook.

2.6 - Age Requirements for Enrollment

Age requirements for enrollment are determined by state law (N.C.G.S. §§ 115C-218.45(a) and 115C-364(a)). Students may enroll in Kindergarten if they reach age 5 on or before August 31 of the school year, unless one of the exceptions in G.S. 115C-364 apply. A student may only attend school until they reach 21 years of age.
Exceptions include:

1. If the student becomes 21 years of age before graduation the student is permitted to complete the current school year so long as the student is otherwise qualified to do so.
2. Any child with a disability who is receiving special education and who has not graduated from high school with a regular diploma, may attend until the end of the school year in which that child reaches the age of 22.

2.7 - Enrollment of Students Expelled from Another School

Consistent with North Carolina law, NC Cyber may refuse admission to any student who has been expelled or suspended from a school until the period of suspension or expulsion has expired. In some instances, however, NC Cyber may be an appropriate option for such an applicant as determined by the school principal. Therefore, NC Cyber will accept, for review on a case-by-case basis, applications involving prospective students who have been suspended or expelled from a prior school. The school principal, in consultation with any school staff and/or leaders as appropriate, will review and make a determination regarding such applications. If the principal approves the application, the applicant will be permitted to enroll in NC Cyber under its normal enrollment procedures. Students who are permitted to enroll in NC Cyber while under suspension or expulsion from another school may, however, be prohibited from attending field trips or school events until the end of the term of their suspension period, depending on relevant circumstances. All determinations about enrollment and field trip participation shall ultimately be made according to the principal's discretion.

2.8 - School Requests for Student Records from Another School

NC Cyber will fully comply with the requirements of the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA). FERPA allows for certain exceptions that would allow NC Cyber to receive student education records from a previous school without the prior written consent of parents/guardians. However, upon enrollment in NC Cyber, parents/guardians will be asked to sign a Release of Records form as written consent for the release of their student's education records from the student's previous district. NC Cyber will request '/guardian's written consent for the release of their student's education records to a third party. The school will also comply with the Protection of Pupil Rights Amendment and the Children's Online Privacy Protection Act of 1998 (COPPA). NC Cyber will address record compliance with a records management program that addresses creation, maintenance, storage, and final destination of records in accordance with North Carolina laws and regulations.

2.9 - Parent Withdrawal from School

Parents/guardians wishing to withdraw their child from NC Cyber must complete the withdrawal form on the NC Cyber website (https://www.nccyber.org/academics/how-to-withdraw). Parents/guardians must have valid next school information to complete the withdrawal. Students should continue working in their NC Cyber courses until they start at their next school. Students in North Carolina are not permitted to be enrolled in two schools concurrently, therefore it is imperative that the parent/guardian complete all aspects of the withdrawal process prior to beginning at the next school.

Students who withdraw or are administratively withdrawn before the close of the semester, must wait until the following semester to be considered for re-enrollment at NC Cyber. For high school courses that are not complete at the time of withdrawal, **the student will not earn credit for any incomplete course from NC Cyber**.

Parents/guardians that wish to withdraw students from NC Cyber for the purpose of enrolling in a local North Carolina High School Equivalency (HSE) Diploma program, must be aware of the NC Statutes regarding this decision. In North Carolina, the minimum age to qualify for HSE testing is 16. State statute requires that students ages 16 and 17 must have the permission of the high school principal of the school in which the student is currently enrolled to transfer to an HSE program. Students who are not granted permission will have a 6-month waiting period between withdrawing from NC Cyber and attending an HSE program. NC Cyber will not approve enrollment in an HSE program unless the student is at least 1.5 years behind their graduating class. The NC Cyber Administrative Team will do whatever they can to assist a retained student with credit recovery that may allow them to rejoin their original graduating class.

2.10 - Administrative Withdrawal from School

After admission and during the school year, serious or repeated violations of school policy will result in an evaluation of the student's enrollment in the school, as allowed by law and consistent with the school's charter. If a student is administratively withdrawn from NC Cyber, the responsibility falls to the parent/guardian to enroll the student back in their home district, or another school of their choice.

Students may be administratively removed from school due to failure to adhere to the student engagement and attendance policies outlined in Section 3.1. A student who accrues ten (10) consecutive days of unexcused absences or a student who accumulates ten (10) or more unexcused absences may be administratively withdrawn after the school has demonstrated attempts to communicate with the family. These attempts may be in the form of teacher communication logs, administrative communication logs, attendance letters, and/or other communications. A student who fails to participate in their courses may be administratively withdrawn. Students shall adhere to the Student Code of Conduct. Students shall participate in district and state assessments. Prior to administrative withdrawal, the student and the parent/guardian will be notified of the intent to administratively withdraw and have opportunities to demonstrate improvement or demonstrate that failure to participate in courses is due to a lawful absence recognized under Part I of Article 26 of Chapter 115C of the North Carolina General Statutes. Failure to respond to the notification of the intent to withdraw is an acknowledgement of the withdrawal, and the parent/guardian(s) assumes the responsibility to enroll their student back in their home district or other school of their choice. The assigned school district and corresponding local agencies will be informed of students administratively withdrawn under the age of 16.

If a student is administratively withdrawn and would like to request re-enrollment at NC Cyber, that student must demonstrate at least one semester of academic success, regular attendance, and adherence to the Student Code of Conduct at their community school.

Section 3: School Engagement and Attendance

North Carolina Compulsory Attendance Law (NC General Statutes - Chapter 115C Article 26) requires that North Carolina students attend school. For NC Cyber students, attendance is measured according to the student's designated Attendance Tier. Students are expected to attend live learning sessions based on their assigned Attendance Tier, and submit work as assigned.

Note that these are the minimum requirements and that for some students, additional time, supplemental assignments and/or participation in small group instruction may be required for mastery of content. Students may be withdrawn from NC Cyber for failing to abide by the engagement requirements.

3.1 - Student Attendance Tiers

Attendance Tiers for Grades K - 5	
Tier	**Description**
Traditional	● **REQUIRED**: **Attending all daily live learning sessions Monday - Thursday. Friday is asynchronous.** ● REQUIRED: Attending Live Sessions for small group instruction (ex. Reading, Math, SEL) as **Invited or Scheduled throughout the week** ○ Includes students who receive additional services through their associated plans (EC, ML, MTSS, AIG) ● REQUIRED Complete/attend course/district assessments ● If a student has an IEP or 504 Plan and class attendance is addressed, then the IEP or 504 Plan would be the leading document governing that student's class attendance requirements.

Attendance Tiers for Grades 6- 12		
Tier	**Criteria**	**Description**
Full Flexibility	● Subject/Course Average: 85 or above ● Completion of Course/District assessments. Performance indicates that student is on-grade level	● **OPTIONAL: Attending Live Learning Sessions** ● REQUIRED: Attending Live Sessions for small group instruction (ex. Reading, Math, SEL) as **Invited or Scheduled throughout the week** ○ Includes students who receive additional services through their associated plans (EC, ML, MTSS, AIG) ● REQUIRED: Courses only offered asynchronously (such as some electives) - students are to stay on pace with weekly tasks/assignments ● REQUIRED: Complete/attend course/district assessments --- A student may be transitioned to the Traditional Class Structure if any of these occur at any time during the year: ● Failure to complete/attend course/district assessments ● Failure to maintain a course average of 85 ● Failure to attend required small group sessions
Traditional	● Subject/Course Average: 84 or below ● Non Proficient on most recent EOG/EOC tests,	● **REQUIRED: Attending All Live Learning Sessions Monday - Thursday. Friday is asynchronous.** ● REQUIRED: Attending Live Sessions for small group instruction (ex. Reading, Math, SEL) as **Invited or Scheduled throughout the week** ○ Includes students who receive additional services through their associated plans (EC, ML, MTSS, AIG)

	and/or not on grade level based on course/district assessments	• REQUIRED: Complete/attend course/district assessments --- A student may be transitioned to the Full Flexibility Class Structure if the combination of these occurs: • Complete/attend course/district assessments. Performance indicates that student is on-grade level • Achieving and maintaining a course average of 85
Additional Attendance Information		• Secondary students will be assigned an Attendance Tier for each class. A student can be in different tiers as determined by their performance in each of their classes. • Existing students at NC Cyber will be evaluated on prior-year grades and test scores, as applicable, for placement into an Attendance Tier. New students will be assigned to the Traditional Tier and required to attend all live learning sessions for at least their 1st quarter before having the opportunity to transition to another Attendance Tier. (MS/HS) • All students will be re-evaluated for placement in an Attendance Tier on a quarterly basis, with adjustments made as appropriate. • At any point during a quarter, a teacher may identify a student who is struggling to demonstrate an understanding of the content or who repeatedly fails to submit assignments, and require them to move into an Attendance Tier with more live learning the Traditional Tier. • Students and their families may choose to move to the Traditional Tier.ward an Attendance Tier with more live learning opportunities at any time during the year. However, they may not move toward an Attendance Tier with less live learning (increased flexibility) the Full Flex tier without being reevaluated and placed by the school. • Students who are in the Full Flex Tier are counted as present daily. However, they are still encouraged to attend live sessions and or view recordings. • Students who are in the Traditional Class Tier must log in to Canvas every day and attend all Live Learning. All other students are strongly encouraged to log in to Canvas every day as well. • If a student has an IEP or 504 Plan and class attendance is addressed, then the IEP or 504 Plan would be the leading document governing that student's class attendance requirements.

3.2 Engagement Policy Details

Student engagement is defined as the student's 1) active participation in academic-related activities and 2) commitment to educational goals and learning. Engaged students find learning meaningful and are invested in their learning future.

Engagement Policy K-12
Details
■ Be present and on time for scheduled classes ■ Remain in class for the full duration unless dismissed ■ Keep cameras on and be in full view during live instruction (unless otherwise approved) ■ Participate in class activities and assigned tasks ■ Respond to teacher prompts and engagement checks (verbally, in chat, or through assigned platforms)

Additional Engagement Information:	• Students are to be active learners in their virtual educational experience. Students are required to join all digital learning platforms used during live lessons and participate in the daily class assignments, activities, and breakout rooms as instructed by the teacher. • Students are required to participate and complete classroom, district, and state assessments. • Students are required to have their cameras enabled and be in full view for the duration of Live Learning Sessions. Exceptions may be granted at the discretion of the school administration. Students "may" use a digital background during Live Learning Sessions. The school will provide approved digital backgrounds for student use. Subject to prior approval from school administration, students may substitute an alternative digital background, provided it is appropriate for a school setting, does not distract from instruction, is in compliance with the Student Code of Conduct, and aligns with the mission and vision of NC Cyber Academy. • If a student has an IEP or 504 Plan and class engagement is addressed, then the IEP or 504 Plan would be the leading document governing that student's class engagement requirements. • Students are required to arrive at the start of any scheduled time for live learning sessions. Failure to do so may result in a student being recorded as tardy or absent. • Students shall attend live sessions in a designated remote location, with minimal distractions and noise. Students should wear school-appropriate clothing and present themselves in a school-appropriate manner. • It is recommended that students view recorded sessions for any required live online sessions that they missed.

3.3 - Compulsory Attendance

NC Cyber adheres to the NC Compulsory Attendance law, which requires NC Cyber to follow the guidelines determined by the State Board of Education for monitoring attendance, intervening to prevent excessive absences/truancy, and reporting parents/guardians and students to the appropriate authorities when those interventions have failed. All absences will be defined as excused or unexcused.

- Students are required to follow the school calendar, which includes a minimum of 1,025 instructional hours a school year.
- If a student does not attend at least 50% of their classes noted on their daily schedule, they will be considered absent for the day.
    - Students who are required to attend live lessons will be marked absent if they are not present for the class session.

3.4 - Lawful Absences/Excused Absences

To be considered present for an entire school day, students are expected to attend live learning sessions based on their assigned Attendance Tier. Lawful absences under North Carolina law are as follows:

1. Illness or injury.
2. Quarantine as ordered by a local health officer or by the State Board of Health.
3. Death in the Immediate Family. Immediate family includes parents/guardians, grandparents, brothers, and sisters.
4. Medical and/or dental appointments.
5. Court or Administrative Proceedings. When a student is a party to the action or is under subpoena to serve as a witness in a case.

6. Religious Observance. Two excused absences each academic year for religious observances required by faith of a student or a student's parents. Students shall be given the opportunity to make up any tests or other school work missed due to this excused absence.
7. Educational Opportunity. A valid education opportunity, such as travel, Legislative Page or Governor's Page.
8. Absence Related to Parent Deployment. Parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting for the purpose of visiting said parent/guardian.
9. Child Care. Absences due to the illness or medical appointment during school hours of a child of whom the student is the custodial parent.
10. Local School Board Policy. NC Cyber may excuse temporary or occasional absences for other reasons consistent with local school board policies.

3.5 - Educational Opportunities

Requests for excused absences for educational opportunities, must be submitted **at least one week prior to the absence.** An artifact created by the student, may be required by Administration upon the student's return to school in order to be approved as an excused absence. Families can seek prior approval by completing the**.** absent excusal form located in the Infinite Campus platform.

3.6 - Truancy

In order to maximize student learning, regular attendance is imperative. NC Cyber has zero tolerance for truancy. Parents/guardians are held legally responsible for ensuring that their students, under the age of 16, are fully participating in school, even if they have designated another individual as their student's learning coach. The information below is intended to help parents/guardians understand how to avoid having their students be considered truant and to understand the consequences of truancy.

Unexcused absences may subject a student to disciplinary action or truancy reports, and may also lead to administrative withdrawal from the school. Parents/Guardians may also be subject to investigation by local social services agencies based on North Carolina law.

To avoid truancy, the following practices are important:

- The student logs into Canvas daily and completes all assigned learning tasks and/or assessments.
- The student attends all assigned live learning sessions.
- The student attends mandatory state testing and completes all district assessments.
- The parent/guardian communicates with school staff in advance or within 72 hours of the student's absence by submitting the **Absence Request form located within the Infinite Campus platform**.
- Parents/Guardians must check school-related communication.

