



Student/Parent Handbook

9005 NC HWY 306 South Arapahoe, NC 28510
(252) 249-2599 (252) 249-1316 FAX
www.arapahoechoarter.org

2024-2025

Table of Contents

<i>ADMINISTRATORS.....</i>	<i>4</i>
<i>BOARD OF DIRECTORS.....</i>	<i>4</i>
<i>MEMBERSHIP IN ARAPAHOE CHARTER SCHOOL.....</i>	<i>5</i>
<i>PARENT CONTACT INFORMATION</i>	<i>5</i>
<i>STUDENT ACTIVITIES.....</i>	<i>5</i>
<i>STUDENT HEALTH SERVICES.....</i>	<i>5</i>
<i>GUIDANCE AND COUNSELING SERVICES FOR STUDENTS.....</i>	<i>5</i>
<i>RETURNED CHECK POLICY.....</i>	<i>5</i>
<i>TELEPHONE PROCEDURES.....</i>	<i>6</i>
<i>VISITS TO THE SCHOOL AND CLASSROOMS.....</i>	<i>6</i>
<i>VOLUNTEERS.....</i>	<i>6</i>
<i>ARRIVAL AND DEPARTURE TIMES</i>	<i>6</i>
<i>BUS TRANSPORTATION.....</i>	<i>6</i>
<i>STUDENT ATTENDANCE POLICY.....</i>	<i>6</i>
<i>STUDENT ATTENDANCE PROCEDURES.....</i>	<i>7</i>
<i>FIELD TRIPS.....</i>	<i>10</i>
<i>INTERNET USE.....</i>	<i>10</i>
<i>SCHOOL PICTURES.....</i>	<i>10</i>
<i>TEXTBOOKS AND OTHER EQUIPMENT.....</i>	<i>10</i>
<i>INCLEMENT WEATHER.....</i>	<i>10</i>
<i>MULTI-TIERED SYSTEM OF SUPPORTS (MTSS) TEAM.....</i>	<i>11</i>
<i>FIRE AND SEVERE WEATHER DRILLS/BOMB SCARES.....</i>	<i>11</i>
<i>SCHOOL DRESS CODE.....</i>	<i>11</i>
<i>IDEAS FOR HELPING YOUR CHILD.....</i>	<i>12</i>

<i>CAFETERIA ITEMS AND PRICES</i>	12
<i>PARENT INVOLVEMENT</i>	12
<i>ANNUAL PUBLIC NOTICES</i>	13
A. Family Educational Rights and Privacy Act (FERPA)	13
<i>ADDENDUM A: SIGNATURE PAGES</i>	21
STUDENT HANDBOOK	21
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)	22
<i>ADDENDUM B: CODE OF STUDENT CONDUCT</i>	23
INFRACTIONS AND CONSEQUENCES	35
<i>ADDENDUM C: STUDENT AND PARENT GRIEVANCE PROCEDURE</i>	37
<i>ADDENDUM D: SEXUAL HARASSMENT</i>	40
<i>ADDENDUM E: STUDENT HEALTH SERVICES</i>	41
ADMINISTRATION OF MEDICATION	42
MEDICATION ADMINISTRATION POLICY	42
HEAD LICE POLICY	43
<i>ADDENDUM F: STUDENT WELLNESS Policy 6140</i>	43
<i>ADDENDUM G: UNIVERSAL BREAKFAST AND LUNCH AND PAYMENT ACCOUNTS FOR SUPPLEMENTAL ITEMS</i>	45
<i>ADDENDUM H: ENROLLMENT POLICY</i>	46
<i>ADDENDUM I: STUDENT BEHAVIOR POLICIES</i>	52
<i>ADDENDUM J: AUTHORITY OF SCHOOL PERSONNEL</i>	54
<i>ADDENDUM K: STUDENT SEARCHES</i>	55
<i>ADDENDUM L: STUDENT DISCIPLINE RECORDS</i>	57
<i>ADDENDUM M: SHORT-TERM SUSPENSION</i>	58
<i>ADDENDUM N: LONG-TERM SUSPENSION, 365-DAY SUSPENSION, OR EXPULSION</i>	59
<i>ADDENDUM O: STUDENT DISCIPLINE HEARING PROCEDURES</i>	64
<i>Addendum P: TITLE I PARENT AND FAMILY ENGAGEMENT</i>	66

STATEMENT OF MISSION AND PURPOSE

Arapahoe Charter School is a teacher/parent-directed community school. Teachers and parents are required to be involved in the governance of the school and share in the responsibility for the educational achievement of their students. Teachers and parents are partners in decision making processes of the school. Arapahoe Charter School provides students and parents in Pamlico County and surrounding counties with an expanded choice in educational opportunity.

The Goals of Arapahoe Charter School are:

- To improve the quality of student learning in a wholesome, challenging, and enriching environment that will elicit the most from each student.
- To engender a risk-taking atmosphere that encourages teachers to research, evaluate, and implement innovative ideas and methods that will impact on student learning.
- To recognize that each child is uniquely different and may, at times, need special instruction and attention.
- To be aware that in our pluralistic environment, it is necessary to spark the learning desires of "below average students" at risk of giving up on learning, to challenge "average students" to do their very best, and to excite "above average students" to rise to their full potential.
- To instill in our students, teachers, parents, and community at large the responsibility to set high expectations and help ensure that all students experience success and high levels of achievement.
- To foster in our students a sense of individual and community responsibility, respect for others, and the need for each to reason his/her way through problems.

The objectives and purposes of Arapahoe Charter School are:

- To foster quality public education and advance the interest of public school students through promotion and advocacy of community and/or charter schools.
- To stimulate development of innovative programs in public education.
- To provide opportunities for innovative learning and assessments.
- To provide parents, guardians, legal custodians and students with greater options in

choosing a school within Pamlico County and contiguous counties.

- To hold teachers, parents, guardians, legal custodians, students and school administrators accountable for student educational performance and for all other lawful purposes not inconsistent with applicable law and regulations, including, but not limited to, those applicable provisions of N.C.G.S.115C.

With the community's strong support of the Arapahoe Charter School, the parents and teachers who share in the vision of a parent/teacher-directed community school, and willing students and dedicated educators, we are confident that we will be able to prepare our children to be productive and meaningful citizens.

ADMINISTRATORS

Chief Executive Officer

Chris Watson

chris.watson@arapahoecharter.org

Chief Academic Officer

Cody Edwards

cody.edwards@arapahoecharter.org

Lower School Director

Michele Shelton

michele.shelton@arapahoecharter.org

Upper School Director

Robin McElhannon

robin.mcelhannon@arapahoecharter.org

BOARD OF DIRECTORS

The Board of Directors of Arapahoe Charter School includes three parents, three teachers, and three community members. Members of the Board of Directors are elected by the Membership of Arapahoe Charter School at the Annual Meeting. Each director is elected to a three-year term with no more than one member in each category coming off the Board in any year.

The Board meets on the second Thursday of each month. Everyone is invited to attend these meetings and participate in discussions as allowed. However, voting on any issue will be limited to members of the Board.

Anyone wishing to be on the agenda for an upcoming regularly scheduled meeting must contact the Board Chairperson or Board Secretary, or their designee, one week prior to that meeting, or sign up to speak during the public comment segment 5 minutes before the beginning of the business meeting.

Please see the Board of Directors section of the website to identify current members.

MEMBERSHIP IN ARAPAHOE CHARTER SCHOOL

Members of the Arapahoe Charter School (ACS) elect members to the Board of Directors. Membership in ACS is open to anyone over the age of 18 without regard to race, color, creed, or national origin. Each member shall have one vote at the Annual Meeting, which is held on the Tuesday before Labor Day. You may become a member at the Annual Meeting, but persons may be admitted to membership at any time. Membership is for one fiscal year, July 1-June 30. Annual dues, as set by the Board, are \$5.00. Membership is not required for parents/guardians.

PARENT CONTACT INFORMATION

Parents are responsible for making sure that the office and teachers always have current contact and emergency contact information on file. Due to the use of AUTOMATED CALL SYSTEM, it is important to have accurate home, work, and cell phone information. This automated phone dialing service allows us to inform you very quickly in the event of emergencies, closings, or special events. Also make sure we have a correct mailing address so correspondence can be delivered quickly and accurately. Please make sure emergency contacts are willing to take responsibility in case of an emergency and will have correct contact information to reach you.

STUDENT ACTIVITIES

Special programs and extracurricular opportunities are offered each year at ACS. We are always open to suggestions from students and parents as to how to improve our special programs so we encourage your input.

STUDENT HEALTH SERVICES

ACS employs a full-time nurse. The nurse's office is located in the main corridor (room 3.1.02).

Access to the SMILE mobile van for dental screening will be provided. Please direct inquiries to the school nurse. It is extremely important that we have accurate phone numbers and emergency contact information for

parents and guardians. Please update the school if this information changes throughout the year.

In the event that your child becomes ill or injured at school, we will notify you as quickly as possible. Please do not send your child to school if he/she has had fever, vomiting, or diarrhea in the past 24 hours. This is in the best interest of the other students and staff.

Please see our website regarding information available about meningitis, flu, HPV, and seventh grade immunization requirements. Contact the school nurse with questions. For further information on Student Health Services, see **Addendum E** and to review the school's Wellness Policy see **Addendum F**.

GUIDANCE AND COUNSELING SERVICES FOR STUDENTS

The school will contract with a full array of psychological services, including: counseling (individual, small group, and family); consultation with parents and teachers regarding learning and behavior issues; interventions such as social skills training, behavior management, and crisis management; assessment of academic skills, learning aptitudes, emotional development, and eligibility for special education; and prevention strategies focused on identifying potential learning difficulties, working with children who are at-risk of failure, and assisting parents and teachers in designing programs for disruptive students. Referrals will be accepted from teachers, parents, and students (self-referrals) using appropriate referral forms.

RETURNED CHECK POLICY

A person who writes a bad check and then makes good on the check amount immediately is forgiven. That person can continue to write checks to the school.

A person who writes a bad check and does not make good one month after being notified will be on a cash, money order, or certified check basis only. Personal checks will no longer be accepted from this person.

Any person who writes a second or a third, etc., bad check must, in addition to the check amount, pay the fees charged. This person will forfeit the right to pay by personal checks any money due to ACS.

The name of the person whose personal checks can no longer be accepted will be given in a written memo to those persons normally receiving funds from that person (cafeteria, teachers, front office, etc.).

TELEPHONE PROCEDURES

The school telephone is for business and emergency calls only. Any change to a student's transportation **MUST BE RECEIVED BEFORE 1:00p.m.**

Each teacher has a telephone and extension in their classroom. If you call a teacher during their instructional time, you will be asked to leave your name and number and they will return your call during their planning period or after school.

VISITS TO THE SCHOOL AND CLASSROOMS

Parents and visitors are always welcome at ACS. **In order to ensure a safe environment, all parents and visitors must sign in at the office upon arrival and wear a visitor identification pass while on campus.** If you are signing your student out of school, you must present your photo ID before the office staff will call your student out from class. Classroom visits during the school day require the prior approval of the teacher and administration. Please make prior arrangements as opposed to "dropping in". Also note the section below on volunteers. If you are planning on spending time with us at ACS, volunteer requirements must be met.

VOLUNTEERS

Any school is dependent on volunteers to assist in the education of our students and to help our teachers perform certain tasks. We welcome you to volunteer in the classrooms, the media center, the cafeteria as a monitor, etc. Also see the section of this Handbook on Parent Involvement.

Any parent/guardian or family member wishing to volunteer in our school must first have a completed background check. This form must be filled out and submitted before being allowed to volunteer in classes or chaperone any field trips. Forms are available in the front office and once submitted, you will be contacted as to the approval or denial of your request to volunteer.

ARRIVAL AND DEPARTURE TIMES

Children are expected to arrive at school on time and to remain throughout the school day.

Missing any part of a school day causes your child to fall behind in class and should be avoided whenever possible.

Arrival: Students may be dropped off starting at **7:45 a.m.** in front of the school. Classes begin promptly at 8:00 a.m.

Dismissal: School is dismissed at 3:10 p.m. Bus riders should go directly to the bus while car riders will report to the cafeteria for dismissal. Playground supervision is not provided either before or after school. Students not picked up by 3:15 p.m. will remain in the front office until 4:00 p.m. If students are not picked up in a reasonable amount of time, law enforcement and/or the department of social services will be contacted to provide assistance in escorting them home.

Early Pick Up: If a student is to leave class early, please make arrangements with the teacher in advance in order to limit the amount of classroom disruption and ensure that all assignments have been received. Notification of early pick up should be received by the school no later than 1:00 p.m. each day. Students being picked up early must be "signed out" in the office. Office staff will call your child to the office. We ask that parents/guardians do not attempt to go directly to the classroom. No student will be dismissed between 2:30p.m. – 3:10 p.m. **Also see section below on Leaving School Early.**

BUS TRANSPORTATION

Students requiring bus transportation must have a transportation request on file in the front office. Students are required to be at the bus stop at least ten minutes prior to pick up time. A student in K to 3rd must have an older sibling (4th Grade and above) on the bus for them to get off without an adult visible. If the student doesn't have an older sibling on the bus, then an older sibling or adult must be visible for the student to get off the bus. If no one can get the student off the bus, the student will be brought back to school.

STUDENT ATTENDANCE POLICY

Attendance in school and participation in class are integral parts of academic achievement and the teaching-learning process. Through regular attendance, students develop patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory. The State of

North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school. Parents and legal guardians are responsible for ensuring that students attend and remain at school daily.

The ACS Board of Directors has developed procedures to implement this policy as provided below.

STUDENT ATTENDANCE PROCEDURES

A student's attendance is a critical factor in determining his/her success in school. Therefore, the Board of Directors of Arapahoe Charter School believe that parents, students and schools need to work together to have all students attend school at the highest rate possible.

A. General Guidelines (K-12)

Attendance

To be considered in attendance, students in grades K-8 must be present for one-half (11:30 a.m.) of the school day or at a place other than school with the approval of the appropriate school official for the purpose of attending an authorized school activity.

An absence for grades 9-12 is defined as the failure to be in attendance for at least 90 percent of the required allotted daily instructional time per class period.

Lawful/Excused Absences

The following shall constitute excused absences for the temporary non-attendance of the student provided that the student's parent, guardian, or custodian provides an excuse within two days of the student's return to school. Absences for grades 9-12 will be reviewed, if necessary, at the end of each semester. The CEO or designee may require additional documentation from medical service providers, court officials, or other appropriate officials. All absences shall be coded as unexcused until an appropriate excuse is received and filed by the student's teacher.

- i) **Illness or Injury** – An absence is excused when the absence results from illness or

injury which prevents the student from being able to attend school.

- ii) **Quarantine** - An absence is excused when isolation of the student is ordered by the school nurse, local health officer, or by the State Board of Health.
- iii) **Death in the Immediate Family** - An absence is excused when it results from the death of a member of the immediate family of the student. For purposes of this regulation, the immediate family of the student includes, but is not necessarily limited to, grandparents, parents, brothers, and sisters.
- iv) **Medical or Dental Appointment** - An absence is excused for a medical or dental appointment.
- v) **Court or Administrative Proceedings** - An absence is excused when it results from the attendance of a student at the proceedings of a court or administrative tribunal if the student is party to the action or under subpoena as a witness.
- vi) **Religious Observance** - An absence is excused up to 5 days if the tenets of a religion to which the student or his/her parent adhere require or suggest the observances of a religious event. Approval by the Chief Academic Officer must be granted 5 days prior to the absence.
- vii) **Educational Opportunity** - While daily attendance at school is critical to a student's success, occasionally there are valid educational opportunities such as travel that will greatly enhance a child's education. Absences may be considered excused if they meet the criteria for an Educational Opportunity. These absences from school will still count as an "absence" but will be considered "excused" due to an Educational Opportunity.

To be granted "excused" absences to participate in an Educational Opportunity, a parent must do the following:

1. Request that the absence be considered an Educational Opportunity in writing at least one week prior to the absence. The letter must give an explanation of specific circumstances of the trip that would warrant it being documented as an Educational Opportunity.
2. The teacher may require the student to complete an age-appropriate journal of events for the trip.
3. The teacher may require the student to provide at least five pictures representative of the places visited.
4. The student must make up all assignments within the time agreed upon by the teacher. Work may be requested prior to the absence.

An agreement will be signed by the Chief Academic Officer, the child's teacher(s), the parent and the student regarding the requirements and the deadline for their completion prior to the absence. The absences will be considered "unexcused" until all items on the agreement are completed. Once the student returns to school and all requirements are met, the agreement will be signed by the teacher as complete and given to the Chief Academic Officer.

- viii) Students of military parents being deployed or returning from deployment shall receive an excused absence for the day of deployment, and/or the day of return from deployment.
- ix) Cultural Experiences – Students who are participating in performances not sponsored by Arapahoe Charter School may be counted present as attending a field trip if the performance is approved by the Board of Directors or designee. The director of the production or his/her designee will send a list of those students participating to the Board of Directors who will then make a determination regarding approval of the students eligible to participate. The Chief Academic

Officer may designate the absence(s) as field trip status and as counted present on a student-by-student basis if the student is in good academic standing, with minimal absences and all assignments are completed in a timely manner.

Unlawful/Unexcused Absences

An unlawful/unexcused absence is defined as (1) the willful absence of a student with or without the knowledge of the parent or (2) a student's absence from school for any reason other than those described above as lawful/excused absences.