3.7 - Parent/Guardian Attendance Related Responsibilities

Alert School of Excused Student Absences.
If a student is absent and/or, based upon their individual Attendance Tier, is unable to participate in their live learning sessions, it is the responsibility of the parent/guardian to submit all doctor's notes and documentation for excused absences within 72 hours of the absence.

The school will then review the submitted documentation and determine if the absence is considered excused or unexcused per the guidelines listed in Section 3.3 of this handbook. Documentation and information for absences can be submitted via the Absence Request form located within the Infinite Campus platform.

Days School is not in Session.

The NC Cyber school calendar outlines all school holidays and teacher workdays. Students may utilize the flexibility afforded in a virtual school to complete work on any day during the academic year including school holidays and teacher workdays.

3.8 - School Responsibilities

Review Attendance Records

Teachers will monitor and review attendance records on a regular basis. If a teacher has concerns about a student's engagement and/or progress in their course they will communicate concerns to the parent/guardian and the student. Attendance records will be reviewed weekly by each school's Attendance Team.

Monitor Attendance and Engagement Issues

School staff in partnership with the parent/guardian will monitor student attendance and participation. Individual plans may be developed to support the student maintaining adequate attendance. School staff will also develop and maintain escalation and communication systems for students who are chronically absent and at risk of administrative withdrawal due to violation of the NC Cyber Entrance Agreement.

- Notification will be sent for Attendance Issues:
    - After the accumulation of 3 days of unexcused absences, parents/guardians will be notified reminding them of the importance of school attendance and our policies.
    - After the accumulation of 6 days of unexcused absences, the NC Cyber school staff will schedule a mandatory attendance meeting. At this meeting, participants will discuss possible barriers, and the parents/guardians will be notified that they may be in violation of the Compulsory Attendance Law if the student continues to accumulate unexcused absences.
    - Based on Article 26 of Chapter 115C of the North Carolina General Statutes after the accumulation of 10 days of unexcused absences, NC Cyber school staff will schedule a mandatory attendance meeting, which will include the principal or the principal's designee. At this meeting if the principal or the principal's designee determines that the parent, guardian, or custodian has not made a good faith effort to comply with the law, the principal or principal's designee may notify the district attorney and the director of social services of the county where the child resides.
    - Being present and engaged at NC Cyber is a necessary precursor to learning. State Board policy, defines "chronic" absenteeism as a student who "is enrolled in a North Carolina public school for at least 10 school days at any time during the school year, and whose total number of absences – excused or unexcused – is equal to or greater than 10 percent of the total number of days that such student has been enrolled at such school during such school year". Students deemed as "chronically absent ,"may be administratively withdrawn.

- If at any time a student accumulates 10 consecutive unexcused absences, the parent/guardian will receive notification that their student will be administratively withdrawn.

- Notification will be sent for Engagement Issues:
    - Parents/Guardians should expect notification and documentation from their student's teacher if there is an issue with engagement, this communication may come in a variety of forms including progress reports, report cards, etc.
    - If the engagement does not improve, NC Cyber school staff will schedule a mandatory engagement meeting. At this meeting, parents/guardians will be notified that failure to demonstrate re-engagement may result with their student being administratively withdrawn.

3.9 - Non-Response to Contacts

Communication is a key to academic success at NC Cyber, therefore it is expected that students, learning coaches, and parents/guardians will return staff calls and emails within one (1) school day. If a staff member has made three attempts at phone contact over successive days with no response, the student may be referred to the appropriate administrator. Parent failure to timely respond to administrator contacts and attempts to conference may result in their student being administratively withdrawn.

Section 4: Student Code of Conduct, Grievance, and Due Process

4.1 - Freedom of Expression

As a public school, NC Cyber will remain neutral on matters of religion, politics, and other personal values and beliefs protected by the United States Constitution, while also protecting the rights of individual students and staff members to exercise their religious and free speech rights. Consistent with the school's academic mission, the school shall promote respect for and civility regarding an individual's personal beliefs, and will also strive to neutrally instruct students about the important role of religion and free expression as part of our heritage.

4.2 - Bullying and Other Prohibited Behavior

NC Cyber is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students and encourages the promotion of positive interpersonal relations among members of the school community.

Harassment, intimidation, bullying, cyber-bullying, or hazing toward any member of the school community, whether by or toward any student, staff, parent/guardian, or other third parties, is strictly prohibited and will not be tolerated. Examples of such prohibited behavior include, but are not limited to, stalking, bullying/cyberbullying, intimidating, menacing, coercion, insults, taunting, making threats, and hazing. This also includes aggressive behavior; physical, verbal, and psychological abuse; and violence within a dating relationship. These types of behavior are forms of intimidation and harassment and are strictly prohibited.

NC Cyber Administration and the Governing Board will not tolerate any gestures, comments, threats, or actions which (i) cause, threaten to cause, or, an objective and reasoned third-party would find was intended to cause, bodily harm or personal degradation, or (ii) creates, or an objective and reasoned third-party would determine was intended to create an intimidating, threatening, or abusive environment for any student, staff member, member of the administration, parent/guardian, or other third-party.

This policy applies to all school-related activities and/or engagements, including, but not limited to, online school-related activities such as live learning sessions, participation in clubs and activities, internal mail messages, text messages, chat rooms, discussion boards, course assignments, telephone communications, and social media; and in-person activities, such as state testing, field trips, open houses, etc. This policy also applies to those activities or engagements which occur off school property; if the student or employee is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or events where students are under the school's control, in a school vehicle, where an employee is engaged in school business, or where the prohibited behavior is facilitated through the use of any school property or resources.

Any student or student's parent/guardian who believes that student, any other student, or other third-party, has been or is the recipient of any of the prohibited behaviors should immediately report the situation to the school counselor or principal. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate school administrator. Complaints about prohibited behavior against the principal should be filed with the Superintendent's designee.

Every student is encouraged, and every staff member is required to report any situation that they believe to be prohibited behavior. If a student or other individual believes there has been prohibited behavior, he/she should report it and allow the administration to determine the appropriate course of action. Any teacher, school administrator, or school staff member

who does not make a timely written report of an incident of prohibited behavior shall be subject to appropriate disciplinary action in accordance with the school's disciplinary process found in the Employee Handbook.

All complaints about prohibited behavior shall be handled consistent with Section 4.3 of this handbook. Investigations into such complaints shall be completed within 30 days or less from the date the complaint is submitted, unless unforeseen circumstances warrant more time. Should more time be warranted to complete the investigation, the principal or appropriate administrator responsible for the investigation shall provide written notice to the complainant prior to the 30-day expiration and specify the unforeseen circumstances as well as specify the date the investigation will be completed. Under no circumstances shall the investigation be completed more than 45 days from the date the complaint is submitted. The principal or appropriate administrator will prepare a written report of the investigation upon completion. Such a report will include findings of fact, a determination of whether any prohibited behavior(s) were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action, will be in the report. Where appropriate, written witness statements will be attached to the report. When the target of the prohibited behavior is a student, NC Cyber will provide that student with a written copy of the rights, protections, and support services available to him/her. If there is any evidence that the student has experienced physical harm as a result of the prohibited behavior, NC Cyber will promptly communicate that information to the appropriate personnel, including, but not limited to, emergency personnel and /or law enforcement.

If the investigation finds an instance of harassment, intimidation, bullying, dating violence, or any other prohibited behavior, it will result in prompt and appropriate remedial and/or disciplinary action in accordance with NC Cyber's disciplinary process. This may include up to expulsion for students; up to discharge for employees; exclusion for parents/guardians, guests, volunteers, and contractors; and removal from any official position and/or a request for a Governing Board member(s) to resign. Individuals may also be referred to law enforcement officials. Remedial and/or disciplinary action for employees will follow the procedures outlined in the Employee Handbook. Remedial and/or disciplinary action for students will follow the procedures outlined in the Student Handbooks.

When appropriate, the target(s) of the prohibited behavior (and/or such target(s) parents/guardians shall be notified of the findings of the investigation, and, when appropriate, that action has been taken. In providing such notification care shall be taken to respect the statutory privacy rights of the accused perpetrator of such harassment, intimidation, bullying, or dating violence.

If after investigation, the act(s) of prohibited behavior by a specific student are verified, the school principal or appropriate administrator shall notify, in writing, the parent/guardian of the perpetrator. If disciplinary consequences are imposed against such a student, a description of the disciplinary consequences shall be included in the notification.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of harassment, intimidation, bullying, dating violence, or any other prohibited behavior will not be tolerated, independent of whether a complaint is substantiated. Such retaliation is considered a serious violation of school policy, and suspected retaliation should be reported in the same manner as prohibited behavior. Making intentionally false reports about prohibited behavior will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action.

This policy shall not be interpreted as infringing upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by state or federal law).

4.3 - Complaints on Conduct

Students or their parents/guardians may file a written complaint regarding any suspected prohibited behavior to school staff. Such reports should be reasonably specific including: person(s) involved, number of times and places of the alleged conduct, the target of the suspected prohibited behavior(s), and the names of any potential student or staff witnesses. Upon request by students or their parents/guardians, school staff designated by the principal may assist with drafting the written complaint. Such reports may be filed with any school staff member or administrator, and they will be promptly forwarded to the principal for review, investigation, and action.

4.4 - Privacy and Confidentiality

NC Cyber will respect the privacy of the complaining individual, the reporting individual, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

4.5 - Bystanders

Bullying involves not only those who are bullies and their victims but also the bystanders who are witnesses. NC Cyber recognizes that bystanders may be negatively affected by bullying, but that they also have the potential to play a positive role in responding to it.

Bystanders may be negatively affected in the following or other ways:

- Be afraid of being associated with the victim of bullying for fear of becoming a target of the bully themselves
- Feel discomfort or fear at witnessing bullying
- Feel guilt, helplessness, or loss of control for not standing up to the bully
- Be drawn into the bullying behavior by group pressure
- Feel unsafe in the situation

Conversely, bystanders may be able to help victims of bullying by doing the following:

- Ask for help from a trusted adult such as a teacher, principal, or another school official.
- Help the person being bullied: create a distraction to focus attention on something else; try helping the person who is being bullied leave the scene by telling that person that you need him or her to play a game or that an adult needs to see that person, etc.
- Don't give bullying an audience: bullies are often encouraged by the attention they receive, so don't support them by watching.
- Set an example: do not bully others; don't encourage bullies; create posters against bullying; join an anti-bullying club; tell a bully that his/her actions are not funny.
- Be a friend to the person being bullied.
- Spend time with the person being bullied: talk to them; listen to them; tell them you think that bullying is bad; tell them to talk to a trusted adult for help.

Student bystanders shall report bullying to a school official or other appropriate adult no later than two (2) school days after observing the bullying. If it comes to the attention of the school leadership or staff that a student bystander did not

report bullying, the school will initiate a conversation with the student regarding the school's expectations for bystanders to report bullying. Second and subsequent occurrences of non-reporting of bullying may subject the student to more serious disciplinary action.

Additionally, if it is determined by the school leadership that a student who was initially a bystander became actively involved in the bullying, that student shall be subject to disciplinary action for bullying as described in Student Due Process.

4.6 - Student Due Process

Students enrolled in NC Cyber are expected to conduct themselves in accordance with the rules for the school, and parents/guardians are expected to cooperate with the school staff in helping students to maintain this conduct. The school's Student Conduct Code governs student behavior occurring on any school property, at any school-sponsored activities, or any activity – whether school-related or not, which activity substantially threatens school safety or operations.

North Carolina law requires that the school have student conduct and discipline policies that comply with specific statutory and constitutional due process requirements. These especially pertain to disciplinary actions related to serious misconduct by students, including the grounds, due process procedures, and rights related to suspension or expulsion of students. These statutes are contained in Article 27 of Chapter 115C of the North Carolina General Statutes.

4.7 - Student Conduct Warning

Students who receive warnings from the school will have a conference (via phone, online, or in person) with their parents/guardians and relevant school personnel. Warnings are issued when a student demonstrates a breach of expected conduct, but not as serious as those listed under the suspension and/or expulsion categories in this handbook. Under some circumstances, school personnel may require attendance at an "in-person" meeting at the Durham office or another location provided at the discretion of school personnel.

4.8 - Behaviors Leading to Access Restrictions or Suspensions

Access Restriction Level 1 is defined as the student having access to the Learning Management System (LMS), but not being permitted to attend Live Learning (LL) for a period of time, removal of access to GMail, and/or removal of access to Google Drive/Docs as determined by school administration.

Access Restriction Level 2 is defined as the student not having access to the Learning Management System and not being permitted to attend Live Learning or Google system applications for a period of time as determined by school administration.

Behaviors that are prohibited and which may lead to suspension and/or expulsion include, but are not limited to, the following breaches of conduct listed below while participating in a school related activity. The following definitions are intended to provide guidance in assessing whether a particular behavior is prohibited behavior. These behaviors are not exhaustive in their scope. When in doubt as to whether or not a particular suspected behavior is a prohibited behavior, you are urged to rule on the side of caution and report your concerns to the appropriate authority, as provided for in this policy.

- **Cheating on tests or daily work**

A student who knowingly participates in copying, using another's work, AI generated material and representing it as his or her own (for example, students transmitting their work electronically for another student's use), or who provides other students with test answers, answer keys, or otherwise uses unauthorized materials in an assignment or assessment situation.

- **Plagiarism**
  A student's use of another person's words, products, or ideas without proper acknowledgment of the original work with the intention of passing it off as his or her own. Plagiarism may occur deliberately (with the intent to deceive) or accidentally (due to poor referencing). It includes copying material from a book, copying and pasting information from the Internet, and getting unauthorized help from family or friends with coursework.

- **Abusive conduct**

  A student who uses abusive language or engages in abusive conduct in the presence of others either in person or electronically/virtually.

- **Bullying**
  Bullying is a form of aggressive behavior in which someone intentionally and repeatedly causes another person injury or discomfort. Bullying can take the form of physical contact, words, or more subtle actions. The bullied individual typically has trouble defending him or herself.

- **Cyber-bullying**
  The use of information and communication technologies, such as, but not limited to, cell phone, email, instant messaging, social media websites, Twitter, etc.to support deliberate and hostile behavior by an individual or group, that (i) is intended to harm others or (ii) that an objectively reasonable person would expect to cause harm to others. Cyber-bullying includes the posting or other transmissions of text, video, or images that are embarrassing, demeaning, or threatening in nature, regardless of whether the subject of such text, video, or images directed, consented to or otherwise acquiesced in the content at issue.

- **Intimidation**
  A student who engages in behavior intentionally meant to cause another person to fear harm or injury, be frightened into submission or compliance, or to feel a sense of inferiority.

- **Harassment**
  A student who demonstrates verbal, written, graphic, or physical conduct relating to an individual's race, sex, color, national origin, age, religion, ethnic background, disability, sexual orientation, or gender identity that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the school's programs that: 1) has the purpose or effect of creating an intimidating or hostile environment, 2) unreasonably interferes with an individual's educational performance, or 3) otherwise adversely affects an individual's educational opportunities.

- **Vandalism**
  A student who intentionally damages or destroys school property or records (physical or electronic). In these instances, the school reserves the right to contact the proper law enforcement agency(ies).

- **Theft and robbery**

A student who takes money or other property (physical or electronic) with the intent to deprive another person or the school of that property. The threat or use of force or violence is considered a serious breach of conduct. In these instances. the school reserves the right to contact the proper law enforcement agency.

- **Sexual harassment**

  A student who subjects another to any unwelcome sexual advances including verbal harassment, unwelcome or inappropriate touching, or suggestions, requests, or demands for sexual favors.

- **Violence within a dating relationship**

  A student who attempts to maintain power and/or control over a dating partner through violence, threats of violence, and/or physical, emotional, and/or mental abuse.

- **Sexting**
  Knowingly using a computer, or any other device capable of electronic data transmission or distribution, to transmit or distribute to another student any photograph, image, message, or video which depicts nudity or sexually explicit information. Knowingly possessing a photograph, image, message, or video depicting nudity or sexually explicit information that was transmitted or distributed by another student.

- **Hazing**
  The use of ritual and other activities involving harassment, bullying, cyber-bullying, intimidation, abuse or humiliation for the purpose of initiating a person or persons into a group, regardless of whether such person(s) consented to or otherwise acquiesced in the behavior(s) and action(s) at issue.

- **Violation of acceptable use policy**

  Students who violate the acceptable use policy are open to disciplinary action including suspension. This would include signing on as parents/guardians and other students.

- **Substance abuse**

  The use or possession of any illegal substance or misuse of any legal substance such as prescription drugs or alcohol.

- **Vaping**
  The use, sale, or distribution of a tobacco product by or to a student in violation of G.S. 14-313.

- **Repeated violation of any disciplinary issues.**

- **Any violation of law.**

4.9 - Behaviors Leading to Expulsion

The Board of Directors may expel students who are 14 years of age or older for behaviors that represent a clear threat to the safety of self, other students, or school staff.

4.10 - Academic Honesty and Plagiarism

NC Cyber requires the original work product of all students and in so doing, prohibits plagiarism of the work of others. Students shall be expected to properly cite the origin of work that is not the student's own. If work content, other than commonly known facts, is not properly cited, attributed, or credited, the work may be determined to be plagiarism.

Students may not plagiarize in written, oral, or creative work. In general, plagiarism occurs when a student uses another person's words, products, or ideas without proper acknowledgment of the original work and with the intention of passing it off as his or her own. Plagiarism may occur deliberately (with the intention to deceive) or accidentally (due to poor referencing). It includes copying material from a book, copying and pasting information from the Internet, and getting family or friends to help with coursework.

4.11 - Consequences of Plagiarism - Grades K through 12

First Offense

The first time a student is determined to have plagiarized the work of others, the student will receive a warning. The student's teacher will contact the student and the parent/guardian to explain to the student the specific reason(s) why the work submitted is considered plagiarism and will explain how the student may avoid future instances of plagiarism. The student will be required to resubmit the question/assignment with original work and will be eligible to receive up to half credit for the assignment. If a student chooses not to resubmit the work, the student will receive a zero for that question/assignment.

Second Offense

The second time a student is caught plagiarizing; the student will receive a zero and will not have the opportunity to redo the assignment. The teacher will initiate a call to the parent/guardian to remind the student and parent/guardian that this is the student's second offense of plagiarism, explain how the student can avoid plagiarism in future assignments, and explain the consequences of the student committing a third offense of plagiarism.

Third Offense

The third time a student is caught plagiarizing; the student will receive a zero and will not have the opportunity to resubmit the question/assignment. This third incidence of plagiarism will be considered chronic plagiarism and will result in a referral to the principal. The principal or principal's designee will meet with the student, the parent/guardian and the applicable teachers to discuss the incident(s). The principal or principal's designee shall require the student to complete a behavior intervention plan. Failure to comply with the behavior intervention plan may result in administrative withdrawal.

4.12 - Grievance Policy for Parents/Guardians

The school is committed to ensuring parent/guardian satisfaction and takes its responsibilities for the provision of educational services to the student very seriously. The school's responsibilities are stated in the Entrance Agreement, Title I Compact, Family Engagement Policy, Parent Bill of Rights, Title IX legislation and the District Handbook. These responsibilities include such things as contacting the family regularly, delivering educational materials and equipment, and providing accessible support.

The school will also ensure the family and student adhere to their responsibilities stated in the Entrance Agreement,Title I Compact, and the District Handbook, and when necessary, will discipline, unenroll a student, invoice, refer to collections, or take legal action against the family for a breach of the agreement or school policy. Reasons for such disciplinary actions include, but are not limited to, failure to attend mandatory state testing, failure to return materials, or disputing the materials and equipment's policy such as invoices for computer damage.

4.13 - Grievance Process for Parents/Guardians

If a parent/guardian has concerns with the school's action or inaction related to any of the above-defined school responsibilities, one of the following options are available:

Allegations Unrelated to Discrimination or Violations of Law or Policy

1. For concerns that are not related to discrimination based on race, sex, color, national origin, age, religion, ethnic background, disability, sexual orientation, or gender identity or any other violation of law or policy, within three (3) school days of the source of the concern, parents/guardians shall contact the NC Cyber staff member with whom there is a concern to discuss (in writing or verbally) the basis for the parent/guardian's concern(s).

2. As part of the discussion, the parent/guardian shall specify the concern(s) and specify the desired resolution to the concern(s). The NC Cyber staff member shall complete the discussion within five (5) school days of being notified of the parent/guardian's concern(s).

3. If the parent/guardian's concern(s) are not resolved after completing the discussion with the NC Cyber staff member, within five (5) school days from completing discussion with the NC Cyber staff member, the parent/guardian may then submit their concern in writing to the NC Cyber staff member's direct supervisor.

4. The written concern shall specify the concern, the desired outcome, and the initial NC Cyber staff member's response to the concern and response to the desired resolution. The direct supervisor shall review the written concern and within five (5) school days from receipt of the written concern, the direct supervisor shall meet with the parent/guardian to discuss the concern, if the parent/guardian wants to meet.

5. Within five (5) school days of the meeting with the direct supervisor or within five (5) school days of the deadline for the meeting with the direct supervisor, the direct supervisor shall provide a final decision to the parent/guardian in writing. The final written decision shall include a summary of the parent/guardian's complaint(s), the parent/guardian's desired resolution, the direct supervisor's final decision, and the rationale for the direct supervisor's final decision.

Allegations Related to Discrimination or Violations of Law or Policy

Where a parent/guardian alleges that there has been discrimination based on race, sex, color, national origin, age, religion, ethnic background, disability, sexual orientation, or gender identity or any other violation of law or policy on the part of an NC Cyber employee, then the parent/guardian may initiate the grievance policy. If the complaint involves the principal, then the parent/guardian should submit the complaint to the Chief of Staff .

1. A parent/guardian with a grievance must submit the grievance in writing to the student's teacher (or other appropriate NC Cyber staff members as necessary) within three (3) school days of the issue giving rise to the grievance. All parties involved must be appropriately named, the problem must be clearly outlined, relevant dates must be listed, and the proposed resolution must be listed.

2. The recipient of the grievance shall copy the principal, and the principal or principal's designee shall schedule and conduct a meeting with the person who is the subject of the grievance, the parent/guardian, and other relevant parties within five (5) school days of NC Cyber receiving the grievance. If the subject of the grievance is the principal, the principal shall copy the Chief of Staff, and the Chief of Staff shall schedule and conduct a meeting with the principal, the parent/guardian, and other relevant parties within five (5) school days of NC Cyber receiving

the grievance. At the meeting, the parent/guardian shall be permitted to provide any information related to the parent/guardian's written grievance. The recipient of the grievance, the principal or principal's designee, or Chief of Staff if applicable, shall have the right to ask questions related to the grievance and to provide any explanations related to the grievance. The meeting shall not exceed one (1) hour. The principal or principal's designee or Chief of Staff, if applicable, shall provide a written response to the parent/guardian within three (3) school days of the meeting. The written response shall provide:

a. A summary of the problem(s) the parent/guardian expressed in the meeting;
b. The principal or principal's designee or Chief of Staff's response to the problems expressed by the parent/guardian;
c. A clear statement of whether the principal or principal's designee or Chief of Staff will implement the parent/guardian's proposed resolution(s), implement another resolution(s), or take no further action;
d. A statement of facts supporting the principal or principal's designee or Chief of Staff's decision; and
e. Listing of documents reviewed by the principal or principal's designee or Chief of Staff .

3. If the parent/guardian is not satisfied with the principal or principal's designee or Chief of Staff's written response, the parent/guardian may submit a written request for a review of the matter by the Superintendent within three (3) school days of receiving the principal or principal's designee or Chief of Staff's response. The Superintendent shall review all of the grievance documents to ensure that the grievance process was followed properly. If the grievance process was followed properly, the Superintendent shall uphold the principal or principal's designee or Chief of Staff's decision unless the decision contains a violation of law, regulation, or policy; includes a material mistake of fact, or based on the grievant's race, sex, color, national origin, age, religion, ethnic background, disability, sexual orientation, or gender identity. The Superintendent shall issue a written response with an explanation for the decision within ten (10) school days of receiving the parent/guardian written request.

4. If the parent/guardian disagrees with the Superintendent's decision, and the grievant alleges that the Superintendent's decision constitutes a violation of law, regulation, or policy; includes a material mistake of fact, or is based on the grievant's race, sex, color, national origin, age, religion, ethnic background, disability, sexual orientation, or gender identity, the parent/guardian may request a review by the Board within five (5) school days of receiving the Superintendent's decision. If the grievance does not relate to either of those factors, the Superintendent's decision shall be the final decision. For grievances involving one or more of the required factors listed above, the Board President shall designate a board grievance panel to evaluate the grievance. The board grievance panel shall review the grievance within ten (10) school days from the date of receiving notice of the grievance.

5. The parent/guardian and the school administration shall have thirty (30) minutes each to present information to support their position at the board grievance review. The board grievance panel shall have the opportunity to ask clarifying questions of all parties after each has presented their position. The board grievance panel can uphold the Superintendent's decision, overturn the Superintendent's decision, or give any other direction on how to resolve the grievance. The board grievance panel shall issue a final written decision within ten (10) calendar days of receiving the grievance.

Section 5: Academic Policies

5.1 - Student Evaluation

Student academic achievement shall be based on the degree of mastery of the North Carolina State Standards, as well as, NC Cyber's core belief to empower children with knowledge, skills, and character traits to be successful in their education through an engaging, personalized learning experience in a full-time virtual school.

Teacher-created assignments, assessments, projects, live learning participation, and other instructional activities shall be designed so that the student's performance indicates the level of mastery of the designated standard(s). Student course grade averages are determined using a combination of assignment categories and weights.

Families can monitor progress at any time in the learning management system. In addition, students will receive an official final report card at the end of the academic school year that consists of final course grades as well as retention and promotion status.

Discourse between families and teachers regarding grades is encouraged. If a disagreement about a grade persists after discourse between the teacher and family, the Principal may review and make the final decision on the grade.

5.2 - Grading Scale

Students in grades K-12 will be graded on a 10 point scale. Additional details regarding GPA weights for courses taken in grades 9-12 can be found in the High School Student Handbook.

Grade	*Grade %*	*Passing?*
A	*90 - 100*	*Yes*
B	*80 - 89*	*Yes*
C	*70 - 79*	*Yes*
D	*60 - 69*	*Yes*
F	*<60*	*No*

5.3 - Promotion for Grades Kindergarten Through 8th Grade

Principals and teachers will collaborate with families through any potential retention process. The focus will be upon engagement, mastery, and growth in core classes and relevant assessment data where applicable.

NC Cyber teachers will communicate with parents/guardians at least one time per semester. For students in grades K-8, parents/guardians will be notified of their student's possible retention prior to the beginning of the 4th quarter. Students who are retained, or do not demonstrate proficiency on End of Grade state assessments, may be required to participate in summer sessions in order to increase standard mastery and be promoted to the next grade level.

Final retention and promotion decisions are made at the discretion of the building level principal.

5.4 - Third Grade Read to Achieve Reading Proficiency and Notice Requirements

Part 1A of Article 8 of Chapter 115C of the General Statutes establishes the North Carolina Read to Achieve Program (RtA). The program requires the State Board of Education (SBE) to create a comprehensive plan for reading achievement. All students entering kindergarten are required to receive a developmental screening in early language, literacy, and math skills, and students in grades K-3 must be assessed with valid, reliable, formative and diagnostic reading assessments.

These assessments are to be used to identify and assist students demonstrating difficulty with reading development, including offering reading camps as an option to students in grades first through third. A student must be retained in the third grade if not demonstrating reading proficiency on the third grade standardized test of reading comprehension but may be promoted if the student qualifies under certain exemptions or if the student demonstrates reading comprehension on an alternative assessment. RtA requires specific interventions for students retained in third grade, including the option of a reading camp, accelerated reading classes or transitional third-fourth grade classes, and the possibility of midyear promotion upon demonstration of reading comprehension.

Additional information will be provided throughout the school year for K-3 families.

5.5 - Promotion for Grades 9 through 12

Promotion from one grade level to the next in the NC Cyber high school will be based on the following minimum number of earned credits.