Tardies

Missing school or class time due to arriving after the scheduled time class begins shall be considered tardy. A tardy shall be coded as excused when deemed by the school that the tardy is caused by any lawful reason. If it is deemed by the Chief Academic Officer or designee that tardies are interfering with the student's educational progress, the school shall require that a parent conference be held to discuss a plan to reduce the tardies. Excessive tardies shall be considered in determining promotion/retention if the tardies are interfering with the student's academic achievement.

Leaving School Early

Parents are discouraged from signing their child out early because this disrupts the student's educational progress. The Chief Academic Officer or designee may require verification of the need to leave school early if it is deemed that the frequency of early dismissals is interfering with the student's educational progress. It is the responsibility of the student's parent or legal guardian to notify the school as early as possible so the student's teachers can provide the appropriate educational opportunities such as homework. If it is deemed by the Chief Academic Officer or designee that early dismissals are a chronic problem, the school shall require a parent conference be held to develop a

plan to reduce early dismissals. **Also see earlier section of this Handbook on Early Pickup.**

B. Attendance Process (K-12)

The Chief Academic Officer or his designee shall notify the parent or guardian by phone or mail of his/her child's excessive absences after the child has accumulated 3 unexcused absences in K-8 and 3 unexcused absences in a class in grades 9-12 each semester. After the accumulation of not more than 6 unexcused absences, the Chief Academic Officer shall notify the parent or guardian by mail that he/she may be in violation of the Compulsory Attendance Law (G.S. 115C-378) and may be subject to prosecution if the absences cannot be justified under the established attendance policies of the State and Arapahoe Charter School Board of Directors. The letter will contain an invitation to a required meeting with the Arapahoe Attendance Council where the parent(s), student, and school representative(s) will review and sign an attendance contract detailing a plan of action to improve the student's attendance. Law enforcement may be called upon if a home visit is necessary.

After ten (10) unexcused accumulated absences in a school year, the Chief Academic Officer shall review any report or investigation and shall confer with the student and the parent or guardian to see if they have received notification and made a good faith effort to comply with the law. Upon his/her determination, the Chief Academic Officer shall file a complaint against the parent/guardian with the district attorney and shall notify the director of social services. The Chief Academic Officer may also file a complaint with the juvenile intake counselor.

After ten (10) consecutive days of unexcused absences, the teacher shall report the absences to the Chief Academic Officer or designee. The student will be withdrawn from membership as of the day following the tenth consecutive absence. Requirements of the Compulsory Attendance Law (G.S. 115C-378) remain in effect. The Chief

Academic Officer shall file a complaint against the parent with the district attorney and shall notify the director of social services. The Chief Academic Officer may also file a complaint with the juvenile intake counselor. When the teacher obtains actual knowledge that the cause of an absence is excused under ACS regulations and a written excuse is not provided, such absence should not be reported as unexcused.

All parents of students who have exceeded the permissible number of absences in the preceding school year must be sent a letter prior to the beginning of the next school year, stating that, if their child accumulates 10 unexcused absences, the district attorney and magistrate shall be notified, and a criminal investigation shall be requested by the Chief Academic Officer.

a) Elementary and Middle Grades (K-8)

i) Students with more than 20 absences in a school year, including out-of-school suspensions, shall not be promoted to the next grade except by determination of the Chief Academic Officer or designee upon review of the student's records.

ii) Make-up work shall be assigned by the student's teacher as deemed appropriate. All make-up work shall be completed within a reasonable amount of time as determined by the child's teacher. Middle school students are expected to request make-up work from their teachers. All make-up work shall be graded by the teacher as appropriate.

iii) The school will offer incentives and provide recognition of perfect attendance.

iv) An accumulation of three tardies will be considered one full day's absence from school.

b) High School (9-12)

The following procedure will be implemented each semester:

i) First and Second Absences – Student will be responsible for making up class work within five school days.

ii) Third-Tenth Absences – Student will be responsible for making up class work within five school days. If absences are consecutive more time may be allowed at the teacher’s discretion. Parents will be notified after the sixth absence.

iii) Eleventh Absence – In grades 9-12, if a student misses more than 10 days, Course Credit will be denied unless waived by the administrative team. Student may request an appeal for a waiver due to extenuating circumstances (i.e. illness, death in the immediate family, etc.). Student must be able to document all days of absences and participation in the attendance recovery program during the waiver process. (Waiver decisions will be determined at the end of the semester.)

iv) Tardies – Tardiness is defined as attempting to enter a class after the designated start time. Each high school teacher will develop a tardy procedure for his/her class and will notify students of expectations at the beginning of each term. For all courses, the accumulation of three unexcused tardies will be considered as one full day’s absence from the course.

C. Incentives

At the end of each nine-week grading period, students who have achieved perfect attendance in regularly scheduled classes will be recognized officially by the school for such achievement (bulletin board, school newspaper, etc.). Students who achieve perfect attendance in all classes for the semester will be awarded a "Certificate of Perfect Attendance" at the end of the year.

FIELD TRIPS

We make use of the community and regional resources as part of the curriculum. Carefully planned field trips will be fully supervised by teachers and parent volunteers (when needed). Any parent volunteers supervising a field trip MUST have submitted a

background check. Parental written permission is required before your child may participate in a school-sponsored field trip. The school-generated form must be signed. We request that parents who are accompanying classes on field trips do not bring preschool children.

INTERNET USE

Monitored student internet use is available school-wide. Every student at ACS will be provided a school issued device. Parents are required to sign permission forms provided at the start of school in order for their children to be allowed internet access with all the consequences of its misuse as outlined in the Code of Student Conduct (**See Addendum B below**)

SCHOOL PICTURES

Individual pictures of students will be taken in the Fall. These will be used for the yearbook.

Full length and class pictures will be taken in the Spring. Exact dates and costs will be announced in future notifications from the school and will be posted on the school’s website.

Student images and audio may be used for school purposes including use for promotional purposes online and in print. Parents will be required to sign a release form authorizing the ability of their child to be photographed, videoed, and / or audio taped.

TEXTBOOKS AND OTHER EQUIPMENT

Textbooks and other equipment are furnished to students by the school on a loan basis and should be treated as borrowed property. Students are entrusted with the responsibility of taking care of the books and equipment (to the extent that they are not damaged beyond ordinary use) until the end of the school year. If a student damages, misplaces, or has a book stolen, he/she is responsible for its replacement cost. The teacher will notify parents of the replacement value or damage costs of any school property.

INCLEMENT WEATHER

In the event of a natural disaster, such as a hurricane or ice storm, that can normally be predicted before the start of a school day, the Chief Academic Officer will make a decision regarding school cancellation, late start, or early dismissal. Since ACS subscribes to an automated call system, phone calls will be sent to all staff and

students' homes with closing or delay information. It is imperative that up-to-date contact information is in the automated call system database. Closing and delay information will also be posted on WNCT-TV, WCTI-TV, and WITN-TV. If no announcement has been made prior to 6:00 a.m., school will be operating as usual.

If the school is already in session and it has been determined that conditions are safe to release students and staff, then the early dismissal will be announced. If the weather becomes severe during the school day, the school may be required to dismiss early with little or no time to inform parents, other than the Automated call system. We will make every effort to ensure safe transportation for each child.

When school is to be delayed in opening or to be closed because of inclement weather, the public will also be notified at the earliest possible time through one or more of the following television stations: WCTI-TV, WNCT-TV, and/or WITN-TV .

Note: To the extent possible, general school announcements using the automated call system will go out on Sunday evenings. Call alerts from the school at any other time will contain emergency information or other time-sensitive announcements.

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS) TEAM

The MTSS Team is a problem-solving and coordinating team that assists students, families, and teachers to seek positive solutions for maximizing student potential. It also provides an opportunity for school staff, parents, community agencies and others to present concerns about individual student's progress. Typically, MTSS team meetings must be held prior to a referral to Special Education in order to explore and monitor modifications to the regular classroom setting before further testing is considered.

FIRE AND SEVERE WEATHER DRILLS/BOMB SCARES

Every precaution is taken to ensure the safety of your child during normal school hours.

Periodic fire, bomb, and critical response drills are executed to prepare students to learn proper safety procedures and to adhere to all safety guidelines.

SCHOOL DRESS CODE

The primary goal of the Arapahoe Charter School is to provide a safe learning environment where all students are able to achieve at their highest potential. The personal appearance of every student is an important component of establishing a safe environment for optimal learning and respect within an effective learning environment.

The Arapahoe Charter School Board of Directors respects a student's right to choose his/her style of dress or appearance. Therefore, students will be allowed to wear appropriately fitting tops and bottoms of their choosing, as long as dress and appearance are compatible with a safe and productive school environment and adhere to the following standards.

1. **Students are prohibited from wearing clothing, jewelry, book bags or other articles of personal appearance which:**
 - Depict profanity, vulgarity, obscenity or violence;
 - Promote use or abuse of tobacco, drugs or alcohol;
 - Create a threat to the health or safety of the students or others;
 - Are associated with intimidation, violence, or violent groups and about which students have been notified; or
 - Create a significant risk of disruption to the educational process or to the operation of the school.
2. **The following specific items are also not permitted:**
 - Clothing worn in such a manner so as to reveal underwear, cleavage or bare skin between the upper chest and mid-thigh;
 - Bare feet, bedroom slippers, shoes with attached wheels (athletic shoes must be worn for P. E. instruction);
 - Shirts without sleeves
 - See-through or mesh garments;
 - Trousers, slacks or shorts worn below waist level;
 - Skirts or shorts shorter than mid-thigh;
 - Sleepwear, pajama pants, nightgowns;

- Spandex, leggings, or tights must be accompanied by a shirt, skirt, dress, or other top that is at least mid-thigh in length.
- Sunglasses worn inside school buildings;
- Hats, visors, bandannas, earmuffs, or hoods on inside of the building. (Acceptable: Headbands that do not cover the entire head with a 2inch wide limit)
- Any other article of appearance that is physically revealing or provocative.

If a student's dress or appearance violates this Dress Code, the Chief Executive Officer, Chief Academic Officer, or designee shall require the student to change his/her dress or appearance. The Chief Academic Officer or designee shall make reasonable accommodations to the policy based upon a student's religious beliefs or medical conditions.

This policy shall apply to all students in all school buildings during the regular school day, on field trips, and when students represent the school. This policy shall also apply to all students at all times when on Board property, including school buildings, school grounds, school buses and other school vehicles. This policy does not apply to school sanctioned uniforms or costumes approved by the Chief Academic Officer or designee for athletic, choral/dramatic performances, or school spirit days.

IDEAS FOR HELPING YOUR CHILD

Your child's education is a result of good teamwork between parent, teacher, and student.

Parents can do their part to enhance the team's performance:

- Read to and with your child daily.
- Supply the necessary tools for your child - paper, pencils, etc.
- Make sure your child attends school each and every day it is in session.
- Comply with the drop off and pick up times.
- Notify the school if your child will be absent and follow up with a signed note.
- Support the Code of Student Conduct. **See Addendum B below.**
- Attend conferences requested by your teachers or administration.
- Cooperate with the school to make homework effective.

- Know all assignments are expected to be completed and returned.
- Provide your children with suitable study conditions (desk or table, lights, books and supplies)
- Reserve a time for homework, and **TURN OFF THE TELEVISION.**
- Encourage your children, but avoid undue pressure.
- Show interest in what your children are doing, but don't do their work.
- Get involved in the classroom, on working committees, and school governance.
- Set a priority in your home and **READ, READ, READ!!!!**

CAFETERIA ITEMS AND PRICES

For the 2024-2025 school year ACS will take part in the "Community Eligibility Program." All students will receive breakfast and lunch free of charge. More information about the purchase of supplemental snack items can be found in **Addendum G below.**

PARENT INVOLVEMENT

The faculty and staff of Arapahoe Charter School recognize the value of having parents actively involved in their child's teaching/learning process. We want our students' parents well informed of school activities and student academic progress. A volunteer program is available for parents and other service-minded individuals who wish to become regular classroom volunteers, serve on committees, help organize events, or provide needed skills/maintenance to the school facilities. If interested in becoming a volunteer, please contact your child's teacher or the school office at 252-249-2599. **Please remember that ALL volunteers must submit a background check form.** If unable to volunteer, we encourage you to have frequent communications with your child's teacher. **Please also see the previous section on Volunteers.**

We encourage all parents to become active in school governance. You are invited to attend any/all meetings of the Board of Directors. They are held on the second and fourth Thursday of each month. Notice of Special Called meetings will be posted at the school. There are three positions on the Board of Directors that are designated for parent representation. Each representative serves for a three-year term. One parent member comes off the Board each year and a new member is elected at the annual meeting held on the

Tuesday before Labor Day. If you are interested, make your intentions known to the Nominating Committee of the Board of Directors.

As a parent, you were your child's first teacher, and you still play a very important role in his/her learning. Working together, we can make a difference in each child's future. See addendum P for the full Parent/Family Engagement Policy.

ANNUAL PUBLIC NOTICES

At the beginning of each academic year, public schools are required, pursuant to federal and state laws and regulations, to provide students and their parents with certain annual notices. Below is the Annual Public Notice for Arapahoe Charter School that includes all the required notices for all students in grades K-12.

A. **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act ("FERPA") is a federal law that governs the maintenance and disclosure of student educational records. A student folder with the student identification number will be established and maintained for every student. FERPA gives parents and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- The right to inspect and review your child's education records within forty-five (45) days of the day the school receives a request for access. You should submit to the school director a written request that identifies the record(s) you wish to inspect. The director will make arrangements for access and notify you of the time and place where the records may be inspected.
- The right to request an amendment of your child's education records that you believe are inaccurate or misleading. You should write the school director, clearly identify the part of the record you want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested, the school will notify you of the decision and advise you of your right to a hearing regarding the request for amendment. Additional information regarding the hearing

procedures will be provided to you when you are notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in your child's education records. (**FERPA requires that the school obtain your written consent prior to the disclosure of any such information with certain exceptions**). School Officials with a legitimate educational interest are an exception and do not need parental consent. For a complete list of the disclosures that elementary and secondary schools may make without parental consent see 34 CFR Part 99.37.
- A School Official includes any of the following when that person has a "*legitimate educational interest*" in having access to the information:
 - a. Any administrator, certified staff member, or support staff member (including health, medical, safety, and security staff employed by the school);
 - b. A school board director;
 - c. A contractor, consultant, volunteer, or other party to whom the school has outsourced services or functions, such as (but not limited to) an attorney, auditor, cloud storage provider, consultant, expert witness, hearing officer, law enforcement unit, investigator, insurer/insurance company adjuster, investigator, or any other claims representative, medical providers or consultants, or counselors/therapists, provided that the person is performing a service or function for which the school would otherwise use employees, is under the direct control of the school with respect to the use and maintenance of education records, and is subject to FERPA requirements governing the use and re-disclosure of personally identifiable information from education records;
 - d. A person serving on a committee appointed by the school board or by the administration of the school, such as a disciplinary or grievance committee or other review committee.

A school official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill his or her professional responsibility. The school may release "directory information" about a student unless you have advised the school to the contrary. The school has designated the following information as

directory information:

- Student's Name
- Address
- Telephone
- Photograph
- Grade Level
- Dates of Attendance
- Degrees, honors, awards received
- Date and place of birth
- Electronic mail address
- Participation in officially recognized activities and sports
- Enrollment status

The primary purpose of directory information is to allow the school to include this type of information from your child's education records in certain school publications. Examples include:

- i. A playbill, showing your student's role in a drama production;
- ii. The annual yearbook;
- iii. Honor roll or other recognition lists;
- iv. Graduation programs; or
- v. Sports activity sheets, showing weight and height of team members.

- Directory information may also be disclosed to outside organizations without your prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.
- In addition, under federal law, we are required to provide military recruiters and institutions of higher education, upon their request, with the names, addresses and telephone numbers of high school students unless the student or parent has advised the school that they do not want such information disclosed without their prior written consent.
- **If you do not want the school to disclose some or all of the directory information described above from your child's education records to all or certain recipients without your prior written consent, the school must be notified in writing within fourteen (14) days of the beginning of the school year or within fourteen (14) days of your enrolling in the school. For your convenience, a form will be sent home or is available from the school counselor. An "opt out" is perpetual and can only be rescinded in**

writing.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures of the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington,
DC 20202-5901

B. **Non-Discrimination: Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; The Rehabilitation Act of 1973 (Section 504); and The Americans with Disabilities Act of 1990 (ADA)**

It is the school's policy not to discriminate on the basis of race, color, national origin, sex, disability, religion, age, genetic information or veteran's status in its educational programs, activities or employment policies.

For inquiries or complaints or to request a copy of the school's grievance procedures, please contact:

Chris, Watson
Chief Academic Officer
Arapahoe Charter School

C. **Students with Disabilities: Individuals with Disabilities Act (IDEA)**

Pursuant to the IDEA, a federal law, the school must provide special education services to all children residing in the local administrative unit who are between the ages of three (3) and twenty-one (21) who have been diagnosed with or are suspected to have mental, physical or emotional disabilities and who are unable to benefit from a regular school program without special assistance. If your child or a child you know may qualify for such special assistance, please contact:

Jennifer Cook
Exceptional Children's Coordinator
Arapahoe Charter School

D. **Homeless Students: McKinney-Vento Homeless**

Assistance Act

For information concerning the educational rights of homeless students, please contact:

Sherry Reeves
McKinney-Vento Liaison
Arapahoe Charter School

E. Protection of Pupil Rights Amendment

The Protection of Pupil Rights Amendment requires that the school notify you and obtain consent or allow you to opt-out your child from participating in certain school activities. These activities include a student survey, analysis or evaluation that concerns one or more of the following eight areas:

1. Political affiliates or beliefs of the student or student's parent;
2. Mental or psychological problems of the student and/or student's family;
3. Sexual behavior or attitudes;
4. Illegal, anti-social, self-incrimination or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. legally recognized privileged relationships, such as with lawyers, doctors or ministers;
7. Religious practices, affiliations or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes and certain physical exams or screenings except for hearing, vision, scoliosis or any physical exam or screening permitted or required under State law.