Classification	Grade	# of Credits
Freshman	9	0 - 5
Sophomore	10	6 - 11
Junior	11	12 - 17
Senior	12	18+
Graduate =	**100 Hours Community Service**	**a minimum of 26 required credits**

At the time of a student's enrollment, school counselors will establish estimated grade levels based on preliminary information about previously earned credits. The automatic adjustments are based on the student's earned and verified credits recorded in Infinite Campus. In certain situations, counselors (with the permission of the high school principal), in consultation with the student, and parent/guardian, may adjust the student's grade level to most appropriately match the student's current academic credits.

NC Cyber-HS takes no responsibility for inaccurate scheduling due to incomplete academic records being provided during the enrollment process. It is the responsibility of the parent/guardian to ensure that the transcript submitted to NC Cyber-HS is an accurate reflection of the student's academic profile and record.

5.6 - High School Courses Taken in Middle School

Students may earn high school credit for high school level courses taken during the middle school years. A middle school course for which high school credit is granted must cover the same content as the equivalent high school course and must be approved by the school counselor and administration in advance. End Of Course exams, if applicable, are required just as they would be if the course was taken in high school. Grades received by middle school students taking high school courses for credit are not factored into the high school GPA or have an impact on Class Rank but will appear on the student's high school transcript. Check with your assigned school counselor for more specific information.

5.7 - Earning College Credits While in High School (College & Career Promise)

Career & College Promise (CCP) is North Carolina's dual enrollment program for high school students. This program allows eligible North Carolina high school students to enroll in college classes at North Carolina community colleges and universities through their high school. Students who successfully complete college courses earn college credit they can take with them after graduation. In many cases, students can also earn dual credit — meeting high school graduation requirements with college courses. Students who wish to take advantage of this opportunity must retain "full-time" status at NC Cyber, which is defined as two (2) or more courses per semester enrolled at NC Cyber. Violations of these policies may be grounds for dismissal from the program. Enrollment in external programs such as CCP and/or NCVPS is at the discretion of the principal.

For additional eligibility requirements, information, and program specifics, please see the NC Cyber High School Handbook.

5.8 - Transfer Credits from Other Schools

As part of the enrollment process, families submit their students' most recent report cards and/or transcripts. Counselors analyze previously earned credits and determine which credits will transfer to NC Cyber. The school counselor may require complete unofficial transcripts or complete end-of-year report cards before approving a student's grade level and course selection. **Official transcripts are required within the first 30 days of school for final credit transfer approval and for final course approval.** Upon graduation or withdrawal, the official NC Cyber transcript may display both the credits earned at NC Cyber as well as any transfer credits.

5.9 - Credit for Course Work Completed in a Non-Standard School Program

Students may request to receive credit for courses completed in previous educational settings other than fully accredited schools, including home school, non-accredited public, private, alternative or international schools.

There are multiple options for requesting and being granted credit by NC Cyber for coursework completed in a non-standard school program:

- Students who wish to receive credit for courses must provide the nationally standardized test results from the most recently concluded school year. Test result scores that are proficient or above will be reviewed by the principal or principal designee to grant credit for the courses.

- Students may submit school report cards, portfolios or other records of their work from the non-standard school program which will be reviewed by the principal or principal designee. If approved, students will be given a grade of "Pass," which is not included in the calculation of the student's GPA.
- Students may be eligible for additional elective credits based upon criteria of personal pursuits completed during the time the student is enrolled at NC Cyber. This request for approval must be in writing and sent to the High School Principal for consideration. These personal pursuits must align comparably with the expectations of the State, i.e 135 contact hours, etc.. Approval can only be awarded by the High School Principal.

These credits are not entered into the student's records until the student has completed a full semester at NC Cyber. If the submitted course materials are not approved, the student may be required to repeat the course at NC Cyber if it is required to meet graduation requirements.

5.10 - Credit by Demonstrated Mastery

NC Cyber, in compliance with North Carolina Board of Education policy, allows students the opportunity to earn credit in a particular course without requiring the student to complete course instruction. This opportunity is open to all NC Cyber students in grades 9-12 for high school courses and in grades 6-8 for high school courses offered in middle school. Additional details and information can be found in the High School Student Handbook.

5.11 - Graduation and Diploma Requirements

To be eligible to graduate and receive a diploma from NC Cyber, a student must meet all of the following requirements:

- Be enrolled at NC Cyber during the semester immediately prior to graduation, and not be enrolled full-time in any other school.
- Earn a minimum of 4 of the credits required for graduation at NC Cyber.
- Earn a total of 26 credits (in specific areas and subjects as outlined in the high school student handbook)
- Complete at least 25 hours of community service per academic year the student is enrolled at NC Cyber as specified in section 5.12 below.
- Meet any other additional graduation requirements required by the school or state.
- *Any deviation from the above requirements may be determined by the High School Principal.*

A student may attend school until the student reaches 21 years of age. The following exceptions may apply:

1. Where a student is in a graduating class and becomes 21 years of age before graduation, the student is permitted to complete the year if otherwise qualified to do so; and
2. Students with IEPs may complete credits until the end of the school year of their 22nd birthday.

5.12 - Community Service Graduation Requirement

An additional North Carolina Cyber Academy requirement for high school graduation is a minimum of 100 hours of community service or 25 hours for each year enrolled in the high school at NC Cyber for students enrolling after their freshman year. Students will receive a notation on their high school transcript conveying the fulfillment of this requirement.

This requirement supports the cultivation of civic literacy, increases knowledge of how to actively participate and initiate change in one's community, and supports the cultivation of 21st century skills such as communication, collaboration, productivity and accountability, and leadership and responsibility.

5.13 - Requesting Official High School Transcripts

NC Cyber will provide educational records, including official high school transcripts, class rank, test scores, and letters of recommendation to third parties such as post-secondary institutions, scholarship committees, and/or potential employers, only with prior written approval from the student's parents/guardians or from the student if the student is at least 18 years old or an emancipated minor.

Students will be able to access current information about their courses through Canvas. To request an official copy of a transcript, families must complete a Records Request on the NC Cyber Transcripts and Records Request Website. Official transcripts are generated at the school. They have official school signatures, raised or electronic seals, and are sent in a sealed envelope or via secure electronic means.

To ensure that application deadlines are successfully met, **we require advance notice of at least 10 working days** for requests to provide educational records to students, parents/guardians, and/or third parties.

5.14 - National College Athletic Association (NCAA) Eligibility

To be eligible for National College Athletic Association (NCAA) scholarships, students must meet certain academic and other requirements, including, but not limited, to taking NCAA-approved high school courses. Many core and elective courses are NCAA-approved; however, students interested in NCAA scholarships should contact their school counselor to determine an appropriate course schedule that will help them meet NCAA requirements. Students should also visit the NCAA Eligibility Center for more information. You may find more information here on the NCAA website.

5.15 - Participation in School Athletics at Local Education Agencies (LEAs)

NC Cyber does not provide a schoolwide interscholastic athletic program. Students may have the opportunity to participate within their local school district at the sole discretion of that district. NC Cyber will provide a formal letter to to school districts upon request, however families pursuing this route must first contact their local LEA's principal to gain permission for participation.

5.16 - Sleeping Quarters Policy

To protect student privacy during overnight school activities and events such as field trips, competitions, or camps, the following shall govern sleeping quarters for all students. For the purpose of this policy, the following definitions apply:

- "Immediate family member" means a parent, brother, sister, or grandparent. The term includes step and half relationships.
- "Sleeping quarter" means a room with a bed that is intended to house a person overnight or other area designated for overnight sleep.

During any activity or event authorized by NC Cyber, students shall not share sleeping quarters with a member of the opposite biological sex, except under the following circumstances:

- The parent or legal guardian of all students sharing the sleeping quarters have provided written permission to the Academy.
- The member of the opposite biological sex is the student's immediate family member.

Section 6: Student Support Services

6.1 - Multi-tiered System of Support (MTSS)

MTSS is a school improvement framework which encompasses academic, behavioral, and social and emotional instruction and support. This model employs a systems approach using data-driven problem-solving to maximize growth for all. The Integrated Academic and Behavior Systems Division at North Carolina Department of Public Instruction supports the implementation and sustainability of a Multi-Tiered System of Supports (MTSS). The agency's vision for MTSS is that every North Carolina pre-kindergarten-12th grade public education system implements and sustains all components of a Multi-Tiered System of Support to ensure college, career, and community readiness for all students. All students at NC Cyber participate in the MTSS process, which is embedded in the schools' instructional model. If your child is struggling to meet grade level standards, please contact your classroom teacher to discuss the need for additional support and interventions available through the MTSS process.

MTSS uses a tiered model incorporating universal screening, problem-solving methods, and evidence-based interventions to identify and serve students having academic, behavioral, and/or emotional difficulties. The goal of the MTSS process is for the student to achieve a satisfactory rate of progress in the regular education setting, preventing the need for more intensive services at a later period.

Students identified as needing supplemental (Tier 2) or intensive (Tier 3) support receive additional help which may include live lessons, tutoring, and/or assigned online instructional programs. The teacher/interventionist and learning coach/parent will need to carefully follow and document the student's response to those interventions. During the period that additional supports are provided, data is collected and reviewed to determine whether the recommended interventions are effective. Once the data is collected, the MTSS team reviews the student's progress. If the interventions have shown minimal or no effect on student progress, the MTSS team may recommend a referral for further academic or behavioral screenings, a diagnostic evaluation, or participation in other evidence-based programs designed for more intensive support. The decision to refer to the Exceptional Children's (EC) committee may occur if progress is insufficient with intense, evidence supported interventions in place or if the level of intervention is unsustainable in the general education setting without support. Referral to EC is a data-based decision.

Since MTSS is a process, not a program, students may move up and down through the tiers throughout their academic career. It is critically important that students attend all live learning sessions offered, whether through an elective intervention class or through additional small group or individual sessions.

6.2 - School Counselors

NC Cyber is committed to providing a comprehensive school counseling program that promotes academic, career, and personal/ social development. School counselors play an essential role in the education of the whole child and in promoting a positive school culture. Counselors work collaboratively with students, parents/guardians and school staff to foster a productive learning environment and support the growth of all students enrolled at NC Cyber. School counselors provide extensive, developmentally appropriate services that may include the following:

- Conducting lessons on social/emotional learning and other relevant topics
- Advising students and parents/guardians on topics related to academic success
- Assisting students in selecting appropriate courses to support their educational and career goals
- Providing individual and group counseling

- Helping students transition from different grade levels and advising them through the college admissions process
- Assisting students, parents/guardians and staff with attendance and behavioral concerns
- Serving as liaisons to connect students with community resources and opportunities
- Serving as student advocates in the educational setting
- Assisting with and responding to students in crisis
- Developing prevention and intervention strategies to promote student success
- Assisting with the development and monitoring of 504 plans

6.3 - School Social Workers

School social workers bring unique knowledge and skills to NC Cyber and are an integral part of the student services team. NC Cyber School social workers provide a link between home, school, and community by providing direct and indirect services to students, families and school personnel. School social workers advocate, promote, and support students' academic success by eliminating barriers that may impact student learning. NC Cyber School social workers provide services and interventions that may include the following:

- Addressing students' social, emotional, physical, mental, and environmental needs
- Providing case management to McKinney-Vento (NC Homeless Education Program) students
- Providing individual and small-group counseling
- Conducting suicide risk and threat assessments
- Connecting families with appropriate community and mental health resources
- Conducting virtual home visits to assess individual student and family needs
- Consulting with administrators, teachers, and school based teams to advocate for student needs
- Providing early intervention to help reduce attendance and truancy concerns

6.4 - School Psychologists

School psychology is a specialized area within the field of psychology that includes advanced training in child development, mental health, learning, and behavior. School psychologists at NC Cyber are vital members of the student support team and apply strategies to help children and adolescents succeed academically, socially, behaviorally, and emotionally. Within a comprehensive model of service delivery, school psychological services include:

- Using decision-making processes in collaboration with other team members to analyze data and identify barriers to learning
- Providing consultation regarding how to meet the needs of diverse learners
- Supporting implementation of MTSS and assisting school teams in selecting interventions and progress monitoring tools matched to student needs
- Conducting evaluations to help identify unique cognitive, emotional, behavioral and academic strengths and areas of need
- Providing direct counseling and indirect interventions through consultation for students with mental health, behavioral, and/or social skills issues that impede academic learning
- Helping families navigate the special education process
- Providing crisis intervention and response
- Serving as members of IEP teams and providing expertise regarding the special education referral and eligibility process
- Providing training to staff and families and facilitating communication and collaboration

6.5 - School Mental Health Plan

In June of 2020, Session Law 2020-7 was approved by the North Carolina General Assembly. This law required the State Board of Education to adopt a school-based mental health policy and required K-12 school units to adopt and implement a school-based mental health plan. The plan must include a mental health training program and a suicide risk referral protocol. The NC State Board of Education then adopted SHLT-003:School-Based Mental Health Policy that aligns with legislation and details compliance requirements. NC Cyber's Mental Health plan can be found on the district website.

NC Cyber is committed to complying with Session Law 2020-7 and has developed a school mental health and crisis response team to assist with this process. NC Cyber's REACH team (Recognize warning signs, Engage with empathy, Ask and assist those at risk, Cultivate resilience and communicate hope, and Help students access care) is composed of school counselors, school social workers, and school psychologists. In addition to the REACH team, NC Cyber provides annual training to staff that is focused on the mental health needs of children and adolescents. Staff are also provided with information regarding suicide prevention, with a goal of recognizing the warning signs of suicide and how to seek help for students.

If you are concerned about your child and their risk to self or others, please contact a school counselor or school social worker about your concerns. If your child is at imminent risk (verbalizing or indicating thoughts of suicide and have a plan), please immediately contact 911. If you need assistance outside of school hours and your child is not at imminent risk, please call the National Suicide Prevention Hotline: 988 or Hope4NC: 1-855-587-3463.