The school will, within a reasonable period of time prior to the administration of the surveys and activities, provide notice of said surveys and activities and give you or your son/daughter, if he/she is eighteen

(18) years old or older, the opportunity to opt-out.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office

U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-5901

F. Student Health: N.C.G.S. § 115C-375.4

The school must provide families with information on Influenza and Meningococcal diseases and the vaccines that are available to prevent each. Influenza ("flu") is caused by a virus that spreads from infected persons to the nose or throat of others. Influenza can cause fever, sore throat, chills, coughs, headache and muscle aches.

Anyone can get influenza. Most people are ill with flu for only a few days, but some get much sicker and may need to be hospitalized. Influenza causes an average of 36,000 deaths each year in the U.S., mostly among the elderly.

Influenza vaccine is available in two types. Inactivated (killed) flu vaccine, given as a shot, has been used in the U.S. for many years. A live, weakened vaccine, FluMist, was licensed in 2003. It is sprayed into the nostrils. It is available for persons age 5-49 years of age. Influenza viruses change often. Therefore, influenza vaccine is updated every year. Protection develops in about 2 weeks after getting the shot and may last up to a year. The best time to get the vaccine is in October or November. Contact your local health department or physician for more details on cost and time vaccine will be available.

Meningococcal disease is a serious illness, caused by bacteria. It is the leading cause of bacterial meningitis in children 2-18 years old in the United States. Meningitis is an infection of the brain and spinal cord coverings. Meningococcal disease can also cause blood infections. About 2,600 people get meningococcal disease each year in the U.S. Ten to fifteen percent of these people die, in spite of treatment with antibiotics. Of those who live, another 10% have chronic complications. It is most common in infants less than one year of age, international travelers, and people with certain medical conditions. College freshmen, particularly those who live in dormitories, have a slightly increased risk of getting meningococcal disease.

Learn more about these vaccines by consulting with your family doctor or nurse or contacting the Pamlico County Department of Public Health at 40 Cox Avenue, Asheville, NC 28802 or contacting the

Centers for Disease Control and Prevention (CDC) at 1-800-232-2522 (English) or 1-800-232-0233 (Spanish) or visiting <http://cdc.gov/vaccines/>.

G. Student Health: N.C.G.S. § 115C-47(51)

North Carolina General Statute §115C-47(51) requires schools to provide information concerning cervical cancer, cervical dysplasia and human papillomavirus and the vaccines available to prevent these diseases.

Information on these diseases and the vaccines can be found at www.cdc.gov/vaccines/vod-vac. Those individuals without internet access can contact a school nurse or the Pamlico County Health Department.

H. North Carolina Safe Surrender Law

Pursuant to N.C.G.S. §78-S00(b), a female may legally surrender her newborn baby to a responsible adult without fear of criminal prosecution. While any responsible adult may receive a newborn, School Social Workers, School Nurses, counselors and law enforcement agents are examples of responsible adults who are familiar with this law. More information can be found at <http://www.ncdhhs.gov/assistance/pregnancyservices/safe-surrender>. Those individuals without internet access can contact a school nurse or social worker.

I. Use of Pesticides: N.C.G.S. § 115C-47(47)

The school must provide notification regarding pesticide use on school property. For more information, please contact your School Director or the Chief Executive Officer

J. Student Restraint/Seclusion/Isolation

The School District has adopted Board Policy 4301, Authority of School Personnel, referenced in Addendum J of the Student/Parent Handbook and follows N.C.G.S. § 115C-39.1.1 which is fully set out below`.

N.C.G.S. § 115C-391.1

{a) It is the policy of the State of North Carolina to:

- (1) Promote safety and prevent harm to all students, staff, and visitors in the public

schools.

- (2) Treat all public school students with dignity and respect in the delivery of discipline, use of physical restraints or seclusion, and use of reasonable force as permitted by law.
- (3) Provide school staff with clear guidelines about what constitutes use of reasonable force permissible in North Carolina public schools.
- (4) Improve student achievement, attendance, promotion, and graduation rates by employing positive behavioral interventions to address student behavior in a positive and safe manner.
- (5) Promote retention of valuable teachers and other school personnel by providing appropriate training in prescribed procedures, which address student behavior in a positive and safe manner.

(b) The following definitions apply in this section:

- (1) "Assistive technology device" means any item, piece of equipment, or product system that is used to increase, maintain, or improve the functional capacities of a child with a disability.
- (2) "Aversive procedure" means a systematic physical or sensory intervention program for modifying the behavior of a student with a disability which causes or reasonably may be expected to cause one or more of the following:
 - a. Significant physical harm, such as tissue damage, physical illness, or death.
 - b. Serious, foreseeable long-term psychological impairment.
 - c. Obvious repulsion on the part of observers who cannot reconcile extreme procedures with acceptable, standard practice, for example: electric shock applied to the body; extremely loud auditory stimuli; forcible introduction of foul substances to the mouth, eyes, ears, nose, or skin; placement in a tub of cold water or shower; slapping, pinching, hitting, or pulling hair; blindfolding or other forms of visual blocking; unreasonable withholding of meals; eating one's own vomit; or denial of reasonable access to toileting

- facilities.
- (3) "Behavioral intervention" means the implementation of strategies to address behavior that is dangerous, disruptive, or otherwise impedes the learning of a student or others.
- (4) "IEP" means a student's Individualized Education Plan.
- (5) "Isolation" means a behavior management technique in which a student is placed alone in an enclosed space from which the student is prevented from leaving.
- (6) "Law enforcement officer" means a sworn law enforcement officer with the power to arrest.
- (7) "Mechanical restraint" means the use of any device or material attached or adjacent to a student's body that restricts freedom of movement or normal access to any portion of the student's body and that the student cannot easily remove.
- (8) "Physical restraint" means the use of physical force to restrict the free movement of all or a portion of a student's body.
- (9) "School personnel" means:
- a. Employees of the school.
 - b. Any person working on school grounds or at a school function under a contract or written agreement with the school to provide educational or related services to students.
 - c. Any person working on school grounds or at a school function for another agency providing educational or related services to students.
- (10) "Seclusion" means the confinement of a student alone in an enclosed space from which the student is:
- a. Physically prevented from leaving by locking hardware or other means.
 - b. Not capable of leaving due to physical or intellectual incapacity.
- (11) "Time-out" means a behavior management technique in which a student is separated from other students for a limited period of time in a monitored setting.
- (c) Physical Restraint:
- (1) Physical restraint of students by school personnel shall be considered a reasonable use of force when used in the following circumstances:
 - a. As reasonably needed to obtain possession of a weapon or other dangerous objects on a person or within the control of a person.
 - b. As reasonably needed to maintain order or prevent or break up a fight.
 - c. As reasonably needed for self-defense.
 - d. As reasonably needed to ensure the safety of any student, school employee, volunteer, or other person present, to teach a skill, to calm or comfort a student, or to prevent self-injurious behavior.
 - e. As reasonably needed to escort a student safely from one area to another.
 - f. If used as provided for in a student's IEP or Section 504 plan or behavior intervention plan.
 - g. As reasonably needed to prevent imminent destruction to school or another person's property.
 - (2) Except as set forth in subdivision (1) of this subsection, physical restraint of students shall not be considered a reasonable use of force, and its use is prohibited.
 - (3) Physical restraint shall not be considered a reasonable use of force when used solely as a disciplinary consequence.
 - (4) Nothing in this subsection shall be construed to prevent the use of force by law enforcement officers in the lawful exercise of their law enforcement duties.
- (d) Mechanical Restraint:
- (1) Mechanical restraint of students by school personnel is permissible only in the following circumstances:
 - a. When properly used as an assistive technology device included in the student's IEP or Section 504 plan or behavior intervention plan or as otherwise prescribed for the student by a medical or related service provider.
 - b. When using seat belts or other safety restraints to secure students during transportation.
 - c. As reasonably needed to obtain possession of a weapon or other dangerous objects on a person or

- d. within the control of a person.
 - e. As reasonably needed for self-defense.
 - e. As reasonably needed to ensure the safety of any student, school employee, volunteer, or other person present.
 - (2) Except as set forth in subdivision (1) of this subsection, mechanical restraint, including the tying, taping, or strapping down of a student, shall not be considered a reasonable use of force, and its use is prohibited.
 - (3) Nothing in this subsection shall be construed to prevent the use of mechanical restraint devices such as handcuffs by law enforcement officers in the lawful exercise of their law enforcement duties.
- (e) Seclusion:
- (1) Seclusion of students by school personnel may be used in the following circumstances:
 - a. As reasonably needed to respond to a person in control of a weapon or other dangerous object.
 - b. As reasonably needed to maintain order or prevent or break up a fight.
 - c. As reasonably needed for self-defense.
 - d. As reasonably needed when a student's behavior poses a threat of imminent physical harm to self or others or imminent substantial destruction of school or another person's property.
 - e. When used as specified in the student's IEP, Section 504 plan, or behavior intervention plan; and
 - 1. The student is monitored while in seclusion by an adult in close proximity who is able to see and hear the student at all times.
 - 2. The student is released from seclusion upon cessation of the behaviors that led to the seclusion or as otherwise specified in the student's IEP or Section 504 plan.
 - 3. The space in which the student is confined has been approved for such use by the local education agency.
 - 4. The space is appropriately lighted.
 - 5. The space is appropriately ventilated and heated or cooled.
 - 6. The space is free of objects that unreasonably expose the student or others to harm.
- (2) Except as set forth in subdivision (1) of this subsection, the use of seclusion is not considered reasonable force, and its use is not permitted.
- (3) Seclusion shall not be considered a reasonable use of force when used solely as a disciplinary consequence.
- (4) Nothing in this subsection shall be construed to prevent the use of seclusion by law enforcement officers in the lawful exercise of their law enforcement duties.
- (f) Isolation - Isolation is permitted as a behavior management technique provided that:
- (1) The space used for isolation is appropriately lighted, ventilated, and heated or cooled.
 - (2) The duration of the isolation is reasonable in light of the purpose of the isolation.
 - (3) The student is reasonably monitored while in isolation.
 - (4) The isolation space is free of objects that unreasonably expose the student or others to harm.
- (g) Time-out - Nothing in this section is intended to prohibit or regulate the use of time-out as defined in this section.
- (h) Aversive Procedures - The use of aversive procedures as defined in this section is prohibited in public schools.
- (i) Nothing in this section modifies the rights of school personnel to use reasonable force as permitted under G.S. 115C-390.3 or modifies the rules and procedures governing discipline under G.S. 115C-390.1 through G.S. 115C-390.12
- (j) Notice, Reporting, and Documentation.
- (1) Notice of Procedures-Each local board of education shall provide to school personnel and parents or guardians at the beginning of each school year copies of this section and all local board policies developed to implement this section.
 - (2) Notice of specified incidents:
 - a. School personnel shall promptly notify the principal or principal's designee of:
 - 1. Any use of aversive procedures.
 - 2. Any prohibited use of mechanical restraint.
 - 3. Any use of physical restraint resulting in observable physical injury to a student.
 - 4. Any prohibited use of seclusion or seclusion that exceeds ten minutes or the amount of time specified on a student's behavior intervention plan.
 - b. When a principal or principal's designee

has personal knowledge or actual notice of any of the events described in this subdivision, the principal or principal's designee shall promptly notify the student's parent or guardian and will provide the name of a school employee the parent or guardian can contact regarding the incident.

(3) As used in subdivision (2) of this subsection, "promptly notify" means by the end of the workday during which the incident occurred when reasonably possible, but no event later than the end of following workday.

(4) The parent or guardian of the student shall be provided with a written incident report for any incident reported under this section within a reasonable period of time, but in no event later than 30 days after the incident. The written incident report shall include:

- The date, time of day, location, duration, and description of the incident and interventions.
- The events or events that led up to the incident.
- The nature and extent of any injury to the student.
- The name of a school employee the parent or guardian can contact regarding the incident.

(5) No local board of education or employee of a local board of education shall discharge, threaten, or otherwise retaliate against another employee of the board regarding that employee's compensation, terms, conditions, location, or privileges of employment because the employee makes a report alleging a prohibited use of physical restraint, mechanical restraint, aversive procedure, or seclusion, unless the employee knew or should have known that the report was false.

(k) Nothing in this section shall be construed to create a private cause of action against any local board of education, its agents or employees, or any institutions of higher education or their agents or employees or to create a criminal offense.

K. Parental Information for Title I Schools

The school receives federal funding through Title I: These funds are used to provide supplemental

instruction to students who are in need of assistance in the area of reading and, on occasion, in the area of mathematics. Our goal is to provide early intervention to struggling learners.

Federal guidelines require that school districts provide a process by which parents may request the qualifications of their child's teacher. As a parent of a student in a Title I school, you have the right to know the following information:

- a. Whether the teacher has met state qualifications for the grade levels and subject areas in which the teacher provides instruction;
- b. Whether the teacher is teaching under emergency or other provisional status through which state qualifications have been waived;
- c. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
- d. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

To request this information, please contact a School Director or the Executive Director.

L. Student Behavior Policies

Pursuant to N.C.G.S. § 115C-390.2(i), schools must make available all policies, rules and regulations regarding student behavior and discipline. For the Board's policies and regulations regarding student behavior and discipline, consult the Board's online policy manual and the **Code of Student Conduct contained in Addendum B of this Student/Parent Handbook.**

M. Student and Parent Complaint and Grievance Procedures

For information concerning student and parent complaint and grievance procedures, see Board Policies 1720, 1730, and 1740 and **Addendum C** of this Handbook.

N. Equal Access to Facilities

The school provides equal access to its facilities. For more information about accessing school facilities, consult the school's website or contact the CEO to obtain a facilities use application and insurance requirements.

O. School Bullying/Cyber-Bullying Policies

The school's board of directors has adopted policy 1710, Prohibition of Discrimination, Harassment and Bullying, and prohibits bullying and harassing behavior as set out in policy 4309, Code of Student Conduct, and provides notice of these policies in **Section H of Addendum B** to this Student/Parent Handbook. Hard copies of the policies are available from the School Director upon request.

P. Student Testing Information

For information concerning the dates of system-wide and state-mandated tests that students will be required to take during the school year, how the results from the test will be used and whether each test is required by the State Board of Education or the school, contact the appropriate School Director.

Q. School Annual Report Card Grade

Pursuant to N.C.G.S. § 115C-47(58), you will be notified of the most recent grade of the school your child is attending, as issued by the State Board of Education, if the school received a grade of "D" or "F".

R. Student Wellness Policy

For information concerning the school's student wellness policy, see **Addendum F** to this Handbook or see the school nurse or a School Director.

S. School Health Education Program

You have the right to opt-out your child's participation in curricula related to: (a) prevention of sexually transmitted diseases, including Acquired Immune Deficiency Syndrome (AIDS); (b) avoidance of out of wedlock pregnancy; or (c) reproductive health and safety education. A copy of the materials that will be used in these curricula will be available in the school media center during the school year and at other times that the media center is available to the public. Materials also may be made available for review in the main office.

T. Local Education Agency Report Card

For information concerning the School's Local Education Agency Report Card required by Section 6311(h)(1) and (2) of the Elementary and Secondary Education Act, or a copy of the Report Card contact a School Director.

ADDENDUM A: SIGNATURE PAGES

STUDENT HANDBOOK

Please visit the school website at www.arapahoecharter.org and click on 2024-2025 Student Handbook. Please read and review this information with your student. Once you have done so, please sign below, acknowledging that you have read and understand the information presented. If you need a printed copy of the handbook, please indicate that below and one will be sent home with your student.

_____ I have read and reviewed the Student Handbook with my student.

Parent Signature _____ Date _____

Student Name _____ Date _____

_____ Please provide me with a printed copy of the handbook. (An additional form will be sent for you to acknowledge you have read and reviewed the handbook with your student.)

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- ❑ Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- ❑ Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- ❑ Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Please sign and return this form acknowledging you have read this information. Arapahoe Charter School ONLY releases student names and ID numbers for school pictures and yearbooks. We also list student names on the Honor Roll and Director's List in the local newspapers. Any other time information would need to be released, you WILL be contacted.

Parent Signature _____ Date _____

Student Name _____ Date _____

Please check here if applicable:

_____ I DO NOT want my student's picture to appear in school publications (newspaper, website, etc.)

_____ I DO NOT want my child's photo to appear in the yearbook.

ADDENDUM B: CODE OF STUDENT CONDUCT

Policy 4309

A. INTEGRITY AND CIVILITY

All students are expected to demonstrate integrity, civility, responsibility, and self-control. This expectation is directly related to the Board of Directors educational objectives for students to learn to be responsible for and accept the consequences of their behavior and for students to respect cultural diversity and ideological differences. Integrity, civility, responsibility, and self-control also are critical for establishing and maintaining a safe, orderly, and inviting environment.

1. Prohibited Behavior

The following behaviors are in violation of the standards of integrity and civility and are specifically prohibited:

- a. cheating, including the actual giving or receiving of any unauthorized assistance or the actual giving or receiving of an unfair advantage on any form of academic work;
- b. plagiarizing, including copying the language, structure, idea, and/or thought of another and representing it as one's own original work;
- c. violating copyright laws, including the unauthorized reproduction, duplication and/or use of printed or electronic work, computer software, or other copyrighted material;
- d. cursing or using vulgar, abusive, or demeaning language toward another person; and
- e. playing abusive or dangerous tricks or otherwise subjecting a student or an employee to personal indignity.