Section 7: Services for Special Populations

7.1 - Gifted Students

The purpose of the Academically or Intellectually Gifted (AIG) Program is to provide an appropriately challenging educational program for students who perform, or show potential for performing, at remarkably high levels of accomplishment when compared to others of their age, experience, or environment. Academically or intellectually gifted students require differentiated educational services beyond those ordinarily provided by the regular educational program.

Identification

Formal identification for the AIG Program starts in the 3rd grade. Students in grades K-2 are not formally identified but students working above grade level may receive enriched curriculum through differentiated core instruction and flexible groupings. Initial aptitude screening will be administered each year to all participating second grade students as a universal screener to collect data for the initial screening and identification process. Any student enrolled at NC Cyber K-12 may be referred for AIG screening. Students in ninth and tenth grade who are considering enrollment in the Career and College Promise Program (CCP), will need to be identified as Academically or Intellectually Gifted (AIG) for consideration. Referrals may come from a student, parent, teacher, or administrator. NC Cyber will conduct screening for all referred students during the fall and spring of each school year. After parent permission has been obtained for testing, all nominated students will be assessed using multiple measures, both qualitative and quantitative, to determine their aptitude, performance, and productive thinking abilities. Placement in the AIG program is voluntary and will require written permission from the parents/guardians. Students who do not qualify may be re-nominated the following year and will follow the same screening procedures. Once enrolled in the AIG program a student may only be removed 1) through a request by the parent/guardian or 2) at the request of the principal due to sustained academic decline. The principal shall consult with the parent/guardian prior to removing a student from the AIG program. NC Cyber will also recognize and accept all AIG students that have been identified from another school or district in North Carolina as well as those from another state if documentation of identification is provided. When a student transfers into NC Cyber, parents/guardians are encouraged to notify school personnel if their student was designated as AIG at their previous school at the time of withdrawal.

7.2 - English Learners

For a student to be a Multilingual Learner (ML), formally English Language Learner (ELL), the student must still be working toward proficiency in English, as measured by listening, speaking, reading, and writing skills. The W-APT (WIDA-ACCESS Placement Test) and WIDA (World-class Instructional Design and Assessment) Screener are state-designated English proficiency assessments, which determine ML identification and eligibility of service. The WIDA ACCESS 2.0 is the state-designated English proficiency assessment that ML students take annually. Their framework recognizes the continuum of language development within the four domains (Listening, Speaking, Reading, and Writing) with six English language proficiency levels. If a student meets exit criteria, the student will continue to be monitored for 2-4 years.

When a student transfers into NC Cyber, parents/guardians are encouraged to notify school personnel if their student was designated as an English Learner and receiving services at their previous school at the time of withdrawal.

7.3 - Section 504

Section 504 of the Rehabilitation Act of 1973

Section 504 is part of a federal civil rights law known as the Rehabilitation Act of 1973. The Rehabilitation Act of 1973 defines a person with disabilities as “any person who has a physical or mental impairment that substantially limits one or more major life activity or bodily function, has a record of such impairment, or is regarded as having an impairment.” Major life activities include, but are not limited to, caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. Learning does not have to be the major life activity affected in order for an individual to be eligible for protections and services under Section 504.

The Section 504 law specifically prohibits discrimination against students with disabilities and guarantees them a free and appropriate public education (FAPE). Discrimination, as defined in Section 504, is the failure to provide students with disabilities the same opportunity to benefit from education programs, services, or activities as provided to their nondisabled peers. Therefore, schools cannot exclude or deny students with disabilities access to facilities, programs, benefits, activities, or services that are provided to students without disabilities. Schools must make sure that all students receive equal access to educational opportunities.

Enrollment

Parents/guardians of students with Section 504 plans seeking to enroll in the school are asked to submit a copy of the Section 504 plan during the enrollment and academic placement process. When a student enters the school with a Section 504 plan developed by a prior school, the school will schedule a review of the plan, any supporting documentation, and make adjustments as necessary for the virtual setting to comply with Section 504 of the Rehabilitation Act.

During the School Year

At the beginning of the school year, the 504 Coordinator will ensure that teachers have access to a student’s 504 Plan. The teachers are made aware of each student’s special learning needs and are given guidance on how to make the necessary program accommodations. Students who have Section 504 plans will participate in the general education environment and the general education teachers, with the support of the 504 Coordinators, will implement the provisions of the student’s plan. The 504 Coordinators will be responsible for notifying teachers of student accommodations and to assist with and monitor implementation of the Section 504 plan.

Review and Reevaluation

The school shall establish procedures for periodic review and reevaluation of students, consistent with the requirements of Section 504 of the Rehabilitation Act. A review of the student’s 504 plan will take place annually to ensure appropriate accommodations are in place. The plan will be reviewed every three years to determine a student’s continued eligibility at which time supporting documentation of a student’s disability may be reviewed. For students who enter the school with an existing Section 504 plan, the schedule for the reevaluation will be determined by the 504 Coordinator based on the following: how recently the plan was developed, the appropriateness or need for a plan in the virtual school setting, and any changes to the student’s supporting documentation.

Section 504 Accommodations

According to their Section 504 plans, students will receive accommodations and modifications according to their educational program. The accommodations are provided both within the learning management system and through teacher adjustments to the course. The 504 Coordinator and general education teachers will provide accommodations in compliance with the student's Section 504 plan, while ensuring the student continues to meet progress expectations toward course completion.

New 504 Referrals

Federal law requires NC Cyber to provide its students, regardless of disability, with an equal opportunity to participate in and benefit from the school's education program. NC Cyber is committed to providing its students with equal access to its education program. We provide students with accessibility through resources tailored to each student's individual abilities and needs.

Children are entitled to protections under Section 504 when they have a documented disability that: (1) has a physical or mental impairment that substantially limits a major life activity; (2) has a record of such an impairment; or (3) is regarded as having such an impairment. The determination of whether a student has a physical or mental impairment that substantially limits a major life activity (and therefore has a disability) must be made on a case-by-case basis and is subject to review by the school 504 team.

Once a 504 referral has been made, in certain situations, the student may be referred to the IEP committee in order to rule out the need for special education services. 504 eligibility meetings will be held with the teacher(s), parent/legal guardian, and the 504 Coordinator to determine plan eligibility and appropriate accommodations. The parents' participation in this meeting is critical and helps to establish an accurate picture of the student's disabling condition and current needs at school. Based on the information received, the Section 504 team considers whether the student qualifies as an individual with a disability under Section 504. If the team needs more information, the team will obtain the parent's consent to conduct an evaluation. If the team determines that the student has a disability, the team identifies what types of support is appropriate to meet the student's needs through the development of a 504 plan. A 504 plan describes the accommodations that the school provides to support the student's education. The team that determined the student's eligibility for Section 504 and identified the needed accommodations will create this service plan.

7.4 - Individuals with Disabilities Education Act (IDEA)

Enrollment Requirements

At the time of enrollment, all parents/guardians that indicate their students have special needs are asked to submit a copy of the student's most recent Individualized Education Program (IEP), the student's most recent eligibility determination, as well as any associated screenings and evaluations. All documents are reviewed by the Director of Special Education and, if necessary, a member of the special education staff will contact the family to discuss specific student needs or to clarify the information.

When a child with a disability transfers to NC Cyber Academy with a current IEP from their previous school, NC Cyber, in consultation with the parents/guardians, will provide a Free Appropriate Public Education (FAPE) to the child, including services comparable to those described in the child's IEP from the previous school district. It is important to communicate to your child's teacher that he/she currently receives special education services and share any necessary documents if available. The assigned Case Manager will schedule a transition meeting to review and discuss your child's individual needs. If a student transfers to NC Cyber with an expired eligibility determination and/or an expired IEP for services, an

Exceptional Children's (EC) staff member will review the documents and then schedule a meeting so the IEP Team can determine appropriate next steps in the process regarding eligibility and services.

During the School Year

At the beginning of the school year, special education staff will ensure that teachers have access to the student IEPs once received from the previous school district. The information will be shared with the student's teachers, who will be given guidance on how to make the necessary program and curricular accommodations. Services and accommodations generally differ upon enrollment into a virtual setting from a traditional brick and mortar environment. Students receiving special education and related services under the provisions of IDEA are expected to participate virtually in those services as outlined in the IEP.

Conducting IEP Meetings

As an LEA, NC Cyber will be responsible for all special education services including planning, scheduling, and conducting all annual reviews, educational evaluations, and other IEP-related meetings. IEP meetings are held virtually to provide a convenient platform that facilitates meaningful parent participation. While the IEP Team makes every effort to schedule meetings at a mutually agreed-upon time, the team will proceed with the meeting after multiple reasonable attempts prove unsuccessful. After documented outreach, the team will convene and hold the meeting to ensure compliance with state and federal deadlines.

Parent Rights Guide

For more information, see the NC Department of Public Instruction's publication, "Parent Rights and Responsibilities in Special Education: Notice of Procedural Safeguards" (July 2016). "Procedural Safeguards: Handbook on Parents Rights" Additional parent resources can be located on NC Department of Public Instruction's Exceptional Children website or contact the NC Cyber Academy Director of Special Education.

7.5 - Discipline for Students with Disabilities

NC Cyber discipline policies for students with disabilities are in compliance with Section NC 1504-2 of the Policies Governing Children with Disabilities. School personnel may consider any unique circumstances on a case-by-case basis when determining whether a change in placement, is appropriate for a child with a disability who violates a code of student conduct, as stated in Section NC 1504-2 of the Policies Governing Children with Disabilities.

7.6 - Attendance

Based on the student's assigned Engagement Tier, it is critical that they are present for live learning sessions in order to receive their specialized instruction through their associated educational plans. School personnel may consider any unique circumstances on a case by case basis when determining whether a change in placement is appropriate for a child with a disability who violates the NC Cyber Student Engagement Policy.

Section 8: Educational Materials Provided by the School

8.1 - Technology Provided by the School

NC Cyber will provide enrolled students with laptops. Admitted families must make a written request and submit it to the school social worker, for connectivity or equipment assistance if they cannot afford connectivity or equipment. All school educational materials, including email, computers and other technology, remain the property of the school and/or the school's vendor partners. The school, or its vendor partner (as the case may be), reserves the right to inspect educational materials and review any content or activity conducted on or through the use of school-provided educational materials, including email, computers and other technology at any time and for any reason, either directly or through law enforcement. At the time of withdrawal, all school-issued devices must be returned to NC Cyber within ten (10) days of the withdrawal date.

8.2 - Use of Personal Equipment and Software

Families who use their own computers and software should ensure their equipment meets the minimum system requirements as detailed below.

<table>
<tr><th colspan="2">Minimum System Requirements</th></tr>
<tr><th>Operating Systems</th><th>Browsers</th></tr>
<tr><td>Android 5.0+
Apple iOS 10.3+
Mac OS X 10.9+
Chrome OS 57+
Windows 10+</td><td rowspan="2">Chrome (preferred browser)
Firefox
Safari
Microsoft Edge</td></tr>
<tr><th>Processor</th></tr>
<tr><td>Processor: 2.33 FHz AMD - or - Intel 1.33 GHz
Memory: 1+ GB RAM</td><td></td></tr>
<tr><th>Sound</th><th>Network/Speed Connections</th></tr>
<tr><td>OS supported sound card
Microphone, Speakers, or Headsets</td><td>LAN 100/1000 switched to desktop
Internet access of 384 kbps per concurrent user
Wi-Fi with 54 mbps access points or better</td></tr>
</table>

8.3 - Internet Safety Policy

It is the policy of NC Cyber to prevent transmission of inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications, prevent unauthorized access and other unlawful online activity related to inappropriate material via the Internet, prevent unauthorized online disclosure, use, or dissemination of personally identifiable information, and to comply with the Children's Internet Protection Act (CIPA).

To the extent practical, technology protection measures shall be made available for all computers provided by NC Cyber that are accessible to students. Technology protection measures promote the safety and security of users of electronic mail, chat rooms, instant messaging, and any other form of direct electronic communications.

Any violation of this policy may result in warnings, usage restrictions, including termination of access privileges to NC Cyber's learning management software or programs, the loss of a computer provided to the user by NC Cyber, as well as other disciplinary actions or legal proceedings.

A. Definitions

1. Technology Protection Measure
   The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors.

2. Harmful to Minors
   The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
   a. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
   b. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
   c. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

3. Child Pornography
   The term "child pornography" means any visual depiction, including any photograph, film, video picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:
   d. the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
   e. such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
   f. such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

4. Sexual Act; Sexual Contact
   The terms "sexual act" and "sexual contact" are defined as codified in Section 2246 of Title 18 of the United States Code.

5. Minor
   For purposes of this policy, the term "minor" means any individual who has not attained the age of 18 years.

B. Access to Inappropriate Material

As required by federal law 47 U.S.C. 254(h)(5)(B),(C) and to the extent practical, technology protection measures (or "Internet filters") will be used to block or filter access to inappropriate information on the Internet and World Wide Web. Specifically, blocking will be applied to audio, and visual depictions deemed obscene or to be child pornography or harmful to minors. Student access to other materials that are inappropriate to minors will also be restricted. Audio or visual materials that depict violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose are inappropriate for minors. The superintendent, in conjunction with the Executive Team and technology staff, shall

make a determination regarding what other matters or materials are inappropriate for minors. School system personnel may not restrict Internet access to ideas, perspectives, or viewpoints if the restriction is motivated solely by disapproval of the viewpoints involved. A student or employee must immediately notify the Director of Technology & Innovation if the student or employee believes that a website or web content that is available to students through the school system's Internet access is obscene, constitutes child pornography, is "harmful to minors" as defined by CIPA, or is otherwise inappropriate for students. Students must notify a teacher or the school principal; employees must notify the superintendent or designee.

Due to the dynamic nature of the Internet, sometimes Internet websites and web material that should not be restricted are blocked by the Internet filter. A student or employee who believes that a website or web content has been improperly blocked by the school system's filter should bring the website to the attention of the principal. The principal shall confer with the technology director to determine whether the site or content should be unblocked. The principal shall notify the student or teacher of the decision. The decision may be appealed through the school system's grievance procedure.

Subject to staff supervision, technology protection measures may be disabled during use by an adult for bona fide research or other lawful purposes.