2. Consequences

For general consequences for violations of this policy see Section M of this Addendum B below.

B. DISRUPTIVE BEHAVIOR

An orderly school environment is necessary for teachers to be able to teach and for students to be able to learn. Students are encouraged to participate in efforts to create a safe, orderly and inviting school environment. Students also are entitled to exercise their constitutional right to free speech as part of a stimulating, inviting educational environment. A student's right to free speech will not be infringed upon; however, school officials may place reasonable, constitutional restrictions on time, place, and manner in order to preserve a safe, orderly environment.

Directors and teachers have full authority as provided by law to establish and enforce standards and rules as necessary to create orderly schools and classrooms.

1. Prohibited Behavior

Students are prohibited from disrupting teaching, the orderly conduct of school activities, or any other lawful function of the school. The following conduct is illustrative of disruptive behavior and is prohibited:

- a. intentional verbal or physical acts that result or have the potential to result in blocking access to school functions or facilities or preventing the convening or continuation of school-related functions;
- b. appearance or clothing that (1) violates a reasonable dress code adopted and publicized by the school; (2) is substantially disruptive; (3) is provocative or obscene; or (4) endangers the health or safety of the student or others (see section C, below);
- c. possessing or distributing literature or illustrations that significantly disrupt the educational process or that are obscene or unlawful;
- d. engaging in behavior that is immoral, indecent, lewd, disreputable, or of a sexual nature in the school setting;
- e. failing to observe established safety rules, standards, and regulations, including on buses and in hallways; and
- f. interfering with the operation of school buses, including delaying the bus schedule, getting off at an unauthorized stop, or willfully trespassing upon a school bus.

2. Consequences

For general consequences for violations of this policy see Section M of this Addendum B below.

C. STUDENT DRESS

The board believes that the dress and personal appearance of students greatly affect their academic performance and their interaction with other students. The board expects that parents will outfit their children in clothing that is conducive to learning. Generally, dress and grooming standards as determined by the student and his or her parents will be deemed acceptable. However, the board prohibits any appearance or clothing that does the following:

1. violates a reasonable dress code adopted and publicized in the Student/Parent Handbook;
2. is substantially disruptive (for information on gang-related attire, see Section G of this Addendum B, Gang-Related Activity);
3. is provocative or obscene; or
4. endangers the health or safety of the student or others.

Please review the section of this Handbook “Student Dress Code” starting on page 11 for more specific appearance guidelines. Before receiving disciplinary consequences, a student who is not in compliance with this policy or the school Dress Code will be given a reasonable period of time to make adjustments so that he or she will be in compliance. The Executive Director shall communicate the School’s Dress Code in the Student/Parent Handbook each year so that students and parents have notice of and can comply with the dress code requirements. For general consequences for violations of this policy see Section M of this Addendum B below.

D. USE OF WIRELESS COMMUNICATION DEVICES

The board recognizes that cellular phones and other wireless communication devices have become an important tool through which parents communicate with their children. Therefore, students are permitted to possess such devices on school property so long as the devices are not activated, used, displayed, or visible during the instructional day or as otherwise directed by school rules or school personnel. Wireless communication devices include, but are not limited to, cellular phones, electronic devices with internet capability, paging devices, two-way radios, and similar devices.

1. Authorized Use

Administrators may authorize individual students to use wireless communication devices for personal purposes when there is a reasonable need for such communication. Teachers and administrators may authorize individual students to use the devices for instructional purposes, provided that they supervise the students during such use.

Although use generally is permitted before and after school, use of cellular phones and other wireless communication devices may be prohibited on school buses when noise from such devices interferes with the safe operation of the buses. In addition, elementary and middle school students who participate in after-school programs are prohibited from using wireless communication devices during such programs.

2. Consequences for Unauthorized Use

School employees may immediately confiscate any wireless communication devices that are on, used, displayed or visible in violation of this policy. Absent compelling and unusual circumstances, confiscated wireless communication devices will be returned only to the student’s parent. For general consequences for violations of this policy see Section M of this Addendum B below.

The following factors should be considered when determining appropriate consequences: whether the wireless communication device was used (1) to reproduce images of tests, obtain unauthorized access to school information, or assist students in any aspect of their instructional program in a manner that violates any board policy, administrative regulation, or school rule; (2) to bully or harass other students; (3) to send illicit text messages; (4) to take and/or send illicit photographs; or (5) in any other manner that would make more severe disciplinary consequences appropriate.

3. Search of Wireless Communication Devices

A student’s wireless communication device and its contents, including, but not limited to, text messages and digital photos, may be searched whenever a school official has reason to believe the search will provide evidence that the student has violated or is violating a law, board policy, or a school rule. The scope of such searches must be reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the suspected infraction.

4. Liability

Students are personally and solely responsible for the security of their wireless communication devices. The school is not responsible for the theft, loss, or damage of a cellular phone or other personal wireless communication device.

E. TOBACCO PRODUCTS

The board is committed to creating safe, orderly, clean, and inviting schools for all students and staff. To this end, the board supports state laws that prohibit the sale or distribution of tobacco products to minors and that prohibit the use of tobacco products by minors. The board also supports state and federal laws that prohibit the use of tobacco products in school buildings, on school campuses, and in or on any other school property owned or operated by the board. For the purposes of this policy, the term “tobacco product” means any product that contains or that is made or derived from tobacco and is intended for human consumption, including all lighted and smokeless tobacco products, as well as electronic cigarettes, vaporizers, and other electronic smoking devices even if they do not contain tobacco or nicotine.

1. Prohibited Behavior

In support of the board’s commitments and state and federal law, students are prohibited from using or [possessing][this is discretionary. Do you prohibit possession of tobacco products on campus if they are not being used?] any tobacco product (1) in any school building, on school campus, and in or on any other school property owned or operated by the board, including school vehicles; (2) at any school-related activity, including athletic events; or (3) at any time when the student is subject to the supervision of school personnel, including during school trips.

Nothing in this policy prohibits the use or possession of tobacco products for an instructional or research activity conducted in a school building, provided that the activity is conducted or supervised by a faculty member and that the activity does not include smoking, chewing, or otherwise ingesting tobacco.

2. Consequences

In determining appropriate consequences for violations of this policy, school officials are encouraged to identify programs or opportunities that will provide students with a greater understanding of the health hazards of tobacco use, the hazards of secondhand smoke, and the impact of tobacco use on efforts to provide a safe, orderly, clean, and inviting school environment. For general consequences for violations of this policy see Section M of this Addendum B below.

3. Services for Students

The administration shall consult with the county health department and other appropriate organizations to provide students with information and access to support systems and programs to encourage students to abstain from the use of tobacco products. The school system may, from time to time, provide free non-smoking programs and services to its students.

4. Notice

Students will be provided with notice of the information in this policy through the Student/Parent Handbook or other means identified by the administration. In addition, administration shall post signs in a manner and at locations that adequately notify students, school personnel, and visitors about prohibitions against the use of tobacco products in all school facilities, on all school grounds, and at all school-sponsored events.

F. DRUGS AND ALCOHOL

Unauthorized or illegal drugs and alcohol are a threat to safe and orderly schools and will not be tolerated. The Executive Director is responsible for ensuring that this policy is consistently applied throughout the school.

This policy applies to students while on school property or at a school-sponsored event or activity (whether on or off school property) and at any other time or place where the conduct is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the school or the safety of individuals in the school environment.

1. Prohibited Behavior

- a. Students are prohibited from possessing, using, transmitting, selling, or being under the influence of any of the following substances:
 - i. narcotic drugs;
 - ii. hallucinogenic drugs;

- iii. amphetamines;
 - iv. barbiturates;
 - v. marijuana;
 - vi. synthetic stimulants, such as MDPV and mephedrone (e.g., “bath salts”), and synthetic cannabinoids (e.g., “Spice,” “K2”);
 - vii. any other controlled substance;
 - viii. any alcoholic beverage, malt beverage, fortified or unfortified wine, or other intoxicating liquor;
 - ix. any chemicals, substances, or products procured or used with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student’s mood or behavior; or
 - x. any substance containing cannabidiol (CBD) or tetrahydrocannabinol (THC), regardless of whether it constitutes a controlled substance under state or federal law.
- b. Students also are prohibited from possessing, using, selling, delivering, or manufacturing counterfeit drugs.
 - c. Students are prohibited from possessing, using, selling, delivering, or manufacturing drug paraphernalia, including but not limited to rolling papers, roach clips, lighters, matches, vaping devices, vape liquid containers, pipes, syringes, and other delivery devices for prohibited substances.
 - d. Students are prohibited from possessing, using, selling, delivering, or sharing prescription or over-the-counter drugs, except in accordance with policy 6125, Administering Medicines to Students. A student who possesses or uses a prescription or over-the-counter drug in accordance with policy 6125 does not violate this policy.
 - e. A student is not in violation of this policy for being under the influence of a prohibited substance following its proper use as a medication lawfully prescribed for the student by a licensed health care practitioner.
 - f. Students may not participate in any way in the selling or delivering of prohibited substances, regardless of whether the sale or delivery ultimately occurs on school property.
 - g. The administration may authorize lawful uses of substances that are otherwise prohibited by this policy, such as for approved school projects.

2. Consequences

As required by section L below, the administration must report to the appropriate law enforcement agency any student who has used or possessed a controlled substance in violation of law while on school property.

G. GANG-RELATED ACTIVITY

The board strives to create a safe, orderly, caring and inviting school environment. Gangs and gang-related activities have proven contrary to that mission and are prohibited within the school. A gang is any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts and having a common name or common identifying sign, colors, or symbols. The violence and crime that accompany gangs pose a serious threat to the safety of students and employees of the school. Even absent acts of violence or crime, the existence of gang-related activity within the schools creates an atmosphere of fear and hostility that obstructs student learning and achievement. Thus, the board condemns the existence of gangs and will not tolerate gang-related activity in the school.

1. Prohibited Behavior

Gang-related activity is strictly prohibited within the school. For the purposes of this policy, “gang-related activity” means: (1) any conduct that is prohibited by another board policy and is engaged in by a student on behalf of an identified gang or as a result of the student’s gang membership; or (2) any conduct engaged in by a student to perpetuate, proliferate, or display the existence of any identified gang.

Conduct prohibited by this policy includes:

- a. wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, or other items with the intent to convey membership or affiliation in a gang;
- b. communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.) with the intent to convey membership or affiliation in a gang;
- c. tagging, or otherwise defacing school or personal property with symbols or slogans intended to convey membership or affiliation in a gang (see section I below);
- d. requiring payment of protection or insurance, or otherwise intimidating or threatening any person related to gang activity (see section J below);

- e. inciting others to intimidate or to act with physical violence upon any other person related to gang activity (see section J below);
- f. soliciting others for gang membership; and
- g. committing any other illegal act or other violation of school policies in connection with gang-related activity.

2. Notice

The Executive Director or designee shall regularly consult with law enforcement officials to maintain current examples of gang-related activities, including but not limited to gang names and particularized examples of potential gang indicators including symbols, hand signals, graffiti, clothing, accessories, and behaviors. Each School Director shall maintain a list of current examples of gang-related activities to assist students, parents, and teachers in identifying gang symbols and practices. The list shall be available in an easily accessible location in the main office of the school. Parents, students, and school employees may, upon request, access the list, which shall include a warning that wearing or displaying clothing, hand signs, or symbols identified in the list with the intent to convey membership or affiliation in any gang may subject a student to discipline under this policy.

In addition, all student handbooks (or such other similar materials distributed to parents and students in lieu of a student handbook) shall contain notice that (1) current information on gang-related activities is maintained in the main office at each school; (2) information on gang-related activities is subject to change and the School Director should be consulted for updates; and (3) wearing or displaying clothing, hand signs, or symbols identified in the list with the intent to convey membership or affiliation in any gang may subject a student to discipline under this policy.

In providing this information for students and parents, the board acknowledges that not all potential gang indicators connote actual membership in a gang.

3. Consequences

Before receiving disciplinary consequences for a violation of subsection 1.a or 1.b above, a student shall receive an individualized warning as to what item or conduct is in violation of this policy and shall be permitted to immediately change or remove any prohibited items. A student may be disciplined only if he or she previously received notice that the specific item or conduct is prohibited. For disciplinary consequences for repeated violations of subsections 1.a or 1.b or violation of subsection 1.f see Section M of this Addendum B below.

Violations of subsections 1.c, 1.d, 1.e, and 1.g above are violations of both this policy and other board policies. For general consequences for violations of this policy see Section M of this Addendum B below. That the violation was gang-related shall be an aggravating factor when determining the appropriate consequences.

In a situation where a student has violated this policy or is otherwise suspected of gang affiliation through other circumstantial evidence, the School Director shall conduct an intervention involving the School Director or designee, the student, and the student's parent. Such intervention also may include the school resource officer and others as appropriate. The purpose of an intervention is to discuss school officials' observations and concerns and to offer the student and his or her parents information and an opportunity to ask questions or provide other information to the school officials.

This policy shall be applied in a non-discriminatory manner based on the objective characteristics of the student's conduct in light of the surrounding circumstances.

H. BULLYING AND HARASSING BEHAVIOR PROHIBITED

The board is committed to providing a safe, inviting, and civil educational environment for all students, employees, and other members of the school community. The board expects all students, employees, volunteers, and visitors to behave in a manner consistent with that goal. The board recognizes that bullying and harassing behavior creates an atmosphere of intimidation and fear, detracts from the safe environment necessary for student learning, and may lead to more serious misconduct or to violence. Accordingly, the board prohibits all forms of bullying and harassing behavior, including encouragement of such behavior, by students, employees, volunteers, and visitors. "Visitors" includes parents and other family members and individuals from the community, as well as vendors, contractors, and other persons doing business with or

performing services for the school system.

This policy prohibits bullying and harassing behavior, or the encouragement of bullying or harassing behavior, that takes place (1) in any school building or on any school premises before, during or after school hours; (2) on any bus or other vehicle as part of any school activity; (3) at any bus stop; (4) during any school-sponsored activity or extracurricular activity; (5) at any time or place when the student, employee, or other person is subject to the authority of school personnel; or (6) at any time or place when the bullying has a direct and immediate effect on maintaining order and discipline in the schools.

This policy is not intended to prohibit expression of religious, philosophical, social, or political views, provided that the expression does not substantially disrupt the educational environment.

a. Relationship to Other Policies

This policy applies to bullying and harassing behavior that is not otherwise prohibited by board policy 1710, Discrimination and Harassment Prohibited, that addresses discriminatory harassment in violation of federal law (prohibiting harassment based on race, color, national origin, sex, disability, or religion).

Individuals who wish to report bullying or harassing behavior that is based on sex, race, color, national origin, disability, religion, or other personal characteristic addressed by the policy 1710 referenced above should refer to and follow the reporting process provided in policy 1720, Discrimination, Harassment, and Bullying Complaint Procedure.

Conduct that may constitute discriminatory harassment under federal law must be addressed first in accordance with the requirements of the policy 1710 referenced above. If subsequently, the conduct is determined not to rise to the level of discriminatory harassment prohibited by that policy, the conduct may be addressed under this policy. Conduct that does not rise to the level of bullying or harassing behavior as defined and prohibited in this policy may nevertheless violate other board policies or school rules.

b. Conduct That is Considered Bullying or Harassing Behavior

1. Bullying is deliberate conduct intended to harm another person or group of persons. It is characterized by repeated unwanted aggressive behavior that typically involves a real or perceived imbalance of power, such as a difference in physical size, strength, social standing, intellectual ability, or authority. It may consist of either physical, verbal, or nonverbal behavior. Cyberbullying is a form of bullying that is carried out using electronic communication media, such as words, actions, or conduct conveyed through email, instant messages, text messages, tweets, blogs, photo or video sharing, chat rooms, or websites, and may exist in the absence of a power imbalance typical of other forms of bullying.
2. Harassing behavior is conduct that is intimidating, hostile, or abusive, or is unwelcome conduct of a sexual nature. Harassing behavior may violate this policy even if no harm is intended to the target and no power imbalance is evident.
3. Bullying or harassing behavior includes conduct that is, or reasonably appears to be, motivated by actual or perceived differentiating personal characteristics, or by a person's association with someone who has or is perceived to have a differentiating personal characteristic. Differentiating personal characteristics include, but are not limited to race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental, or sensory disability. Bullying and harassing behavior can violate this policy regardless of a student's motivation.
4. Examples of behavior that may constitute bullying or harassing behavior are repeated acts of disrespect, intimidation, or threats, such as verbal taunts, name calling and put-downs, epithets, derogatory or lewd

comments, spreading rumors, extortion of money or possessions, implied or stated threats, assault, offensive touching, physical interference with normal work or movement, visual insults, such as derogatory posters or cartoons, and sharing intimate photos or video of a person or sharing photos or videos that may subject a person to ridicule or insult.

5. Other behaviors that may constitute bullying or harassing behavior under this policy are deliberate, unwelcome touching that has sexual connotations or is of a sexual nature, pressure for sexual activity, offensive sexual flirtations, advances or propositions, verbal remarks about an individual's body, sexually degrading words used toward an individual or to describe an individual, or the display of sexually suggestive drawings, objects, pictures, or written materials. **See also Addendum D for more information on Sexual Harassment.**
6. These examples are not exhaustive but are intended to illustrate the wide range of behavior that may constitute bullying and harassing behavior.
7. Conduct such as the following is not considered bullying or harassing behavior: legitimate pedagogical techniques, the exercise of legitimate authority, and academic or work performance monitoring and evaluation.

c. When Bullying or Harassing Behavior Violates This Policy

Not all conduct that may be described as bullying or harassing behavior violates this policy. Bullying or harassing behavior violates this policy when any pattern of repeated gestures or written, electronic, or verbal communications, or any physical act or threatening communication:

- i. places a student, an employee, or other person in actual and reasonable fear of harm to their person or property; or
- ii. creates or *is* certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits.

"Hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

The definition of bullying and harassing behavior in this section is intended to be no less inclusive than the definition of bullying and harassing behavior in G.S. 115C-407.15.

Bullying or harassing behavior based on sex, race, color, national origin, disability, or religion may also constitute discriminatory harassment in violation of federal law and board policy 1710 as described in Section A above.

d. Reporting Bullying and Harassing Behavior

1. Reports by Students and/or Parents and Guardians
 - a. The board encourages students or parents/guardians of students who have been the victim of or who have witnessed bullying or harassing behavior in violation of this policy to immediately report such incidents to a teacher, counselor, coach, assistant principal, or the principal.
 - b. Reports may be made orally or in writing and may be made anonymously.
 - c. All reports of serious violations and complaints made under this policy will be investigated expeditiously.

Anonymous reports will be investigated to the extent reasonably possible under the circumstances.

- d. If, at any time, school officials determine that the alleged bullying or harassing behavior appears to be based on sex, race, color, national origin, disability, or religion, the matter will be investigated in accordance with the policy 1710 as described in Section A above.

2. Mandatory Reporting by School Employees

An employee who witnesses or who has reliable information that a student or other individual has been bullied or harassed in violation of this policy must report the incident to his or her supervisor or to the School Director immediately. If sexual harassment is suspected, the employee also must report the incident to the Title IX coordinator. An employee who does not promptly report possible bullying or harassing behavior will be subject to disciplinary action.

3. Reporting by Other Third Parties

Other members of the school community may report incidents of bullying or harassment to the School Director or the Executive Director.

4. Reporting False Allegations

It is a violation of board policy to knowingly report false allegations of bullying or harassing behavior. A student or employee found to knowingly report or corroborate false allegations will be subject to disciplinary action.

e. Reports of Bullying or Harassing Behavior Based on Sex, Race, Color, National Origin, Disability, or Religion

Bullying or harassing behavior that is based on sex, race, color, national origin, disability, or religion may constitute discriminatory harassment that is a violation of the individual's civil rights. A school employee who receives a report of bullying or harassing behavior that may constitute sexual harassment must immediately contact the Title IX coordinator. If the reported behavior appears to be based on any other such personal characteristic, the employee must immediately notify the appropriate civil rights coordinator designated in policy 1710, Discrimination and Harassment Prohibited. Uncertainty as to whether alleged bullying or harassing behavior is based on sex, race, color, national origin, disability, or religion should be resolved by notifying the Title IX Coordinator.

f. Response to Reports of Bullying or Harassing Behavior

1. Reports of bullying and harassing behavior or the encouragement of such behavior under this policy will be investigated promptly by the School Director or designee and addressed in accordance with this policy and policy 4340, School Level Investigations. If the School Director is the alleged perpetrator, the Executive Director will designate an appropriate investigator.
2. If at any time before, during, or after the investigation under this policy, the principal or designee determines or suspects that the alleged bullying or harassing behavior is based on sex, race, color, national origin, disability, or religion, the principal or designee shall notify the appropriate civil rights coordinator and proceed in accordance with board policy 1720 as described in Section A above. However, referral to the civil rights coordinator will not preclude appropriate disciplinary consequences for a violation of this policy if, following the designated investigation and resolution process under board policy 1720, the behavior is determined not to constitute discriminatory harassment in violation of federal law.
3. No reprisals or retaliation of any kind are permitted as a result of good faith reports of bullying or harassing

behavior. An employee who engages in reprisal or retaliation will be subject to disciplinary action, up to and including dismissal. A student who does so is subject to disciplinary consequences as provided in Section G, below.

g. Consequences

1. Students

The disciplinary consequences for violations of this policy should take into consideration the frequency of incidents, the developmental age of the student involved, and the severity of the conduct and must be consistent with the Code of Student Conduct. The Executive Director shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violations of this policy.

A student who is convicted under G.S. 14-458.2 of cyberbullying a school employee will be transferred to a different class or assigned to a teacher who was not involved as a victim of the cyberbullying. The Executive Director may modify the required transfer of an individual student on a case-by-case basis and shall provide a written statement of this modification in the student's record.

2. Employees

Employees who violate this policy will be subject to disciplinary action, up to and including dismissal.

3. Others

Volunteers and visitors who violate this policy will be directed to leave school property and/or reported to law enforcement, as appropriate. A third party under the supervision and control of the school will be subject to termination of contracts/agreements, restricted from school property, and/or subject to other consequences, as appropriate.

h. Other Interventions

Interventions designed to remediate the impact of a violation of this policy and to restore a positive school climate will be provided as determined necessary by school officials.

i. Notice

This policy must be provided to employees, students, and parents, guardians, and caregivers at the beginning of each school year. Notice of this policy must be included in the Code of Student Conduct and in all student and employee handbooks. School Directors are encouraged to post a copy or summary of this policy in each classroom and in a prominent location within the school building and to make an age-appropriate summary of the policy available to elementary students. Information about this policy must also be incorporated into employee training programs.

j. Records

The Executive Director or designee shall maintain confidential records of complaints or reports of bullying or harassing behavior under this policy. The records must identify the names of all individuals accused of such offenses and the resolution of such complaints or reports. The Executive Director also shall maintain records of any remedial interventions or other steps taken by the school to provide an environment free of bullying.

I. THEFT, TRESPASS, AND DAMAGE TO PROPERTY

The board will not tolerate theft, trespass, or damage to property by any student. Any student engaging in such behavior will be removed from the classroom or school environment for as long as is necessary to provide a safe and orderly environment for learning.

1. Prohibited Behavior

a. Theft

Students are prohibited from stealing or attempting to steal school or private property and/or from knowingly being in possession of stolen property.

b. Damage to Property

Students are prohibited from damaging or attempting to damage school or private property.

c. Trespass

Students are prohibited from trespassing on school property. A student will be considered a trespasser and may be criminally prosecuted in any of the following circumstances:

- i. the student is loitering on school grounds after the close of the school day without any specific need or supervision; or
- ii. the student has been suspended from school but is on school property during the suspension period without the express permission of the Executive Director or designee.

2. Consequences

For general consequences for violations of this policy see Section M of this Addendum B below.

J. ASSAULTS AND THREATS

The board will not tolerate assaults or threats from any student. Any student engaging in such behavior will be removed from the classroom or school environment for as long as is necessary to provide a safe and orderly environment for learning.

1. Prohibited Behavior

a. Assault

Students are prohibited from assaulting, physically injuring, attempting to injure, or intentionally behaving in such a way as could reasonably cause injury to any other person. Assault includes engaging in a fight.

b. Threatening Acts

Students are prohibited from directing toward any other person any language that threatens force, violence, or disruption, or any sign or act that constitutes a threat of force, violence, or disruption.

Bomb and terrorist threats are also addressed in section J, below.

2. Consequences

For general consequences for violations of this policy see Section M of this Addendum B below.

A student who is long-term suspended as a result of assaulting or injuring a teacher shall not return to that teacher's classroom without the teacher's consent.

K. WEAPONS, BOMB THREATS, TERRORIST THREATS, AND CLEAR THREATS TO SAFETY

The board will not tolerate the presence of weapons or destructive devices, bomb or terrorist threats, or actions that constitute a clear threat to the safety of students or employees. Any student who violates this policy will be removed from the classroom or school environment for as long as is necessary to provide a safe and orderly environment for learning.

1. Prohibited Behavior

a. Weapons and Weapon-Like Items

Students are prohibited from possessing, handling, using, or transmitting, whether concealed or open, any weapon or any instrument that reasonably looks like a weapon or could be used as a weapon. Weapons include, but are not limited to the following:

- i. loaded and unloaded firearms, including guns, pistols, and rifles;
- ii. destructive devices as described in subsection K.2 of this policy, including explosives, such as dynamite cartridges, bombs, grenades and mines;
- iii. nuclear, biological, or chemical weapons of mass destruction as defined in [G.S. 14-288.21\(c\)](#);
- iv. knives, including pocket knives, bowie knives, switchblades, dirks, and daggers;
- v. slingshots and slungshots;
- vi. leaded canes;

- vii. blackjacks;
- viii. metal knuckles;
- ix. BB guns or blowguns;
- x. air rifles and air pistols;
- xi. stun guns and other electric shock weapons, such as tasers;
- xii. icepicks;
- xiii. box cutters, utility blades, razors and razor blades (except those designed and used solely for personal shaving);
- xiv. fireworks;
- xv. gun powder, ammunition, or bullets;
- xvi. any sharp pointed or edged instruments except unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance; and
- xvii. mace, pepper spray, and other personal defense sprays; provided, however, mere possession of mace, pepper spray or other personal defense spray is not a violation of this policy unless (1) it is used for a purpose other than self-defense, as defined under state law or (2) the Executive Director or School Director determines that the student intended to use it to harm, threaten harm, or create a disturbance.

No student may knowingly or willfully cause, encourage or aid another student to possess, handle or use any of the weapons or weapon-like items listed above. A student who finds a weapon or weapon-like item, who witnesses another student or other person with such an item, or who becomes aware that another student or other person intends to possess, handle, or use such an item must notify a teacher or the School Director immediately. Middle and high school students may also utilize the anonymous safety tip line for reporting risks to the school population. This section does not apply to board-approved and -authorized activities for which the board has adopted appropriate safeguards to protect student safety.

b. Bomb Threats

Students are prohibited from:

- i. making a bomb threat, regardless of whether the student intends to or has the means to carry out the threat;
- ii. perpetrating a bomb hoax against school property by making a report, knowing or having reason to know the report is false, that a bomb or other device designed to cause damage or destruction by explosion, blasting, or burning is located on school property or at a school event;
- iii. perpetrating a bomb hoax by concealing, placing, or displaying any device on school property or at a school event, so as to cause any person reasonably to believe the same to be a bomb or similar device intended to cause injury to persons or property; and
- iv. knowingly or willfully causing, encouraging, or aiding another student to make a bomb threat or perpetrate a bomb hoax. Any student who becomes aware that another student or other person intends to use a bomb, make a bomb threat, or perpetrate a bomb hoax must notify a teacher or the School Director immediately.

c. Terrorist Threats

Students are prohibited from making a terrorist threat or perpetrating a terrorist hoax by:

- i. threatening to commit an act of mass violence on school property or at a school event, regardless of whether the student intends to or has the means to carry out the threat;
- ii. making a report, knowing or having reason to know the report is false, that an act of mass violence is going to occur on school property or at a school event;
- iii. making a report, knowing or having reason to know the report is false, that a device, substance, or material designed to cause harmful or life-threatening injury to another person is located on school property or at a school event; or
- iv. concealing, placing, disseminating, or displaying on school property or at a school event any device, substance, or material, so as to cause a reasonable person to believe the same to be a weapon of mass destruction or to be intended to cause harmful or life-threatening illness or injury to another person.

No student may knowingly or willfully cause, encourage, or aid another student to make a terrorist threat or perpetrate a terrorist hoax. Any student who becomes aware that another student or other person intends to use a device, substance, or material designed to cause harmful or life-threatening illness or injury to another person, make a terrorist threat, or perpetrate a terrorist hoax must notify a teacher or the School Director immediately.

d. Clear Threats to Student and Employee Safety

Students are prohibited from engaging in behavior that constitutes a clear threat to the safety of other students or employees. Behavior constituting a clear threat to the safety of others includes, but is not limited to:

- i. theft or attempted theft by a student from another person by using or threatening to use a weapon;
- ii. the intentional and malicious burning of any structure or personal property, including any vehicle;
- iii. an attack or threatened attack by a student against another person wherein the student uses a weapon or displays a weapon in a manner found threatening to that person;
- iv. an attack by a student on any employee, adult volunteer, or other student that does not result in serious injury but that is intended to cause or reasonably could cause serious injury;
- v. an attack by a student on another person whereby the victim suffers obvious severe or aggravated bodily injury, such as broken bones, loss of teeth, possible internal injuries, laceration requiring stitches, loss of consciousness, or significant bruising or pain; or whereby the victim requires hospitalization or treatment in a hospital emergency room as a result of the attack;
- vi. any intentional, highly reckless, or negligent act that results in the death of another person;
- vii. confining, restraining, or removing another person from one place to another, without the victim's consent or the consent of the victim's parent, for the purpose of committing a felony or for the purpose of holding the victim as a hostage, for ransom, or for use as a shield;
- viii. the possession of a weapon on any school property, including in a vehicle, with the intent to use or transmit for another's use or possession in a reckless manner so that harm is reasonably foreseeable;
- ix. taking or attempting to take anything of value from the care, custody or control of another person or persons, by force, threat of force, or violence, or by putting the victim in fear;
- x. any unauthorized and unwanted intentional touching, or attempt to touch, by one person of the sex organ of another, including the breasts of the female and the genital areas of the male and female;
- xi. the possession, manufacture, sale or delivery, or any attempted sale or delivery, of a controlled substance in violation of [Chapter 90 of the North Carolina General Statutes](#);
- xii. any behavior resulting in a felony conviction on a weapons, drug, assault, or other charge that implicates the safety of other persons; and
- xiii. any other behavior that demonstrates a clear threat to the safety of others in the school environment.

2. General Consequences

For general consequences for violations of this policy see Section M of this Addendum B below.

3. Specific Consequences Mandated by Law

As required by law, a student who brings or possesses a firearm or destructive device on school property or at a school-sponsored event must be suspended for 365 days, unless the Executive Director modifies, in writing, the required 365-day suspension for an individual student on a case-by-case basis. The Executive Director shall not impose a 365-day suspension if the Executive Director determines that the student (1) took or received the firearm or destructive device from another person at school or found the firearm or destructive device at school, (2) delivered or reported the firearm or destructive device as soon as practicable to a law enforcement officer or school personnel, and (3) had no intent to use the firearm or destructive device in a harmful or threatening way.

For the purpose of this subsection, a firearm is (1) a weapon, including a starter gun that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive, (2) the frame or receiver of any such weapon, or (3) any firearm muffler or firearm silencer. A firearm does not include an inoperable antique firearm, a BB gun, a stun gun, an air rifle, or an air pistol. For the purposes of this subsection, a destructive device is an explosive, incendiary, or poison gas (1) bomb, (2) grenade, (3) rocket having a propellant charge of more than four ounces, (4) missile having an explosive or incendiary charge of more than one-quarter ounce, (5) mine, or (6) similar device.

A student may not be suspended for 365 days for a weapons violation except in accordance with this subsection.

L. CRIMINAL BEHAVIOR

Criminal or other illegal behavior is prohibited. Any student who the School Director reasonably believes has engaged in criminal behavior on school premises or at school activities will be subject to appropriate disciplinary action, as stated in applicable board policies, and also may be criminally prosecuted.

School officials shall cooperate fully with any criminal investigation and prosecution. School officials shall independently investigate any criminal behavior that also violates school rules or board policy such as:

1. Students Charged with or Convicted of Criminal Behavior

School administration may take reasonable or legally required measures to preserve a safe, orderly environment when a student has been charged with or convicted of a serious crime, regardless of whether the alleged offense was committed on school grounds or was related to school activities. Depending upon the circumstances, including the nature of the crime or alleged crime, the child’s age, and the publicity within the school community, reasonable or legally required efforts may include changing a student’s classroom assignment or excluding the student from attending Arapahoe Charter School and returning the student to another school in the applicable local school administrative unit in accordance with the terms of its school charter after due process as permitted by G.S. 115C-218.60.

2. Reporting Criminal Behavior

A school employee is permitted to report to law enforcement an assault by a student on a school employee. Directors or other supervisors shall not, by threats or in any other manner, intimidate or attempt to intimidate the school employee from doing so.

School Directors must immediately report to law enforcement the following acts when they have personal knowledge or actual notice from school personnel that such acts have occurred on school property, regardless of the age or grade of the perpetrator or victim: (1) assault resulting in serious personal injury; (2) sexual assault; (3) sexual offense; (4) rape; (5) kidnapping; (6) indecent liberties with a minor; (7) assault involving the use of a weapon; (8) possession of a firearm in violation of the law; (9) possession of a weapon in violation of the law; and (10) possession of a controlled substance in violation of the law. A School Director who willfully fails to make a required report to law enforcement will be subject to disciplinary action, up to and including dismissal.

The School Directors or designees shall notify the Executive Director in writing or by e-mail of any report made to law enforcement. Such notice must occur by the end of the workday in which the incident occurred, when reasonably possible, but not later than the end of the following workday. The Executive Director must inform the board of any such reports. In addition, the Executive Director or designee must notify the parents of students who are alleged to be victims of any reported offenses.

Certain crimes must be reported to the State Board of Education in accordance with State Board of Education Policy [SSCH-000](#).