C. Inappropriate Network Usage

All users of school system technological resources are expected to comply with the requirements established in the Technology Responsible Use policy. In particular, users are prohibited from: (a) attempting to gain unauthorized access, including "hacking" and engaging in other similar unlawful activities; and (b) engaging in the unauthorized disclosure, use, or dissemination of personal identifying information regarding minors.

D. Education, Supervision, and Monitoring

To the extent practical, steps will be taken to promote the safety and security of users of programs and devices provided by NC Cyber, especially when users are using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. It is the responsibility of all school personnel to educate, supervise, and monitor usage of the online computer network and access to the Internet in accordance with this Internet Safety policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act. Procedures for the disabling or otherwise modifying any technology protection measures are the responsibility of the technology director or designated representatives. Age-appropriate training for students who use the school system's Internet services will be provided to students at the beginning of their enrollment each year. The training provided will be designed to promote the school system's commitment to educating students in digital literacy and citizenship, including:

1. the standards and acceptable use of Internet services as set forth in the Technology Responsible Use policy;
2. student safety with regard to safety on the Internet, appropriate behavior while online, including behavior on social networking websites and in chat rooms, and cyberbullying awareness and response; and
3. compliance with the E-rate requirements of the Children's Internet Protection Act.

Following receipt of this training, the student must acknowledge that he or she received the training, understood it, and will follow the provisions of the Technology Responsible Use policy. The superintendent shall develop any regulations needed to implement this policy and shall submit any certifications necessary to demonstrate compliance with this policy.

Legal References: Children's Internet Protection Act, 47 U.S.C. 254(h); Neighborhood Children's Internet Protection Act, 47 U.S.C. 254(l); Protecting Children in the 21st Century Act, 47 U.S.C. 254(h).

8.4 - Technology Responsible Use Policy

NC Cyber provides its students and staff access to a variety of technological resources. These resources provide opportunities to enhance learning and improve communication within the school community and with the larger global community. Through the school system's technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information.

The Board intends that students and employees benefit from these resources while remaining within the bounds of safe, legal, and responsible use. Accordingly, the Board establishes this policy to govern student and employee use of school system technological resources. This policy also applies to any non-students who are expressly authorized by North Carolina Cyber Academy to use electronic information resources, including, but not limited to, Board of Education members, contractors, consultants, and temporary workers. This policy applies regardless of whether such use occurs on or off school system property, and it applies to all school system technological resources, including but not limited to computer networks and connections, the resources, tools, and learning environments made available by or on the networks, and all devices that connect to those networks.

A. School-Issued Google Accounts

NC Cyber will create a Google account for each student and staff member, which will be used along with the student or staff name to create accounts necessary for access to technology and digital resources. An NC Cyber issued Google account may be visible in various applications to teachers and students across the system.

B. Laptops & Other Devices

NC Cyber uses a variety of technology and digital resources to enable and enhance instruction. With permission, students may use physical devices, including but not limited to, computers, tablets, and other hardware, for approved educational uses. Technology access may include Internet access. In lieu of a school issued laptop, parents may elect to provide their own laptop for completing school responsibilities. The provision of a device is a service that NCCA provides, however it is the families' responsibility that the student maintains the ability to access all school responsibilities.

NC Cyber strives to provide a laptop computer or other physical device to every student for approved educational uses. All NC Cyber-issued devices may be inspected by NC Cyber officials, with or without prior notice, either in person or remotely via the Internet, for purposes of maintenance and/or to monitor the student's use of the device (including any email and Internet activities) to determine whether the student is complying with applicable laws, policies, and regulations. Students and parents/guardians have no reasonable expectation of privacy to any data or information of any kind that is stored in a NC Cyber device, which remains at all times the property of NC Cyber. If any such inspection reveals that the student has violated any provision of the NC Cyber District Handbook or any criminal law, any such evidence may be used in support of a disciplinary action against the student and/or shared with law enforcement consistent with applicable law.

Parents/Guardians who do not want their student to be issued a NC Cyber device may opt to provide their own device for the student's use at school, so long as the device is a laptop computer (no tablets), has the latest operating system, and includes a keyboard, camera, and microphone. The device must otherwise be safe, adequate, and compatible with NC Cyber educational services and technology resources.

Any non-NC Cyber device that students use at school for educational purposes as an alternative to using a NC Cyber-issued device are subject to inspection and monitoring by NC Cyber at any time in the same manner and under the same circumstances as a NC Cyber-issued device. The fact that the device is private property does not insulate it from inspection and monitoring. Students and parents/guardians who do not wish their personal devices to be subject to monitoring and inspection at school have the option to use a NC Cyber-issued device instead.

C. Internet Safety Program for Students and Staff

NC Cyber has several processes in place to protect students and staff while using technology and web-based instructional tools. While there are protective measures taken to ensure student safety on NCCA devices, parents are responsible and should continually monitor their child's use of technology in their home. All students and staff will be required to be trained annually in Internet safety. In accordance with federal law, NC Cyber administration shall communicate and enforce an Internet-safety training program for all students under their care and all staff employed by the district. At a minimum, student training must include appropriate online behavior; interacting with other individuals on social media and in chat rooms and; cyber bullying awareness and response. The NC Cyber Technology and Innovation Department will maintain records that support the existence of the Internet Safety Program and how the program is implemented at NC Cyber.

D. Expectations for Use of School Technological Resources

Individual users of the school system's technological resources are responsible for their behavior and communications when using those resources. Responsible use of school system technological resources is use that is ethical, respectful, academically honest, and supportive of student learning. Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette. General student and employee behavior standards, including those prescribed in applicable Board policies, the NC Cyber District Handbook, and other regulations and school rules, apply to use of the Internet and other school technological resources.

In addition, anyone who uses school system computers or electronic devices or who accesses the school network or the Internet using school system resources must comply with the additional rules for responsible use listed in Section D below. These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive.

All students and employees must be informed annually of the requirements of this policy and the methods by which they may obtain a copy of this policy. Before using school system technological resources, students and employees must sign a statement indicating that they understand and will strictly comply with these requirements and acknowledging awareness that the school system may use monitoring systems to monitor and detect inappropriate use of technological resources. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges. Willful misuse may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

E. Rules for Use of Technological Resources

1. School system technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient, and legal activities that support learning and teaching. Use of school system technological resources for commercial gain or profit is prohibited. Because some incidental

and occasional personal use by employees is inevitable, the Board permits infrequent and brief personal use by employees so long as it occurs on personal time, does not interfere with school system business, and is not otherwise prohibited by Board policy or procedure. The use of personal taglines or signature additions are not allowed on NC Cyber email or other accounts.

2. Using NC Cyber computers, networks, or other technology resources to endorse or oppose referendum, election, or particular candidate for office, including but not limited to advocacy in support of or against school bond referenda or candidates for the Board is prohibited.

3. Under no circumstance may software purchased by the school system be copied for personal use.

4. Students and employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records and must follow any district applicable software application subscription service terms and conditions. Any use that violates state or federal law is strictly prohibited. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism, as stated in the NC Cyber District Handbook.

5. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing, or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages, or other material that is obscene, defamatory, profane, pornographic, harassing, or intended to and likely to incite imminent unlawful action, or otherwise prohibited by Board policy.

6. Users must not circumvent network security measures (i.e. firewalls, etc.). The use of anonymous proxies to circumvent content filtering is prohibited.

7. Users may not install or use any NC Cyber computer, network, or other technology resource to facilitate the sharing of copyrighted material.

8. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).

9. Users must respect the privacy of others. When using e-mail, chat rooms, blogs, or other forms of electronic communication, students must not reveal personal identifying information or information that is private or confidential, such as the home address or telephone number, credit or checking account information, or social security number of themselves or fellow students. In addition, school employees must not disclose on school system websites or web pages or elsewhere on the Internet any personally identifiable, private, or confidential information concerning students (including names, addresses, or pictures) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA). Users also may not forward or post personal communications without the author's prior consent.

10. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks, or data of any user connected to school system technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance.

11. Users may not create or introduce games, network communications programs, or any foreign program or software onto any school system computer, electronic device, or network without the express permission of the technology director or designee.

12. Users are prohibited from engaging in unauthorized or unlawful activities, such as “hacking” or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems, or accounts.

13. Sharing Computer/Application Credentials:

    a. Users are prohibited from working under another person’s login information (username and password). Users are prohibited from giving their login information to someone else or directing one to share their login information.

    b. Users may not read, alter, change, block, execute, or delete files or communications belonging to another user without the owner’s express prior permission.

    c. Employees shall not use passwords or user IDs for any technology resource (e.g., the state student information and instructional improvement system applications, time-keeping software, etc.) for an unauthorized or improper purpose.

14. If a user identifies a security problem on a technological resource, the user must immediately notify an administrator. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.

15. Teachers shall make reasonable efforts to supervise students’ use of the Internet during instructional time.

16. Views may be expressed on the Internet or other technological resources as representing the view of the school system or part of the school system only with prior approval by the superintendent or superintendent’s designee.

17. Students may not access chat rooms unless assigned by a teacher or administrator for a valid educational purpose.

F. Web-Based Applications

With the approval of an authorized NC Cyber teacher or administrator, students may access web-based applications to create, review, store, share and potentially post their work on the Internet. Examples of these tools include, but are not limited to the Canvas learning management system, productivity tools and GMail. NC Cyber has a review process, implemented in 2023- 2024, for web-applications, and approved applications must have acceptable security and privacy practices. Staff and students should only use applications that have been approved. Also of note, not all tools are used at all grade levels.

All NC Cyber business conducted online must utilize NC Cyber authorized communication programs or services. Those wishing to use third-party services must be approved by the Technology and Innovation Department so that the appropriate provisions may be added to the contract e.g., procedures, and contacts for public information requests.

G. Restricted Material on the Internet

The Internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from diverse and rapidly changing sources, including some that may be harmful to students. The Board recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain. Nevertheless, school system personnel shall take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic, or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose. The Board is not responsible for the content accessed by users who connect to the Internet via their personal mobile technology.

The district also uses Internet filters to remove most harmful content. District supplied devices and hotspots provide filtering at school and at home. These protective measures do not relieve students of their responsibility to comply with all applicable policies and procedures and to use school system technology and networks safely, responsibly, and in compliance with all applicable laws. Nor do they relieve parents and guardians of their responsibility to monitor and supervise safe and appropriate use of technology and the Internet in settings outside of school. Students are strictly prohibited from taking any measures to evade, disable, or circumvent any NC Cyber Internet filters or other NC Cyber technology protocols or procedures designed to protect the safety of students, NC Cyber technology resources, and/or the general public.

H. Parental Consent

The Board recognizes that parents/guardians of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Accordingly, before a student may independently access the Internet, the student's parent must be made aware of the possibility that the student could obtain access to inappropriate material while engaged in independent use of the Internet. The parent and student must consent to the student's independent access to the Internet and to monitoring of the student's Internet activity and e-mail communication by school personnel.

In addition, in accordance with the Board's goals and visions for technology, students may require accounts in third party systems for school related projects designed to assist students in mastering effective and proper online communications or to meet other educational goals.

I. Privacy

The Board intends that students and employees benefit from these resources while remaining within the bounds of safe, legal, and responsible use. Students, employees, visitors, and other users have no expectation of privacy in anything they create, store, send, delete, receive, or display when using the school system's network, devices, Internet access, email system, or other technological resources owned or issued by the school system, whether the resources are used at school or elsewhere, and even if the use is for personal purposes. Users should not assume that files or communications created, transmitted, or displayed using school system technological resources or stored on servers or on the storage mediums of individual devices will be private. The school system may, without notice, (1) monitor, track, and/or log network access, communications, and use; (2) and access, review, copy, store, delete, or disclose the content of all user files, regardless of medium, the content of electronic mailboxes, and system outputs, such as printouts, for any lawful purpose. Such purposes may include, but are not limited to, maintaining system integrity, security, or functionality, ensuring compliance with Board policy and applicable laws and regulations, protecting the school system from liability, and complying with public records requests. School system personnel may monitor online activities of individuals who access the Internet via a school-owned device subject to policy.

In the course of monitoring the online activities of individuals who access the Internet as described in this policy, school system personnel may identify information pertaining to school safety or student safety.
School system personnel who receive notice of online communications that suggest a student may be at imminent risk of harm should refer the matter to the student's family and/or appropriate authorities.
However, parents and guardians must take primary responsibility for supervising and monitoring the online activities of their children when those activities occur outside of the school setting. The school system is not able to guarantee continuous, comprehensive monitoring of online activities such that it can identify and respond to potential risks suggested by various forms of online communication.

By using the school system's network, Internet access, email system, devices, or other technological resources, individuals consent to have that use monitored by authorized school system personnel as described in this policy.

J. Use of Personal Technology on School System Property or at School Sponsored Events

The school system assumes no responsibility for personal technology devices brought to an NC Cyber sponsored event, testing site, or used to access NC Cyber resources.

Students shall comply with the applicable "Rules for Use of Technology Resources" set forth in this policy when students use a personal device on school property, at school sponsored events, on school-based transportation, or anytime a personal device is connected to school system technology resources. As an example, students using a personal device on school property, at school sponsored events, on school-based transportation, or when the device is connected to school system technology resources, shall not engage in creating, intentionally viewing, accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing, or abusive.

K. **Wireless Communication Policy**

Students shall not use, display, or have non-NC Cyber issued wireless communication devices turned on while instruction is taking place, unless 1) such use has been expressly authorized by the teacher for educational purposes; 2) such use is required by a student's IEP or 504 plan; or 3) required to manage a student's health care, in accordance with a documented medical condition. Students who fail to comply with this policy shall be subject to disciplinary action.

L. Personal Websites

The superintendent may use any means available to request the removal of personal websites that substantially disrupt the school environment or that utilize the school system or individual school names, logos, or trademarks without permission.

1. Students

   Though school personnel generally do not monitor students' Internet activity conducted on non-school system devices during non-school hours, when the student's online behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with Board policy.