M. CONSEQUENCES

In addition to any specific consequences listed for violations of particular provisions of this policy, general disciplinary consequences shall be consistent with Section D of policy 4300, Student Behavior Policies. The Executive Director or designee shall list in the Student/Parent Handbook the specific range of consequences that may be imposed on a student for violations of these policies:

INFRACTIONS AND CONSEQUENCES

LEVEL 1 INFRACTIONS	
<ul style="list-style-type: none"> • Dress Code • Disruption 	<ul style="list-style-type: none"> • Plagiarism/Cheating/Falsification • Skipping Class

<ul style="list-style-type: none"> • Electronic Devices • Inappropriate Language/Profanity • Insubordination • Tardies • Unacceptable Use of Technology 				
Grade	1 st Office Referral	2 nd Office Referral	3 rd Office Referral	4 th Office Referral
K-2	Up to Parent Conference	Up to In-Office Time Out	Up to 1 day OSS	Up to 2 days OSS
3-5	Up to In-Office Time Out	Up to 1 day ISS if available or Extended Office Time Out	Up to 1 day OSS	Up to 3 days OSS
6-8	Up to 1 day ISS if available or Extended Office Time Out	Up to 3 days ISS	Up to 1 day OSS	Up to 3 days OSS
9-12	Up to 3 days of lunch detention or up to 1 day ISS (if available)	Up to 5 days of lunch detention or up to 3 days ISS (if available)	Up to 3 days OSS	Up to 5 days OSS
LEVEL 2 INFRACTIONS				
<ul style="list-style-type: none"> • Aggressive Behavior (non-physical) • Damage to Property • Disrespect to Faculty/Staff • Bullying (verbal/cyber) • Trespassing • Leaving Campus without Permission • Theft and/or Knowingly Possessing Stolen Property • Possession of Tobacco Products, e-cigs/Vapes 				
Grade	1 st Office Referral	2 nd Office Referral	3 rd Office Referral	4 th Office Referral
K-2	Up to In-Office Time Out	Up to 2 days OSS	Up to 3 days OSS	Up to 5 days OSS
3-5	Up to 1 day ISS if available or Extended Office Time Out	Up to 3 days OSS	Up to 5 days OSS	Up to 10 days OSS
6-8	Up to 3 days OSS	Up to 5 days OSS	Up to 5 days OSS	Up to 10 days OSS
9-12	Up to 3 days OSS	Up to 5 days OSS	Up to 5 days OSS	Up to 10 days OSS
LEVEL 3 INFRACTIONS				
<ul style="list-style-type: none"> • Aggressive Behavior (physical and/or disruptive) • Gang-related Activity • Assault (with or without injury/weapon) • Bullying (physical) • Fighting • Use of Tobacco Products, e-cigs/Vapes • Fire/Arson • Alcohol/Drugs • Possession of Incendiary Devices • Robbery • Sexual Harassment • False Alarm (setting off alarm) 				
Grade	1 st Office Referral	2 nd Office Referral	3 rd Office Referral	4 th Office Referral
K-2	Up to 5 days OSS	Up to 5 days OSS	Up to 5 days OSS	Up to 5 days OSS
3-5	Up to 10 days OSS	Up to 10 days OSS	Up to 10 days OSS	Up to 10 days OSS
6-8	Up to 10 days OSS	Up to 10 days OSS	Up to 10 days OSS	Up to 10 days OSS
9-12	Up to 10 days OSS	Up to 10 days OSS	Up to 10 days OSS	Up to 10 days OSS

* Behavior Interventionist and School Directors have flexibility to determine appropriate punishment within these guidelines.

A. OPTIONS FOR RESOLVING COMPLAINTS

The board of directors is committed to providing an effective means for students and parents to voice concerns and complaints that may occasionally arise in the operation of the school. The board encourages resolution of complaints through informal means whenever possible, but recognizes that, at times, a formal process may be necessary for certain types of complaints or if the informal process does not produce satisfactory results. This policy provides guidelines for informal and formal resolution of complaints from students and parents as described below.

A grievance is a formal complaint regarding specific decisions made by school personnel (teacher, assistant administrative director, administrative director, or other employee) that alleges that such decisions have adversely affected the person making the complaint. A grievance includes, but is not limited to, circumstances such as when a student or parent believes that board policy or law has been misapplied, misinterpreted or violated. The term “grievance” does not include any matter for which the method of review is prescribed by law, upon which the board is without authority to act, or for which there is a more specific board policy providing a process for addressing the concern, such as student discipline, curricular decisions, disability rights, discrimination, and/or harassment and bullying.

B. INFORMAL COMPLAINT PROCESS

1. The complaint should be received by and discussed with the most immediate and appropriate school official closest to which the complaint originated within 30 days of the occurrence or decision giving rise to the complaint. For example, a complaint regarding a classroom issue should be discussed first with the teacher. A complaint regarding a particular grade level should be discussed first with the applicable assistant administrative director and a complaint regarding the school in general should be discussed first with the administrative director.
2. Any board of director or employee receiving a complaint should assist the complainant by identifying the appropriate person to receive the complaint.
3. If the complaint is not resolved after an informal discussion with the appropriate person, the complainant should be informed of the options for further review of the complaint as set forth below.

C. FORMAL GRIEVANCE PROCESS**1. Administrative Level**

- a. Even if the administrative director is the employee whose decision or action is at issue or was involved in the informal complaint discussions, the student or parent must submit a formal grievance first to the administrative director so that he/she can address the issue within the formal process. If, however, the grievance claims that a state

or federal law has been misapplied, misinterpreted or violated, the student or parent may submit the grievance directly to the Grievance and Governance Committee.

- b. To submit a formal grievance to the administrative director, the student or parent should request a conference with the administrative director or designee either in person or by telephone no later than 30 days after disclosure or discovery of the facts giving rise to the grievance. For a grievance submitted after the 30 day period that claims a violation, misapplication or misrepresentation of state or federal law, the administrative director shall determine whether the grievance will be investigated after considering factors such as the reason for the delay; the extent of the delay; the effect of the delay on the ability of the school to investigate and respond to the grievance; and whether the investigation of the grievance is necessary to meet any legal obligations.
- c. The administrative director shall schedule and hold a conference with the student and/or parent or guardian at the earliest possible, mutually agreeable time, but in no event more than five school days after the grievance has been received. The parent or student may bring a representative of his or her choice to the conference if so desired. The administrative director should provide a copy of this Policy to the student or parent and a copy of the Grievance/Appeal form attached hereto. The parent or student shall be asked to state, or, if necessary shall be assisted in stating, the complaint in writing on the form. The administrative director shall conduct any investigation of the facts necessary before rendering a decision.
- d. If the grievance is resolved, the parties shall describe the resolution on the grievance form with their signatures. If the grievance is not resolved to the satisfaction of the grievant, the administrative director or designee shall document on the form their decision and the basis for the decision and provide a copy to all parties within ten days after the conference. In responding, the administrative director may not disclose information about other students or employees that is considered confidential by law. A copy of the grievance/appeal form and the administrative director's response will be maintained by the administrative director.

2. Grievance and Governance Committee Level

1. If the grievance is not resolved by the administrative director to the satisfaction of the grievant, they may appeal the grievance to the Grievance and Governance Committee within ten days of receiving the administrative director's decision. Such appeal shall be delivered to the administrative director who will notify the Committee chairperson.
 - b. The Committee shall review the written Grievance/Appeal form and may request that either or all parties submit a short and plain statement of the grievance issues in writing.
 - c. The Committee may, if necessary, further investigate the grievance by interviewing and taking statements from any witnesses to the event or decision that is the subject of the grievance.
 - d. The Committee will schedule and hold a conference with the student and/or parent or guardian at the earliest possible, mutually agreeable time, but in no event more than ten days after the appeal has been filed, and give all parties the opportunity to be heard and to present evidence in an informal manner in support of their position.
 - e. The Committee will make a good faith effort to resolve the grievance through mediation and conciliation.

- f. If the grievance is resolved, the parties shall describe the resolution on the Grievance/Appeal form. If the grievance is not resolved to the satisfaction of the grievant, the Committee shall document their findings and their recommendations on the form and send a copy to all parties within ten days after the conference.
- g. In responding, the Committee may not disclose information about other students or employees that is considered confidential by law.

3. **Board of Directors Level**

If the grievance is not resolved by the Grievance and Governance Committee and the grievant alleges a violation of a specified federal or state law, federal or state regulation, State Board of Education policy or procedure, or local board policy or procedure, the grievant shall have the right to appeal to the board of directors within five days of receiving the report from the Committee. If the grievant does not allege such a specific violation, he or she may request a hearing with the board of directors within five days of receiving the report from the Committee, which the board of directors may grant or deny in its discretion. Such appeal shall be delivered to the administrative director who will notify the Board chairperson.

a. Mandatory Appeals – If the grievance alleges a violation of a specified law, regulation or policy as outlined above, the hearing will be conducted by a panel of directors pursuant to policy 2500, Hearings Before the Board. The hearing will take place within ten school days of the Board Chairperson’s receipt of the appeal.

- b. Discretionary Appeals – If the grievance does not allege a violation of a specified law, regulation or policy as outlined above, the board of directors will decide whether to (i) deny the appeal, (ii) review the final administrative decision and the recommendations of the Grievance and Governance Committee on the written record only, or (iii) grant a hearing. If the board of directors denies the appeal, the grievant will be notified within five school days of the board’s decision and the final administrative decision shall become final. If the board decides to grant a hearing, the hearing will take place within ten school days after its decision to grant a hearing and will be conducted by a panel of the board of directors pursuant to policy 2500, Hearings Before the Board.

- c. Notice of Decision - Following a hearing, the board panel will provide a final written decision within 30 days of receiving the appeal, unless further investigation is necessary or the hearing necessitates that more time be taken to respond. The decision by the panel of the board of directors shall be the final decision on behalf of the board.

D. General Requirements

- 1. No reprisals of any kind will be taken by the board of directors or by an employee of the school against any grievant or other student or employee because of his or her participation in a grievance filed and decided pursuant to this policy.
- 2. All meetings and hearings conducted pursuant to this policy will be private.
- 3. The board of directors and school officials will consider requests to hear grievances from a group of grievants, but the board and officials have the discretion to hear and respond to grievants individually.

4. The grievant may have a representative, including an attorney, at any stage of the grievance. However, if the grievant intends to be represented by legal counsel, he or she must notify the appropriate school official in advance so that school personnel also will have the opportunity to be represented by legal counsel.
5. Appropriate records shall be maintained in accordance with state and federal law.

ADDENDUM D: SEXUAL HARASSMENT

The Arapahoe Charter School Board of Directors believes that all employees and students are entitled to work and study in school-related environments that are free of sexual harassment. To this end, the Board prohibits employees and students from engaging in sexual harassment. The Board advises employees and students that when evidence of sexual harassment is established severe disciplinary action will be taken.

A. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to the conduct is made, either explicitly or implicitly, a term or condition of an academic progress, participation in or completion of a school-related activity; or
2. In the case of a student, submission to or rejection of such conduct is used in evaluating the individual's performance within a course of study, employment or other school-related activity, or
3. Such conduct has the purpose or effect of unreasonably interfering with a student's or employee's performance, or creating an intimidating, hostile, or offensive educational environment.
4. Examples of sexual harassment include, but are not limited to, deliberate, unwelcome touching; suggestions or suggestions or demands for sexual involvement accompanied by implied or overt promises of preferential treatment or threats; pressure for sexual activity; continued or repeated offensive explicitly sexual flirtations, advances or propositions; continued or repeated verbal remarks about an individual's body; sexually degrading words used toward an individual or to describe an individual; or the display in the work place of sexually suggestive objects or pictures.

It is possible for sexual harassment to occur at various levels; between non-employees on employees and/or students; between non-teacher employees and students. Romantic or sexual advances toward students are never appropriate, whether or not they are consensual or otherwise outside the definition of sexual harassment. Such relationships are prohibited. Employees engaging in inappropriate relationships with students will be subject to disciplinary action, up to and including dismissal.

B. Procedure for Expediting Claims of Sexual Harassment

All complaints will be treated as serious violations of the law and school Board policy. These complaints will be promptly and thoroughly investigated. Complaints will be confidential and only those persons necessary for the investigation and resolution of the complaint will be provided information relative to the matter.

All complaints of sexual harassment shall be promptly and thoroughly investigated according to the following procedure:

All complaints of sexual harassment shall be confidential. Information shall be given only to those individuals who need to have access to it in order to appropriately investigate and address the complaint.

All students or employees who believe that he/she has suffered sexual harassment may report the matter to the school Executive Director. Any teacher or other school employee who receives a report of alleged sexual harassment shall immediately report the same to the Executive Director. Failure by the employee to do so may subject the employee to disciplinary action. If the Executive Director is the alleged offender, such report by the student or by other school employees shall be made to the chairperson of the Board of Directors.

1. Claims of sexual harassment shall be promptly and thoroughly investigated by the Executive Director (unless the Executive Director is the alleged offender, then the Board attorney assumes the duty) and appropriate action shall be taken, depending on the nature and severity of the offense.
2. Students found to be in violation of the policy shall be subject to disciplinary action (Warning/Detention/Suspension up to 10-days/long-term suspension/expulsion).
3. Employees found to be in violation of the policy shall be subject to disciplinary action (such as remedial action up to and including recommendation of dismissal).
4. The complaining party will be advised to the recommended disposition of the claim.
5. If either the complaining party or the accused is not satisfied with the finding and disposition of the Executive Director (or Board attorney), he/she should submit a written appeal to the Chairperson of the Board of Directors.
6. The Board of Directors should respond to the appeal and the action of the Board of Directors shall be final.
7. Reprisals against individuals who file a complaint are prohibited.

ADDENDUM E: STUDENT HEALTH SERVICES

Arapahoe Charter School's Student Health Services program will provide health services to students as outlined below:

1. The Executive Director, along with the school nurse, will determine which employees will participate in the Student Health Services program at the beginning of each school year.
2. Any employee designated to provide Health Services will receive appropriate training.
3. State laws and the NC Board of Nursing's Decision Tree for Delegation to Unlicensed Assistive Personnel (UAP) will be used to determine tasks to be performed by a Registered Nurse vs. UAP.
4. All procedures must be consistent with existing school policies.
5. All procedures must be consistent with state and federal laws for disabled students, including the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. The *Policies Governing Programs and Services for Children with Special Needs* will be followed, as applicable.
6. Procedures must be consistent with guidelines adopted by the State Board of Education under G.S. 115C-12(31) to serve students with diabetes, including developing and implementing individual diabetes care plans for such students and providing information and training to school personnel to appropriately support and assist such students in accordance with their individual diabetes care plans.
7. In accordance with G.S. 115C-375.1, school employees will administer medications prescribed by a doctor upon written request of the parents, give emergency health care when reasonably apparent circumstances indicate that any delay would seriously worsen the physical condition or endanger the life of the pupil, and perform any other first aid or lifesaving technique in which training has been provided.
8. A registered nurse will be made available to provide assessment, care planning, and on-going evaluation of students with special healthcare service needs in the school setting as mandated in NC State Board Policy GCS-G-006.
9. Immunization records will be obtained and maintained in accordance with G.S. 130A-152, G.S. 130A-155, and 10A NCAC 41A.0401. Medical and religious exemptions for immunizations will be documented in accordance with G.S. 130A-156 and G.S. 130A157.
10. Kindergarten Health Assessments will be obtained and maintained on all entering kindergarten students in accordance with G.S. 130A-440. Religious exemptions will be documented in accordance with G.S. 130A-442. All entering kindergarten students who fail vision screening will be required to have a comprehensive eye exam as required by G.S. 130A-440.1.
11. Information shall be provided to parents and guardians concerning meningococcal meningitis and influenza and

- their vaccines at the beginning of each school year as outlined in G.S.115C-375.4.
12. Information shall be provided to parents and guardians of students in grades 5 and higher concerning cervical cancer, cervical dysplasia, human papillomavirus, and the vaccines available to prevent these diseases as outlined in G.S.115C-47.
 13. The Executive Director shall report to the Pamlico County Health Director any person who is suspected of having a communicable disease as directed by G.S. 130A-136.
 14. All employees must report suspected abuse or neglect to the Pamlico County Department of Social Services as mandated in G.S.7B-301.
 15. Under *Safe Surrender* law (G.S.115C-47), students in grades 9 and higher shall be given information annually on how to lawfully abandon a newborn baby with a responsible adult.
 16. A Student Health Advisory Committee (SHAC) will oversee the 8 components of the school health program. These components are: Health Education; Healthy School Environment; Mental and Social Services; Health Promotion for Staff; Health Services; Nutrition Services; Physical Education; and Family and Community Involvement.
 17. Written information maintained by the school or school personnel regarding a student's medical/health care needs is confidential. Parents and students must be accorded all rights provided by the Family Educational Rights and Privacy Act (FERPA) and state confidentiality laws. Any employee who violates the confidentiality of records may be subject to disciplinary action.
 18. Parental consent will be obtained as required by law.

ADMINISTRATION OF MEDICATION

It is the policy of Arapahoe Charter School that school personnel should not administer medication to a student during school hours unless the health or behavior of the student will be adversely affected. If a student is required to take medication during school hours and the parent cannot be at school to administer the medication, the school nurse, or trained designee may administer medication with signed documentation from a physician and parent.

Arapahoe Charter School defines medication to mean “any prescription or over the counter medication or supplement which deems necessary to be administered during school hours.”

One of the purposes of this policy is to discourage students from bringing prescription and nonprescription medicines to school for administering such drugs to themselves without the knowledge and assistance of school officials.

MEDICATION ADMINISTRATION POLICY

This policy relates to prescribed and over the counter (OTC) medications.

1. Parent/Guardian will be informed of medication policy and need for **Authorization of Medication Form** (AMF).
2. Each student who receives medication at school must provide a current AMF (valid for one year from date issued.) AMFs are available from the office.
3. The nurse or trained designee will administer medications and will be provided a manual containing the necessary forms.
4. All medications administered by school personnel, and at school, must be presented in the original container. AMFs, medications, and containers must all coincide.
5. If the same medication is to be administered at home and school, two containers should be labeled by the pharmacist; one for home and one to be KEPT at school. For medication refills, a letter will be sent home from the nurse one week before the medication runs out.
6. Medications shall be secured in a locked cabinet, file, or box under control of designated staff. Refrigerated medications shall be stored in an area with limited access.
7. Medications will be managed and monitored utilizing a **Medication Log**.
8. **Asthma Inhalers, Insulin, and Epipens** may be kept, administered, and transported by the student, provided they have a valid AMF indicating they may self-medicate.
9. **Medication Manual** should be located in the same area as the locked medication box.
10. Parents/Guardians are responsible for informing the school personnel in writing of any changes in the child’s health or any change in the medication to be administered.

11. Changes in medication dosages or time administered require a new AMF. Faxed copies of the AMF are acceptable provided the parent or guardian signs the AMF.
12. Medications must be transported to and from school by a responsible adult. All medications must be picked up at the end of the treatment period or at the end of the school year by a responsible adult. Two school officials must dispose of medications remaining after the school year.
13. At the end of the school year (or if the student transfers) the teachers will file all AMFs and medication logs/forms in the student's cumulative folder, behind the health card.
14. At the beginning of the school year, each staff member responsible for medication administration will be instructed in the use of the Medication Policy, Guidelines, and Procedures and receive the current Manual.
15. **Confidentiality Issues:** For liability purposes, all information regarding medications and the administration of same will be kept in confidence. Specific information (type, dose, and medical conditions) shall not be discussed in front of students or other staff members.
16. Medication syringes and needles will be disposed of in proper needle disposal containers.
17. Medication Errors: Examples include, omitting dose, giving wrong dose or medication, wrong time, or wrong person.
 - If overdose or wrong medication is given, notify physician, parent, and Executive Director. The student should be observed until physician recommendation is obtained.
 - Medication Incident Forms (MIFs) should be completed as soon as possible and filed in the Executive Director's office.

HEAD LICE POLICY

Head lice are tiny insects that can get on people's scalps. Once there, they reproduce quickly, laying eggs (nits) and causing severe itching.

Policy and research from the Harvard School of Epidemiology, the American Academy of Pediatrics and the National Association of School Nurses all state there is no value to excluding children from school for nits only. Children will only be sent home if live lice are seen. Children may return to school once the school nurse has determined that no live lice are present.

Prevention

- Please check your child's scalp often for nits and live lice
- Instruct family members not to share combs, brushes, hats and other personal items

Additional Information

- [Head lice information for parents](http://www.wcpss.net/parents/student-health/resources/lice.pdf) (http://www.wcpss.net/parents/student-health/resources/lice.pdf)
- Pollack, Richard J., [Head Lice: Information and Frequently Asked Questions](https://identify.us.com) (https://identify.us.com)
- American Academy of Pediatrics, [Head Lice: Clinical Report, PEDIATRICS Vol. 110 No. 3 September 2002, pp. 638-643](#), (NOTE: A Statement of Reaffirmation of this policy was published May 1, 2009, Retrieved from the WWW June 30, 2010)
- National Association of School Nurses, Position Statement, [Pediculosis in the School Community](#), (2004). Retrieved from the WWW June 30, 2010

ADDENDUM F: STUDENT WELLNESS Policy 6140

Arapahoe Charter School is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating patterns and physical activity. To achieve this, Arapahoe Charter School adopts this wellness policy with the following commitments to physical activity and education, health education, nutrition, and implementation.

Commitment to Physical Activity and Education:

All students in grades K-8 will have opportunities, support, and encouragement to be physically active on a regular basis.

Physical education/recess will be provided to students according to:

- A. *NC Standard Course of Study, Healthful Living*; and
- B. North Carolina State Board of Education, Healthy Active Children Policy (GCS-S-000):
 - a. Minimum of 30 min. per day of physical activity for K – 8,
 - b. Physical activity must be of moderate to vigorous level, and
 - c. Physical activity may not be taken away as punishment.

Commitment to Health Education:

Health education will be provided to students in grades K – 8 according to the *North Carolina Standard Course of Study, Healthful Living – essential standards*.

Commitment to Nutrition:

All students in grades K –12 will have opportunities, support, and encouragement on an ongoing basis to learn and adapt healthy eating habits through classroom and lunchroom instruction.

Parents will be encouraged to serve healthy meals to their children through printed materials and website articles.

All school lunch and breakfast offerings will meet the meal patterns and nutritional standards established by the US Department of Agriculture and may not be less restrictive. In addition, food offerings will be no more than 30% calories from fat, less than 10% calories from saturated fat, and 0% calories from trans-fat.

Foods and beverages will not be sold that compete with the School Breakfast Program and National School Lunch Program. Foods and beverages not offered by the School Child Nutrition Program may only be sold 30 minutes after the dismissal bell rings.

Food safety will be a key component of all school food operations as evaluated by the health department. The school cafeteria will make every effort to maintain a Grade “A” sanitation level.

Federal Policies on allowable nutrition standards for à la carte sales in the cafeteria, after school snacks provided by the school, and vending will be followed. Additionally:

1. No soft drink or vending machines will be available to students (Senate Bill 961).
2. À la carte items and snacks provided by the after-school program will contain less than 200 calories per serving with less than 35% calories from fat (excluding nuts and seeds), less than 10% calories from saturated fat, and no more than 35% added sugar by weight. Fruits, vegetables, milk, yogurt, whole grains, and water will be encouraged.

Bottled water will be offered for sale to students. The selling of water will be conducted by child nutrition until after the last child is served lunch.

All school-based organizations will be encouraged to use services, contests, non-food items, and/or healthful foods for fundraising programs. The sale of candy as a fundraiser is not allowed. Please see attached list of suggested fundraisers.

Milk sold in cafeteria and provided in the after-school program will be nonfat and 1% with a variety of plain and flavored milk offered. Fruit juices will be 100% juice.

Staff will be required to offer healthy foods or nonfood items as rewards for student accomplishments. Please see attached list of suggested rewards.

Staff and parents will be encouraged select foods from the attached list for classroom parties, lunches, and snacks for classroom parties, lunches, and snacks. Please see attached list of healthy food options.

Only prepackaged foods or foods prepared at establishments supervised by the health department may be brought into school to be shared with students.

Arapahoe Charter School will not promote the use of food as punishment.

Commitment to Implementation:

The school administrator or designee will ensure compliance with the established school Wellness Policy.

The school will continue to support the School Health Advisory Council (SHAC). This council will evaluate the current Wellness Policy annually and communicate needed changes to the Board of Directors.

Suggested list of fundraisers, rewards, and healthy party options include:

Suggested Fundraisers:

Car wash, penny jar, discount cards, flower/plant/bulb sales, turkey/ham raffles, wrapping paper, etc.

Suggested Student Rewards:

Homework pass, teacher’s assistant for a set period of time, extra free time, stickers, healthy prepackaged foods such as raisins, yogurt covered raisins, crackers, pretzels (note any student allergies).

Suggested Healthy Party Options (only prepackaged foods or foods prepared by an establishment supervised by the health department are permitted):

Vegetable tray, fruit tray, sandwiches, pretzels, cheese and crackers, 100% fruit juice, water, yogurt.

*****Note any food allergies*****

ADDENDUM G: UNIVERSAL BREAKFAST AND LUNCH AND PAYMENT ACCOUNTS FOR SUPPLEMENTAL ITEMS

The Child Nutrition Program of Arapahoe Charter School operates as a separate and non-profit component of the school and supports the total education of each child through the provision of nutritional meals. The program goal is to serve nutritious meals and food to all clients at a minimum cost. ACS takes part in the Community Eligibility Program (CEP). All students will receive breakfast and lunch at no cost.

A. Information to Parents/Guardians and Students

Upon enrollment in Arapahoe Charter School, every student will be given information that explains the services and operations of the Arapahoe Charter School Child Nutrition Program. The information shall include, but is not limited to, information about meals served, supplemental items available, charges and the collection of charges, and an application for free and/or reduced meals. Students will also be assigned a lunch account. Student accounts can be preloaded with funds to purchase supplemental items from the cafeteria.

B. Payment For Supplemental Items

In order to maintain the lowest prices possible, students who choose to purchase supplemental items will be expected to provide payment at the time of purchase. Parents/guardians can deposit money into their child’s lunch account on a daily, weekly or monthly basis. Having a readily available pre-pay account eliminates the need to send money with the student each day. Cash, money order, personal or cashier’s checks are acceptable forms of payment. K-12 Payment Center allows for you to add funds electronically which is located on the school website. Account records of a student’s transactions are available upon request from the Cafeteria Manager.

C. Returned Checks

If a check is returned unpaid, that check will be represented for payment up to two more times. When a check has been returned, a courtesy call will be placed by the Cafeteria Manager to the parent/guardian to inform them of the returned check and our returned check policy. If the check remains uncollected, a certified letter will be sent to the payer requesting payment be made within ten (10) days of the date of the letter. If payment is not received within those ten days, the student's account will be adjusted by the amount of the check. If this adjustment causes the account to be negative, the charge policy will take effect.

D. Parent/Guardian Choice in the Child Nutrition Program

Parents/guardians may provide special instructions to the Child Nutrition Program concerning their account preferences for their children. Parents/guardians may restrict the purchase of snacks or other items available through the Child Nutrition Program.

E. Employee/adult Charges

Employees of Arapahoe Charter School and other adults will not be permitted to charge meals.

F. Account Balances at the End of the School Year

At the end of each school year, accounts with a positive balance will be rolled over to the following school year. If a student should withdraw or graduate with a positive balance, the balance will be refunded upon receipt of a written signed request from the parent/guardian.

According to USDA Guidelines, the Child Nutrition Program cannot absorb accrued charges. The Arapahoe Charter School Board of Directors will be responsible for all accrued charges that have not been paid by the parents/guardians at the end of end school year. The Board will then take appropriate actions to recover funds from the responsible parent/guardian.

ADDENDUM H: ENROLLMENT POLICY

Policy 4105

I. General Admission Requirements

- A. Any child who is qualified under the laws of this State for admission to a public school is qualified for admission to Arapahoe Charter School.
- B. ACS shall not discriminate against any student on the basis of ethnicity, national origin, gender, or disability. Except as otherwise provided by law or the mission as set out in the charter, the school shall not limit admission to students on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, disability, race, creed, gender, national origin, religion, or ancestry.
- C. No student shall be required by the local board of education or by the ACS Board of Directors to enroll in the charter school.
- D. Admission to ACS shall not be determined according to the local school administrative unit in which a student resides.

II. Kindergarten Admission Requirements

- A. To be eligible for kindergarten enrollment, a child must have the fifth anniversary of his/her birth on or before August 31 of the year in which the child is presented for enrollment.
- B. An exception to this age requirement will be made if the child resided in another state and was attending

kindergarten during that school year in accordance with that state's laws or rules prior to moving to North Carolina.

- C. An exception to this age requirement will also be made if the child would be eligible to attend kindergarten during that school year in another state in accordance with the laws or rules of that state, and if all of the following apply:
 - 1. The child's parent is a legal resident of North Carolina who is an active member of the uniformed services assigned to a permanent duty station in another state;
 - 2. The child's parent is the sole legal custodian of the child;
 - 3. The child's parent is deployed for duty away from the permanent duty station; and
 - 4. The child resides with an adult who is a domiciliary of North Carolina as a result of the parent's deployment away from the permanent duty station.
- D. A child may be enrolled in kindergarten on a discretionary basis if the child has reached the age of four on or before April 16; the child is presented for enrollment no later than the end of the first month of the school year; and the school administrator finds, based on information submitted by the child's parent or guardian, that the child is gifted and has the maturity to justify admission to school. Such admission of a four-year-old child is an extraordinary measure that should not be used merely because the child is developmentally advanced. In making such a determination, the school administrator shall follow guidelines established by the State Board of Education.

III. High School Admission

Arapahoe Charter School enrolls students into the 9th, 10th, 11th and 12th grades from those students successfully completing the previous grade at ACS. To the extent there is remaining space, the high school also has open enrollment for 9th and 10th grades only through the initial ten (10) school days of the Fall and Spring semesters, provided that the number of students in 9th grade does not exceed 60 and the number of students in 10th grade does not exceed 60. The high school does not currently allow re-enrollment. Once a student withdraws from the high school, the student will not be able to re-enroll into the high school, unless the student was enrolled in ACS within the two previous school years but left to participate in an academic study abroad program or a competitive admission residential program.

IV. Evidence of Age

When a child is presented for admission for the first time, the school administrator shall require the parent or guardian of the child to furnish a certified copy of the child's birth certificate or other competent and verifiable evidence of the child's date of birth. Such evidence may include, but is not limited to: (1) a certified copy of any medical record of the child's birth issued by the treating physician or the hospital in which the child was born; or (2) a certified copy of a birth certificate issued by a church, mosque, temple or other religious institution that maintains birth records of its members.

A birth certificate or other satisfactory proof of age issued by a foreign country or institution will be accepted and treated in the same manner as comparable documents issued in the United States. School officials shall use such documents only for the purpose of establishing the age of the child and not to inquire about the citizenship or immigration status of the child, parent or guardian.

For a student who is in foster care or considered homeless, the inability to provide documentation must not prevent immediate enrollment of the student. School officials shall immediately contact the last school the student attended to obtain relevant enrollment records or other information needed for enrollment. These officials shall work with the student, the parent or guardian, school personnel, and other agencies as necessary to obtain enrollment information in a timely manner.

V. *Immunization and Health Requirements For School Admission*

The school administrator shall maintain on file immunization and health assessment records for all students and these records may be inspected by officials of the county or state health departments in accordance with state and federal law. Each school principal shall file required reports with the Department of Health and Human Services and the Department of Public Instruction.

A. Immunizations

1. Requirements for Initial Entry

Within 30 calendar days of his or her first day of attendance in the school, each student must show evidence of age-appropriate vaccinations in accordance with state law and regulation, including the following vaccines as applicable:

- a. DTaP (diphtheria, tetanus, and pertussis);
- b. poliomyelitis (polio);
- c. measles (rubeola);
- d. rubella (German measles);
- e. mumps;
- f. haemophilus influenzae, type b (Hib);
- g. hepatitis B;
- h. varicella (chickenpox); and

1. any other vaccine as may be required by law or regulation.

The current required vaccination schedule is available from the N.C. Immunization Branch online at <http://www.immunize.nc.gov/>.

2. Additional Requirements

All students entering seventh grade or who have reached age 12, whichever comes first, are required to receive the following:

- a. a booster dose of Tdap (tetanus, diphtheria, and pertussis vaccine), if they have not previously received it; and
- b. the meningococcal conjugate vaccine (MCV).

3. Certificate of Immunization

- a. Evidence of immunizations must be shown in the form of a certificate furnished by a licensed physician or by the health department. A student who received immunizations in a state other than North Carolina must present an official certificate that meets the immunizations requirements of G.S. 130A-154(b).

- b. School administrators are required to refuse admittance to any child whose parent or guardian does not present a medical certification of proper immunizations within the allotted time. If, following approved medical practice,

the administration of a vaccine requires more than 30 calendar days to complete, upon certification of this fact by a physician, additional days may be allowed in order to obtain the required immunizations.

- c. Exceptions to the immunization requirements will be made only for religious reasons or for medical reasons approved by a physician pursuant to state law and regulation.

B. Health Assessment Screening

Within 30 calendar days of the first day of school entry, all kindergarten students and all students entering public schools for the first time, regardless of grade level, must furnish to the school administrator a form that meets the requirements of state law indicating that the student has received a health assessment pursuant to G.S. 130A-440. A student who fails to meet this requirement will not be permitted to attend school until the required health assessment form has been presented. Such absences will not be considered suspensions, and the student will be given an opportunity to make up work missed during the absence as described below. The school administrator or designee shall, at the time of enrollment, notify the parent, guardian, or person standing *in loco parentis* that the completed health assessment form is needed on or before the child's first day of attendance. The date the student's health assessment form is received will be recorded in the student's official record, and the form will be maintained on file in the school.

The assessment must include a medical history and physical examination with screening for vision and hearing and, if appropriate, testing for anemia and tuberculosis. The health assessment must be conducted no more than 12 months prior to the date of school entry. Exceptions to the health assessment requirement will be made only for religious reasons.

Vision screening must comply with the vision screening standards adopted by the former Governor's Commission on Early Childhood Vision Care. Within 180 days of the start of the school year, the parent of the child must present to the principal or designee certification that within the past 12 months, the child has obtained a comprehensive eye examination performed by an ophthalmologist or optometrist or has obtained a vision screening conducted by a licensed physician, an optometrist, a physician assistant, a nurse practitioner, a registered nurse, an orthoptist or a vision screener certified by Prevent Blindness North Carolina.

Children who receive and fail to pass the required vision screening must obtain a comprehensive eye exam conducted by a duly licensed optometrist or ophthalmologist. The provider of the exam must present to the parent a signed transmittal form, which the parent must submit to the school. If a member of the school staff has reason to believe that a child enrolled in kindergarten through third grade is having problems with vision, the staff member may recommend to the child's parent that the child have a comprehensive eye examination.

No child will be excluded from attending school solely for a parent's failure to obtain a comprehensive eye exam. If a parent fails or refuses to obtain a comprehensive eye exam or to provide the certification of a comprehensive eye exam, school officials shall send a written reminder to the parent of required eye exams.

Upon request, the teacher(s) of a student subject to an absence from school for failure to provide the health assessment form required by this section shall provide to the student all missed assignments, and to the extent practicable, the materials distributed to students in connection with the assignments. The principal or designee shall arrange for the student to take home textbooks and school-furnished digital devices for the duration of the absence and shall permit the student to take any quarterly, semester, or grading period examinations missed during the absence period.