2. Staff and Volunteers

Staff and volunteers are to maintain an appropriate relationship with students at all times. They are encouraged to block students from viewing personal information on personal websites or online networking profiles and social media to prevent the possibility that students could view materials that are not age appropriate. An individual staff member or volunteer's relationship with NC Cyber may be terminated if they engage in inappropriate online interaction with students.

M. Student Data

Student work and identifying information about students, such as name and classroom, may be maintained by and stored on web-based instructional sites and applications or on the NC Cyber server consistent with applicable law

N. Warranty

The school system makes no warranties of any kind, whether expressed or implied, for the technology services it is providing. The school system is not responsible for any damage suffered, including, but not limited to, loss of data resulting from delays, non-deliveries, miss-deliveries, service interruptions, or personal errors or omissions. Use of any information obtained via the Internet is at the user's risk. The school system specifically denies any responsibility for the accuracy or quality of information obtained through Internet access.

Legal References: U.S. Const. amend. I; Children's Internet Protection Act, 47 U.S.C. 254(h)(5); Electronic Communications Privacy Act, 18 U.S.C. 2510-2522; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; 17 U.S.C. 101 *et seq.*; 20 U.S.C. 6777; G.S. 115C-325(e) (applicable to career status teachers), -325.4 (applicable to non-career status teachers)

15 U.S.C. § 6501 *et seq.*; 16 C.F.R. Part 312; 47 U.S.C. § 254; 18 U.S.C. § 2510 *et seq.*; 20 U.S.C. § 1681 *et seq.*; 20 U.S.C. § 1232g; G.S. 14-196.3; G.S. 15A-286 to 287; G.S. 115C-47(33); G.S. 115C-391; G.S.

115C-398; G.S. 115C-401.1; G.S. 115C-402; G.S. 115C-523

Appendix: NC Cyber Forms and Documents

The following documents and forms are included in the Appendix.

1. NC Cyber Student/Parent Policy Acknowledgement
2. NC Cyber Entrance Agreement
3. NC Cyber Honor Code
4. NC Cyber Technology Acceptable Use Policy
5. NC Cyber Technology Responsible Use Policy
6. NC Cyber Title I Compact
7. Audio, Photograph, and Video Privacy Release
8. Release of Records Form
9. Notice of Intent to Administratively Withdraw
10. Notification of Administrative Withdrawal
11. Notice of Three (3) Days of Unexcused Absences
12. Notice of Six (6) Days Unexcused Absences - Under 16 years of age
13. Notice of Six (6) Days Unexcused Absences - 16 years of age and older
14. Attendance Meeting Notification Letter - Ten (10) Days of Unexcused Absences - Under 16 Years of Age
15. Attendance Meeting Notification Letter - Ten (10) Days of Unexcused Absences - 16 Years of Age and Older

North Carolina Cyber Academy
Student/Parent Policies Acknowledgement Signature Page
2026 - 2027

By signing this acknowledgement page, the student and parent/guardian confirms that they have read, and agree to abide by, the above-mentioned North Carolina Cyber Academy policies and agreements.

Student Initials	Parent/Guardian Initials	Policy Name
_____	_____	North Carolina Cyber Academy Entrance Agreement
_____	_____	North Carolina Cyber Academy Honor Code Agreement
_____	_____	North Carolina Cyber Academy Technology Acceptable Use
_____	_____	North Carolina Cyber Academy Title I School Compact Agreement

Note: During the enrollment process this page is the only signature page required to be uploaded and returned to the enrollment team. This signature page will cover the five above mentioned policies/agreements. If these policies/agreements are updated the student and parent/guardian will be provided with an updated copy of policies/agreements.

Date _____

Student Name (Print) _____ 2026-2027 Grade Level: _____

Student Signature _____

Parent/Guardian(Print) _____

Parent/Guardian Signature _____

North Carolina Cyber Academy
Entrance Agreement
2026 - 2027

As the parent/guardian of this student, I understand that this is a public school of choice and has requirements that students must meet to be successful and remain in the program.

Virtual Charter School Attendance and Membership

Phase I Engagement: First Steps
I understand that in order for the student to enter the program, the following tasks must be completed by me and my student within the **first ten days of school**:

- Successful phone contact (Welcome/Intro Call) with homeroom teacher(s)
- Acknowledge receipt and review of the Honor Code
- Complete the Learning Support Coach/Parent/Guardian Orientation Canvas Course
- Complete the Student Internet Safety Course
- Complete at least 50% of student courses consistent with their attendance tier
- Acknowledge receipt and review of Learning Coach Designation Form (completed during enrollment process)

Phase II Engagement: Year-Long Participation
I understand that in order for my student(s) to remain in the program, students and learning coaches must meet the following ongoing expectations:

- Abide by the Honor Code and guidelines regarding plagiarism and cheating
- Abide by the policy regarding acceptable and responsible use of technology
- Adhere to the NC Cyber Handbook and Code of Conduct and maintain satisfactory or better behavior
- Attend all **in-person** State Testing and complete the assigned assessments (Please note that state testing provides the required data to determine overall student promotion and retention)
- Ensure daily support from a learning coach to ensure program success
- Maintain participation expectations and comply with any specific participation plans
- Adhere to the NC Cyber Attendance and Engagement requirements as set forth in the District Handbook including NC Cyber Academy's camera on policy for all synchronous sessions.

North Carolina Cyber Academy
Honor Code
2026 - 2027

North Carolina Cyber Academy's mission is to empower children with the knowledge, skills and character traits to be successful in their education through an engaging, personalized learning experience in a full-time virtual school.

Cheating, plagiarizing, or other acts of academic dishonesty are directly counter to the principles of academic excellence and harm those students who engage in such activities--they cheat themselves of the opportunity to fully develop their intellectual abilities. Our Honor Code serves to reinforce our students' commitment to academic excellence, and all students must sign this Honor Code as part of the enrollment process.

As a NC Cyber student, I know that academic honesty is critical to my own success, as well as to the mission of my school. I also understand that an Honor Code is, by its nature, limited not only to those situations spelled out in the code, but includes the spirit of honesty and ethics implied by the written code. I agree that I will uphold not only the letter of this code but also its implied intent of ongoing commitment to full academic honesty.

I agree that I will...

- never submit work of any kind that is not my own, nor ever give my work to other students to submit as their own.
- never post exam or quiz answers on the Internet or in other public places, nor use answers from posted exams or quizzes.
- never provide a forged document or signature to the school.
- never plagiarize in written, oral, or creative work.
- never utilize Chat GPT or other AI software/programs to complete academic work unless explicitly directed to do so by a teacher
- be well-informed about plagiarism and not use "lack of knowledge" as a reason for engaging in plagiarism.
- take assessments only after I have completed the lessons leading up to that test or quiz.
- never give or receive unauthorized assistance on assessments. I understand that all assessments are "closed-book" and that my learning coach shall not aid in determining answers on any academic work..
- read and understand the contents of the NC Cyber District Handbook
- adhere to all student conduct guidelines for proper use of the Internet and all NC Cyber issued devices or materials provided to me.
- accept the consequences, including disciplinary action, of breaking this Honor Code.

(More information on Discipline and Due Process for Students can be found in the NC Cyber District Handbook.)

Last updated: August 12, 2026

North Carolina Cyber Academy
Technology Acceptable Use Policy
2026 - 2027

Welcome to NC Cyber! We are excited to serve you and are looking forward to the coming school year. We wanted to go over a few things now that you are enrolled and have received the school provided laptop.

A. Tech Support
If you experience any issues with your new technology, or have any questions, please contact Tech Support at 888-846-2998, Option 2.

B. Definition of the Term: User
In the case of the Acceptable Use Policy, the term "users" refers to parents, legal guardians, students, learning coaches, and staff who use NC Cyber's educational management software, school-issued technology, and software.

C. Student Responsibilities
Students are expected to abide by the provisions of this Acceptable Use Policy (AUP), the NC Cyber Board Policy on Technology Responsible Use and North Carolina state and federal laws. Prohibited uses fall into the following broad categories:

- Disruptive use
- Unauthorized use
- Illegal use
- Political or commercial use
- Hacking or accessing accounts not issued to the individual user

If a student is in violation of this policy, their privileges and permissions may be revoked or limited for a period of time based on the severity of the violation. This includes access to the Learning Management System (LMS) Canvas and any communication platforms. If a student violates Board policies or state or federal laws, they will face additional and more serious consequences in accordance with those policies and laws. If the school year ends before the computer suspension, the remainder of the suspension will carry over to the next school year.

Technology Responsibilities
All students, parents/guardians, learning coaches and employees are expected to be familiar with and follow the expectations and requirements of the NC Cyber Acceptable Use Policy. The purpose of this policy is to ensure

that individuals are aware of their responsibilities regarding the Internet, related technology, and equipment. This policy helps ensure the safety and privacy of current and former students, parents/guardians, and employees. This policy applies to all users and outlines the basic rules and requirements with which all users are required to comply when using technology. The users, as well as the parents/guardians of minor users, will be responsible for compliance with this policy and for contacting NC Cyber Technical Support at 888-846-2998, Option 2.

Laptop Guidelines

The laptops are property of NC Cyber, and as such, should be treated with care. If there is any damage or issue with the laptop, please contact Tech Support immediately, or you may be billed for damages. The laptops are for NC Cyber school use only. Software not intended or approved by NC Cyber, including games shall be installed on an NC Cyber-issued laptop. The laptop shall not be used for personal use outside of school. It is recommended that students get in the practice of saving all files to their school-issued Google Drive so that all files are not locally stored on the laptop. This will ensure that if the laptop is damaged, students will still be able to access their files that are saved in Google Drive. Please alert Tech Support within 2 school days if your student is experiencing technology issues (including power outages) that are impeding your student's participation in school.

Academic Consequences of Violations

AUP violations may carry serious academic consequences. Any violation of this Acceptable Use Policy may result in warnings, usage restrictions including termination of access privileges to NC Cyber's learning management software or programs, the loss of a computer provided to the user by NC Cyber, as well as other disciplinary actions or legal proceedings. Additional potential consequences include complete suspension or even expulsion from NC Cyber.

Limitation of Liability

NC Cyber makes no guarantee that the functions or the services provided by or through NC Cyber will be error-free or without defect. NC Cyber will not be responsible for any damage you may suffer as a user, including, but not limited to, loss of data or interruptions of service. NC Cyber is not responsible for the accuracy or quality of the information obtained through or stored on any systems. NC Cyber will also not be responsible for financial obligations arising through the unauthorized use of the system.

Acknowledgment

By signing this document, the parents/guardians and the designated learning coach (person other than parent or legal guardian working with the student), acknowledge that they have read, understood, and agree to abide by this policy. The parent/guardian and/or the designated learning coach agree to be responsible for explaining this policy to the student, and the student's obligation to abide by this policy. When the user is not a minor, the user agrees that the user understands the obligations of this policy and agrees to be responsible for abiding by this policy.

Last updated: August 12, 2026

North Carolina Cyber Academy
Title l Compact 2026 - 2027

North Carolina Cyber Academy along with parents/guardians and students agree that this compact outlines how the parents/guardians, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents/guardians will build and develop a partnership that will help children achieve the State's high standards.

North Carolina Cyber Academy Responsibilities

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards
- Conduct parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.
- Provide parents/guardians with frequent reports on their children's progress, and will communicate with parents/guardians any time during the school year once a student is failing a course or has had a significant negative change in their behavior or performance.
- Monitor student participation/attendance, and provide support when barriers exist.
- Provide timely feedback on student assignments and assessments.
- Ensure staff is accessible to parents/guardians and students throughout the school day, and respond to phone calls or emails within two (2) business days.
- Provide parents/guardians opportunities to volunteer and participate in their child's class, and to observe classroom activities.

Parent/Guardian Responsibilities

- Monitor student participation and attendance.
- Inform school of any excused absences and submit any required documentation within 72 hours.
- Ensure that student(s)completes assignments and coursework.
- Participate, as appropriate, in decisions relating to my children's education.
- Promote positive use of my child's extracurricular time.
- Stay informed about my child's education and communicate with the school about any changes that occur.
- Respond to school communication within a reasonable time, and communicate with school staff regularly.
- Ensure students' attendance at all required in-person state testing.
- Ensure students' participation in all district/school-required benchmarks and assessments.
- Adhere to the Learning Coach Expectations

Student Responsibilities

- Adhere to the NC Cyber Behavior Matrix
- Adhere to NC Cyber's Engagement and Attendance Policies (Section 3 of District Handbook) including the camera on policy for all synchronous sessions.
- Adhere to NC Cyber's Code of Conduct (Section 4 of District Handbook)

See NC Cyber Title I Parent and Family Engagement Policy for additional information.

North Carolina Cyber Academy
Audio, Photograph, and Video Privacy Release 2026 - 2027

This form explains potential uses of student photographs and video images by North Carolina Cyber Academy and allows you to grant or deny permission to NC Cyber to release your child's image for display or publication. This form also allows a parent or guardian the choice as to whether their child may be identified by name on the school or district's Internet websites. Student names may be released unless a parent or guardian has expressly contacted the school and requested that their child's "directory information" not be shared.

North Carolina Cyber Academy uses internal and external media to highlight the K-12 experience in a variety of ways, which may include the use of photographs, audio recordings, and videos of students. For example, student images may be published or displayed in printed materials (such as brochures and newsletters), videos, school websites, and information about school events and activities provided to external organizations and media outlets.

Parents\Guardians may grant or deny permission for any display or publication of their child's name, audio, or image displayed in print, video, or digital media on NC Cyber websites, publications or in release to external organizations (i.e. PTA or booster clubs) or external media. Please indicate whether or not you are providing consent for the use of your students photograph, video images, and/or audio to be utilized by North Carolina Cyber Academy as described above. **This consent form remains valid throughout your child's K-12 experience with North Carolina Cyber Academy or until a new form is completed and signed by a parent/guardian or eligible student.**

Student Name: _____ Grade Level:_____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Printed Name: _____

PHOTO/VIDEO Release:

- ❑ I deny permission to use my child's image for display, publication or release to external organizations.
- ❑ I grant permission for use of my child's image in print, video and/or digital media. I understand that my child's image may be used or released by the NC Cyber without additional notification and that my child's name may appear along with his or her photograph.

NAME Release:

- ❑ I grant permission for my child to be identified by name on the school or district's Internet websites.
- ❑ I deny permission for my child to be identified by name on the school or district's Internet websites.

North Carolina Cyber Academy
2800 Meridian Parkway Suite 150 Durham NC 27713
P: 984-262-9237 | F: 919-406-0063
Website: www.nccyber.org

Request of Student Educational Record

This is to notify the receiving school of this document that the student named below has enrolled into North Carolina Cyber Academy and we need a copy of the student full educational records, which includes but not limited to official transcript , achievement test , health records, IEP, 504 , gifted, speech , LEP Records and Home Language Survey. Please review and send records at your earliest convenience.

Date	

School the record is being requested from	
School name	
School phone number	
School fax number	

Student Information	
Name (first and last)	
Date of birth (mm/dd/yyyy)	
Current grade level	
State UID	
Enrollment date with NC Cyber	

Request Dates	
1st request	
2nd request	
3rd request	

Notification of Intent to Administratively Withdraw

To the Parent/Guardians of [[firstname]] [[lastname]]
Street Address
City, State

Date: [[today]]

Dear Parent/Guardian(s),

The purpose of this letter is to provide official notice that your child is in danger of being submitted to the superintendent, Mr. Martez Hill, for administrative withdrawal for one or more of the following reasons:

- Chronic absence,
- Excessive inactivity,
- Excessive inconsistencies in activity online,
- Failure to participate in core academic courses,
- Failure to participate in supplemental courses designed to improve academic performance or attendance,
- Failure to adhere to agreed upon attendance or engagement plans

At this time your child has not met the guidelines communicated and agreed upon in the student entrance agreement. Prior to this final warning of Administrative Withdrawal, staff members have attempted to contact you through methods such as text messages, phone calls, emails, attendance meeting invitations and attendance letters to discuss [Student Name]'s academic progress and participation concerns. Unfortunately, these contacts and attempts to intervene have not yet proven successful in engaging your student in the virtual learning opportunities provided by North Carolina Cyber Academy.

According to the North Carolina Cyber Academy District Handbook (2026-2027), students may be administratively removed from school due to non-compliance with the student engagement policy, inactivity in the learning management system and failure to consistently participate and engage in learning opportunities. Students must demonstrate adequate progress through work submission and participation in live learning opportunities.

In order to avoid potential administrative withdrawal, **within 48 hours of the date of this letter**, you must:

- Contact the staff member listed below for your students grade level to set up a meeting to discuss your students attendance and engagement:
    - K-5 Jenna Martinez jmartinez@nccyber.org
    - 6-8 Lakesha Williams lwilliams@nccyber.org
    - 9 Rachel Christian rchristian@nccyber.org

- 10 & 11 Melissa Anders manders@nccyber.org
- 12 Dr. Chris Vecchione cvecchione@nccyber.org

- [Student Name] must immediately begin to submit work in every class daily, and attend all required live lessons

If you have already enrolled in another school, it is imperative that you provide NC Cyber with this information to stay in compliance with the North Carolina compulsory attendance laws. Additionally, complete the NC Cyber withdrawal form (https://www.nccyber.org/academics/how-to-withdraw). We will send the appropriate records to the student's new school. Parents/Guardians of students who fail to comply with the compulsory attendance laws of North Carolina are subject to criminal prosecution.

In the event that you do not complete the tasks aforementioned by the provided deadline, we will submit your child's name to the superintendent for recommended administrative withdrawal.

Based upon your residence, if the administrative withdrawal is submitted and approved, the following will occur:

- We will officially notify the [Base School District] that [Student Name] is no longer enrolled at NC Cyber.
- If [Student Name] is not enrolled in a school within two weeks of being withdrawn, we will be required to notify [Student County] County Department of Social Services that [Student Name] is no longer enrolled at NC Cyber and must be immediately enrolled in another school.

Thank you for your immediate attention to this matter.

Sincerely,
The Office of the Principal

Notification of Administrative Withdrawal

To the Parent/Guardians of [[firstname]] [[lastname]]
Street Address
City, State

Date: [[today]]

Dear Parent/Guardian(s),

In accordance with the rules and guidelines set by North Carolina Cyber Academy, this letter is designed to officially notify you that your student, [Student Name], has been **ADMINISTRATIVELY WITHDRAWN** from North Carolina Cyber Academy. According to the North Carolina Cyber Academy District Handbook (2026-2027), a student may be withdrawn from NC Cyber if the student fails to regularly participate in that student's courses or is non-compliant with the attendance and engagement regulations set forth in the Attendance section of the handbook.

Prior to this notice of Administrative Withdrawal, members of the staff attempted to contact you through methods such as via text messages, phone calls and emails to discuss [Student Name]'s academic progress and participation concerns. In addition, conferences and academic plans were developed and implemented in an effort to support [Student Name]. Lastly, an official Notice of Intent to Administratively Withdraw was sent on [insert date]. Unfortunately, these contacts and attempts to intervene have not proven successful in engaging your student in the virtual learning opportunities provided by North Carolina Cyber Academy.

Even though your child has been **ADMINISTRATIVELY WITHDRAWN** from NC Cyber, they must be enrolled in a public school, home school or private school. Once you have chosen your child's next school, it is imperative that you communicate the school's information so that you will satisfy the requirements outlined in the North Carolina compulsory attendance laws. Parents/guardians of students who fail to comply with the compulsory attendance laws of North Carolina are subject to criminal prosecution.

Following this withdrawal, our school will be taking the following steps:

- We will officially notify the [Base School District] that [Student] is no longer enrolled at NC Cyber.
- If [Student] is not enrolled in a school within two weeks of being withdrawn,we will be required to notify [County DSS] that [Student] is no longer enrolled at NC Cyber and must be immediately enrolled in another school.

Please contact the enrollment team at 888-846-2998 to share next school information. We wish you much success in your next school endeavors. Thank you for your immediate attention to this matter.

Sincerely,
The Office of the Principal

Notice of Three (3) Days of Unexcused Absences

To the Parent/Guardians of [[firstname]] [[lastname]]
Street Address
City, State

Date: [[today]]

Dear Parent/Guardian(s),

We hope that your student is having a successful school year. Daily attendance is a strategy for academic achievement. When a student misses all or part of the day, the student misses valuable instructional time. Our records indicate that your student has accumulated at least **three (3) days of unexcused absences** this semester, in addition to any excused absences. If you need to request that an absence be excused, please complete the following form to submit the documentation for the absence(s) to be reviewed: NC Cyber Student Excused Absence Request Form (2026-2027).

The North Carolina Compulsory Attendance Law requires that we notify students' parent, guardian, or custodian of excessive unexcused absences and that we give you an opportunity to provide an explanation for the absences. You should have received a copy of the NC Cyber District Handbook that includes information about attendance. The Handbook may also be viewed at: https://www.nccyber.org/resources/district-handbook.

If you have concerns about attendance or any aspect of your student's school experience, do not hesitate to contact us. Together we can support your student's daily school attendance and academic success.

Grade Level	Attendance Contact	Email Address
K - 5	Jenna Martinez	jmartinez@nccyber.org
6 - 8	Lakesha Williams	lwilliams@nccyber.org
9th	Crystal Sampson	csampson@nccyber.org
10th	Angela Howard	ahoward@nccyber.org
11th	Lisa Howard	lhoward@nccyber.org
12th	Chris Kenon	ckenon@nccyber.org

Sincerely,
NC Cyber Attendance Team

Notice of Six (6) Days Unexcused Absences
Under 16 years of age

To the Parent/Guardians of [[firstname]] [[lastname]]
Street Address
City, State

Date: [[today]]

Dear Parent/Guardian(s),

We hope that your student is having a successful school year. Daily attendance is a strategy for academic achievement. When a student misses all or part of the day, the student misses valuable instructional time. Our records indicate that your student has accumulated at least **six (6) days of unexcused absences** this semester, in addition to any excused absences.

The North Carolina Compulsory Attendance Law requires that we notify the parent, guardian, or custodian of excessive unexcused absences and that we give you an opportunity to provide an explanation for the absences. If you need to request that an absence be excused, please complete the following form to submit the documentation for the absence(s) to be reviewed: NC Cyber Student Excused Absence Request Form (2026-2027).We must also inform you that you may be in violation of the law, G.S. 115C-378, which holds parents, guardians, or caretakers of students under the age of sixteen years responsible for their school attendance. You should have received a copy of the NC Cyber District Handbook that includes information about attendance. The NC Cyber District Handbook may be viewed at: https://www.nccyber.org/resources/district-handbook. Additionally, please note the school board policy which provides that all students may be withdrawn from NC Cyber due to failure to comply with the district's School Engagement and Attendance policy.

If you have concerns about attendance or any aspect of your student's school experience, do not hesitate to contact us. Together, we can work to increase your student's engagement and attendance, and overall academic success.

Grade Level	Attendance Contact	Email Address
K - 5	Jenna Martinez	jmartinze@nccyber.org
6 - 8	Lakesha Williams	lwilliams@nccyber.org
9th	Crystal Sampson	csampson@nccyber.org
10th	Angela Howard	ahoward@nccyber.org
11th	Lisa Howard	lhoward@nccyber.org
12th	Chris Kenon	ckenon@nccyber.org

Sincerely,
NC Cyber Attendance Team

Notice of Six (6) Days Unexcused Absences
16 years of age and older

To the Parent/Guardians of [[firstname]] [[lastname]]
Street Address
City, State

Date: [[today]]

Dear Parent/Guardian(s),

We hope that your student is having a successful school year. Daily attendance is a strategy for academic achievement. When a student misses all or part of the day, the student misses valuable instructional time. Our records indicate that your student has accumulated at least **six (6) days of unexcused absences** this semester, in addition to any excused absences. If you need to request that an absence be excused, please complete the following form to submit the documentation for the absence(s) to be reviewed: NC Cyber Student Excused Absence Request Form (2026-2027).

The North Carolina Compulsory Attendance Law requires that we notify the parent, guardian, or custodian of excessive unexcused absences and that we give you an opportunity to provide an explanation of the absences. You should have received a copy of the NC Cyber District Handbook that includes information about attendance. The NC Cyber District Handbook may also be viewed at: https://www.nccyber.org/resources/district-handbook. Additionally, please note the school board policy which states that all students may be withdrawn from NC Cyber due failure to comply with the district's School Engagement and Attendance policy.

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12th	Chris Kenon	ckenon@nccyber.org

Sincerely,
NC Cyber Attendance Team

Attendance Meeting Notification Letter
Ten (10) Days of Unexcused Absences
Under 16 Years of Age

To the Parent/Guardians of [[firstname]] [[lastname]]
Street Address
City, State

Date: [[today]]

Dear Parent/Guardian(s),

One of our major goals is to improve overall student engagement and attendance at North Carolina Cyber Academy. For your child to have a successful year in school, regular attendance in school is imperative. Our records indicate that your student has accumulated **10 or more unexcused absences**.

The North Carolina Compulsory Attendance Law requires that we notify every parent, guardian, or custodian of their child's excessive unexcused absences and that we give you an opportunity to provide an explanation for the absences. If you need to request that an absence be excused, please complete the following form to submit the documentation for the absence(s) to be reviewed: NC Cyber Student Excused Absence Request Form (2026-2027). By law, we must also inform you that you may be in violation of G.S. 115C-378, which holds every parent, guardian, or custodian of students 16 years and under responsible for their child's school attendance. You should have received a copy of the NC Cyber District Handbook that includes information about attendance. The Handbook may be viewed at: https://www.nccyber.org/resources/district-handbook.

It is important that you understand the seriousness of our concerns regarding your student's absences. We are **requiring** that you and your child participate in an attendance meeting in the near future to discuss your students academic progress and their attendance in hopes that it will lead to the development of a successful plan of support for you and your student. If you have questions or comments related to this notice, please contact the designated person for your students grade level as listed below.

Grade Level	Attendance Contact	Email Address
K - 5	Jenna Martinez	jmartinez@nccyber.org
6 - 8	Lakesha Williams	lwilliams@nccyber.org
9th	Crystal Sampson	csampson@nccyber.org
10th	Angela Howard	ahoward@nccyber.org
11th	Lisa Howard	lhoward@nccyber.org
12th	Chris Kenon	ckenon@nccyber.org

We hope you understand the severity of this matter. We look forward to working with you to guide your child in the right direction and to enable them to have a successful remainder of the school year.

Sincerely,
NC Cyber Attendance Team

Attendance Meeting Notification Letter
Ten (10) Days of Unexcused Absences
16 Years of Age and Older

To the Parent/Guardians of [[firstname]] [[lastname]]
Street Address
City, State

Date: [[today]]

Dear Parent/Guardian(s),

One of our major goals is to improve overall student attendance at North Carolina Cyber Academy. For your child to have a successful year in school, regular attendance in school is imperative. Daily attendance is a requirement for continued enrollment at NC Cyber, and essential for academic achievement and dropout prevention. When a student misses all or part of the school day, he or she misses valuable instructional time. Although your student is over the age of 16 and no longer subject to the North Carolina Compulsory Attendance Law, we realize that excessive unexcused absences are impacting your student's school success.

We are concerned that in addition to any excused absences we have recorded, your student has accumulated **10 or more unexcused absences**. We are required by law to notify every parent, guardian, or custodian of their child's excessive unexcused absences and that we give you an opportunity to provide an explanation for the absences. If you need to request that an absence be excused, please complete the following form to submit the documentation for the absence(s) to be reviewed: NC Cyber Student Excused Absence Request Form (2026-2027).

It is important that you understand the seriousness of our concerns regarding your student's absences. We are **requiring** that you and your child participate in an attendance meeting in the near future to discuss your students academic progress and their attendance in hopes that it will lead to the development of a successful plan of support for you and your student. If you have questions or comments related to this notice, please contact the designated person for your students grade level.

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We hope you understand the severity of this matter. We look forward to working with you to guide your child in the right direction and to enable them to have a successful remainder of the school year.

~NC Cyber Attendance Team