C. Homeless Students

Notwithstanding the provisions of this policy, admissions for homeless students will not be prohibited or delayed due to the student's inability to provide documentation of immunizations or health assessments. School administrators shall work with the student, parent/guardian, school personnel or other agencies to obtain documentation

of immunization and/or the health assessment or to arrange for such immunizations and/or assessments in a timely manner.

D. Foster Children

Notwithstanding the provisions of this policy, admissions for students in foster care will not be prohibited or delayed due to the student's inability to provide documentation of immunizations or health assessments. The enrolling school will immediately contact the school last attended by the foster child to obtain any relevant documentation.

E. Children of Military Families

The school acknowledges that immunization requirements for newly enrolling military children are governed by the Interstate Compact on Educational Opportunity for Military Children. Children of military families will have 30 days from the date of enrollment or within such time as reasonably determined by the rules of the Interstate Commission to obtain any required immunization. For a series of immunizations, initial vaccinations must be obtained within 30 days or within such time as is reasonably determined under the Interstate Commission.

VI. Behavior Standards For Transfer Students

Notwithstanding any law to the contrary, ACS may refuse admission to any student who has been expelled or suspended from a public school under G.S. 115C-390.5 through 390.11 until the period of suspension or expulsion has expired. In accordance with state law, the parent, guardian or custodian of a student seeking to transfer to ACS from a public or private school must provide a statement made under oath or affirmation before a notary indicating (1) whether at the time of the admission request the student is under suspension or expulsion from attendance at a private or public school in this or any other state and (2) whether the student has been convicted of a felony in this or any other state. If at the time of the admission request the student is under a suspension or an expulsion or has been convicted of a felony, the parent, guardian or custodian must provide to the school all requested information related to the conduct. The administrative director or designee shall review the information and make a recommendation to the board of directors as to whether the student should be admitted and, if so, whether any reasonable conditions should be imposed.

1. **Suspension:** The board of directors may deny admission to a student who is under a suspension for conduct that could have led to a suspension from ACS. Admission may be denied until the suspension has expired.
2. **Expulsion:** The board of directors may deny admission to a student who has been expelled from a school pursuant to G.S. 115C-390.11 or who has been expelled from a school for behavior that indicated the student's continued presence in school constituted a clear threat to the safety of other students or employees. The student may request reconsideration of the board's decision in accordance with G.S. 115C-390.12.
3. **Felony Conviction:** The board of directors may deny admission to a student who has been convicted of a felony in this state or any other state. The student may request reconsideration of the board's decision in accordance with G.S. 115C-390.12.

In any of the above-described circumstances in which admission may be denied, the board of directors alternatively may place reasonable conditions on the admission of the student.

Notwithstanding the provisions of this policy, students under a suspension or an expulsion who have been identified as having a disability pursuant to the Individuals with Disabilities Education Act and otherwise meet the requirements for enrollment in the school are entitled to services to the extent mandated by federal and state law.

VII. Enrollment Procedures

A. Definitions

1. "Registration Period" is defined as that period during which applications are accepted for the following school year. The Registration Period will be from November 1 at 8:00 a.m. to February 15 at 4:00 p.m.

2. "Enrollment Period" for the current school year is defined as the period from February 15 at 4:01 p.m. of the previous school year to 10 school days after the end of the first semester of the current school year. ACS will not accept new students for the current year after 10 school days following the end of the first semester. Applications submitted during this period are timely.

B. Process

1. If necessary, after the preferences set out below are applied, a lottery will be held for those situations where applications exceed the capacity of a program, class, grade level, or building. All students who submit an application during the Registration Period shall be deemed to have simultaneously submitted their application one second after the beginning of the Registration Period. If a lottery is necessary at the close of the Registration Period, a waiting list will be created for those children not selected in the lottery, using the lottery to determine the position on the wait list.
2. During the Enrollment Period, ACS shall enroll an eligible student who submits a timely application in the order in which the applications are received during the Enrollment Period, unless there is no space available in the particular program, class, grade level or building for which the student is applying, in which case the student will be added to the waiting list in the order in which the application was received.
3. Once enrolled at ACS, students are not required to reapply in subsequent registration or enrollment periods, but parents/guardians will be asked to share their intentions of returning to ACS in the following school year.

C. Enrollment Preferences

Preference shall be given to (1) students who reside in the former Arapahoe Elementary School attendance area, (2) siblings of currently enrolled students who were admitted to ACS in a previous year, (3) siblings of students who have completed the highest grade offered at ACS who were enrolled in at least four grade levels at ACS, and (4) limited to no more than fifteen percent (15%) of ACS's total enrollment, children of the school's full-time employees.

In the event that applications in a preferred group exceed the capacity of a program, class, grade level, or building, a lottery will determine which students will be enrolled in the space or spaces available. If siblings have applied for admission and a lottery is needed, ACS may enter one surname to represent all of the siblings applying at the same time. If that surname is selected, then all of the siblings shall be admitted to the extent that space is available and does not exceed the grade level capacity. If multiple birth siblings apply for admission and a lottery is needed, ACS shall enter one surname into the lottery to represent all of the multiple birth siblings applying at the same time. If that surname of the multiple birth siblings is selected, then all of the multiple birth siblings shall be admitted.

VIII. Class Sizes

- A. ACS will attempt to limit all regular classrooms to a 25:1 student to teacher ratio. In grades K- 2, assistant teachers will bring that ratio to approximately 12:1. This limit may be revised upward or downward considering the advice of the teacher and the administrative director and the approval of the Board of Directors. ACS Classroom Cap Numbers:

K-2 nd	22
3 rd -4 th	23
5 th -12 th	25

- B. In situations where the class size limit has been reached or exceeded and the child of a prospective or current administrator, teacher or teacher assistant wishes to enroll, the Board of Directors may, in its sole discretion, increase the relevant class size to a number which will accommodate the child. If there are children on a waiting list ahead of the child of the prospective or current employee, they must also be permitted to enroll before the child of the prospective or current employee is enrolled. Class sizes that are increased pursuant to

this paragraph are automatically reduced when a child in that class leaves until it reaches the standard size for that particular class as described above.

ADDENDUM I: STUDENT BEHAVIOR POLICIES

Policy 4300

All decisions related to student behavior are guided by the Board of Director's educational objective to teach responsibility and by the Board's commitment to creating a safe, orderly and inviting school. Student behavior policies are provided in order to establish (1) expected standards of student behavior; (2) principles to be followed in managing student behavior; (3) consequences for prohibited behavior or drug/alcohol policy violations; and (4) required procedures for addressing misbehavior.

A. PRINCIPLES

The reasons for managing student behavior are to (1) create an orderly environment in which students can learn; (2) teach expected standards of behavior; (3) help students learn to accept the consequences of their behavior; and (4) provide students with the opportunity to develop self-control. The following principles apply in managing student behavior.

1. Student behavior management strategies will complement other efforts to create a safe, orderly and inviting environment.
2. Positive behavioral interventions will be employed as appropriate to improve student behavior.
3. Responsibility, integrity, civility and other standards of behavior will be integrated into the curriculum.
4. Disruptive behavior in the classroom will not be tolerated.
5. Consequences for unacceptable behavior will be designed to help a student learn to comply with rules, to be respectful, to accept responsibility for his or her behavior and to develop self-control.
6. Strategies and consequences will be age and developmentally appropriate.

B. COMMUNICATION OF POLICIES

Information from Board policies about student behavior shall be incorporated into a Code of Student Conduct that notifies students of the behavior expected of them, conduct that may subject them to discipline and the range of disciplinary measures that may be used by school officials. The Code of Student Conduct may include additional rules needed to implement the student behavior policies. The Code of Student Conduct must incorporate by reference any additional student behavior standards, prohibited conduct or disciplinary measures, provided such measures are consistent with law and board policy. The Code of Conduct must not impose mandatory long-term suspension or expulsion for specific violations unless otherwise provided in state or federal law.

At the beginning of each school year, administrators shall make available to each student and parent all of the following: (1) the Code of Student Conduct; (2) any related administrative procedures; and (3) any other school rules. This information must be available at other times upon request and must be made available to students enrolling during the school year and their parents.

For the purpose of board policies related to student behavior, all references to "parent" include a parent, a legal guardian, a legal custodian or another caregiver adult authorized to enroll a student under N.C.G.S. 115C-390.1(b)(8).

C. APPLICABILITY

Students must comply with the Code of Student Conduct in the following circumstances:

1. While in any school building or on any school premises before, during or after school hours;
2. While on any bus or other vehicle as part of any school activity;
3. While waiting at any school bus stop;
4. During any school-sponsored activity or extracurricular activity;
5. When subject to the authority of school employees; and
6. At any place or time when the student's behavior has or is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the school or the safety of individuals in the school environment.

D. CONSEQUENCES FOR VIOLATIONS

Violations of the Code of Student Conduct will be dealt with in accordance with the following guidelines, provided, however, that corporal punishment of students is prohibited:

1. Minor Violations

Minor violations of the Code of Student Conduct are those less severe infractions involving a lower degree of dangerousness and harm. Examples of minor violations include the use of inappropriate or disrespectful language, noncompliance with a staff directive, dress code violations and minor physical altercations that do not involve a weapon or an injury. Aggravating circumstances, however, may justify treating an otherwise minor violation as a serious violation.

Minor violations of the Code of Student Conduct may result in disciplinary measures or responses up to and including short-term suspension. Further information regarding the procedures for short-term suspensions is provided in policy 4351, Short-Term Suspension. Other disciplinary measures or responses may include, but are not limited to, the following:

- a. Parental involvement, such as conferences;
- b. Isolation or removal from the classroom for short periods of time;
- c. Behavior improvement agreements;
- d. Instruction in conflict resolution and anger management;
- e. Peer mediation;
- f. Individual or small group sessions with the school counselor;
- g. Academic intervention;
- h. In-school suspension
- i. Detention before and/or after school or on Saturday;
- j. Community service;
- k. Exclusion from graduation ceremonies;
- l. Exclusion from extracurricular activities; and
- m. Suspension from bus privileges.

The parent or guardian is responsible for transportation that may be required to carry out a consequence. With the exception of suspension from bus privileges, if a parent or guardian is unable to provide transportation, another consequence will be substituted.

2. Serious Violations

Serious violations of the Code of Student Conduct may result in any of the consequences that may be imposed for minor violations. In addition, serious violations that threaten to substantially disrupt the educational environment may result in long-term suspension, and serious violations that threaten the safety of students, school employees, or school visitors may result in long-term suspension or expulsion. In addition, pursuant to G.S. 115C-218.60, the school may exclude a student from attending Arapahoe Charter

School and return the student to the local school administrative unit in accordance with the terms of its school charter after due process. Certain violations involving firearms or explosive devices may result in a 365-day suspension. Further information regarding the standards and procedures for long-term suspensions, 365-day suspensions, exclusions, and expulsions is provided in policies 4351, Short-Term Suspension, and 4353, Long-Term Suspension, 365-Day Suspension, Expulsion. (See also policy 4333, Weapons, Bomb Threats, Terrorist Threats and Clear Threats to Safety, for information regarding 365-day suspensions for certain violations involving firearms or explosive devices.)

E. ENFORCEMENT

The Executive Director and other administrators are responsible for supervising the enforcement of the Code of Student Conduct to ensure that school disciplinary policies are uniformly and fairly applied throughout the school.

ADDENDUM J: AUTHORITY OF SCHOOL PERSONNEL

Policy 4301

The Executive Director, together with the Upper School Director, Lower School Director, or their designee have the authority and responsibility to investigate and take appropriate action regarding any prohibited or criminal student behavior and any other behavior appropriately referred to him or her. They also are responsible for informing students and parents of any standards or rules that, if violated, could result in short-term or long-term suspension, exclusion, or expulsion.

Each teacher has the authority and responsibility to manage student behavior in the classroom and when students are under his or her supervision. Each teacher is expected to implement all school standards and rules.

The Board of Directors prohibits corporal punishment, believing that other consequences are more appropriate and effective for teaching self-control. No employee, student teacher or volunteer may use corporal punishment with any student. Corporal punishment is the intentional infliction of physical pain upon the body of a student as a disciplinary measure. However, reasonable force necessary to protect oneself or others is not considered corporal punishment.

Teachers and other school personnel have the authority to manage or remove disruptive or dangerous students from the classroom and other locations within the school. Pursuant to G.S. 115C-390.3, school personnel may use reasonable force to control behavior or to remove a person from the scene in those situations when necessary:

1. To correct students;
2. To quell a disturbance threatening injury to others;
3. To obtain possession of a weapon or another dangerous object on the person, or within the control, of a student;
4. For self-defense;
5. For the protection of persons or property; or
6. To maintain order on school property, in the classroom, or at a school-related activity whether on or off school property.

Except as restricted by G.S. 115C-391.1, school personnel may use appropriate seclusion and restraint techniques reasonably needed in the circumstances described above as long as such use is consistent with state law and applicable school policies and procedures.

Students must comply with all directions of administrators, teachers, substitute teachers, student teachers, teacher assistants, bus drivers and all other school personnel who are authorized to give such directions during any period of time when they are subject to the authority of such personnel.

ADDENDUM K: STUDENT SEARCHES

Policy 4342

School officials have the authority to conduct reasonable searches of students and to seize students' unauthorized materials for the purposes of maintaining a safe, orderly environment and upholding standards of conduct established by the board or school. Any searches or seizures must be conducted in accordance with the standards described in this policy and any other applicable legal requirements. All school officials carrying out a search or seizure are expected to be knowledgeable about the constitutional rights of students and the appropriate procedures for conducting the search or seizure. A search must be justified at its inception and permissible in scope. School officials shall make reasonable, good faith efforts to investigate allegations of misconduct before a student search is conducted.

This policy applies to searches conducted on school grounds, in school facilities, or at school-sponsored events.

This policy does not apply to the search of school-owned technological resources and the data located on school-owned electronic equipment.

A. SEARCHES BASED ON INDIVIDUALIZED REASONABLE SUSPICION

A student or the student's possessions may be searched when a school official has reasonable suspicion that the search will turn up evidence that the particular student has violated or is violating a specific law or school rule. This reasonable suspicion must be based upon specific and articulable facts, which have been acquired through reliable and/or corroborated information from employees, students, law enforcement officers, or other credible sources, or upon visual or other evidence (e.g., the smell of alcohol or marijuana, an alert from a metal detector or drug dog) viewed in light of the totality of the circumstances and the school official's professional judgment. The scope of the search and the methods used to conduct the search must be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Reasonable suspicion is not required if a student freely and voluntarily consents to the search of his or her person or possessions.

In accordance with the standards described above, the board authorizes the following types of searches based on reasonable suspicion.

1. Searches of Personal Effects

School officials may search a student's desk, locker, and/or personal effects, including but not limited to purses, book bags, and outer clothing. Section D of the Code of Student Conduct addresses the circumstances under which searches of student cell phones and other electronic devices may be conducted.

2. Searches of Motor Vehicles

School officials may search the interior of a student's motor vehicle.

3. "Pat-down" Searches

A school official may conduct a frisk or "pat-down" search of a student's person. The search must be conducted in private by a school official of the same gender with an adult witness present.

4. More Intrusive Personal Searches

More intrusive personal searches are discouraged and are to be used only in very limited circumstances. A personal search is more intrusive when it extends beyond a student's personal effects and outer clothing and potentially exposes intimate body parts and/or undergarments. Such intrusive personal searches will be permissible only if: (1) the school official has reasonable suspicion that a search of a particular student will yield dangerous contraband (e.g., drugs or weapons); and (2) the school official has reasonable suspicion that the student has hidden the contraband in his or her undergarments. This search must be conducted in private by a school official of the same gender, with an adult witness of the same gender present, and only with the prior approval of the Executive Director, unless the health or safety of students will be endangered by the delay that might be caused by following these procedures. Body cavity searches and searches that require a student to completely disrobe are strictly prohibited.

5. Metal Detector Searches

Except as provided in Section B.2 below, a metal detector may be used to search a student's person and/or personal effects. The search must be conducted by a school official and will be done in private, when feasible.

B. SUSPICIONLESS GENERAL SEARCHES

In an effort to maintain a safe, drug-free, and weapon-free learning environment, school officials may conduct certain types of general, suspicionless searches in the school. **The following information is to provide written notice to students and parents of the procedures that the school will use if and when they conduct suspicionless general searches throughout the school year.** All general searches must be conducted in a minimally-intrusive, nondiscriminatory manner (e.g., all students in randomly selected classrooms, every third individual entering a school-sponsored extracurricular activity) and may not be used to single out a particular individual or category of individuals. The searches must be conducted in accordance with standardized procedures established by the Executive Director. Absent exigent circumstances (e.g., a report of a weapon on campus), prior to conducting general searches, school administrators must: (1) demonstrate to the Executive Director the need for general searches based upon a pattern or expectation of violence, drug activity, or disruption; and (2) provide written notice to students and parents of the school policy and/or procedures governing general searches, but not of specific times when or places where searches will be conducted.

When conducted in accordance with the standards described above and any corresponding procedures, the board authorizes the following types of general, suspicionless searches.

1. Searches of Desks and Lockers

School officials may conduct routine searches of student desks and lockers. Student desks and lockers are school property and remain at all times under the control of the school. However, students are expected to assume full responsibility for the security of their desks and lockers. Student desks and lockers may not be used to store illegal, unauthorized, or contraband materials.

A student's personal effects found within a desk or locker, such as a backpack, gym bag, or purse, may be searched only in accordance with the guidelines for individualized searches of personal effects described in Section A above.

2. Point-of-Entry Metal Detector Searches

Due to the increasing problem of weapons in schools, school officials may use metal detectors to conduct general point-of-entry searches of students and other persons for weapons.

3. Use of Trained Dogs

With the prior approval of the Executive Director, and in conjunction with local law enforcement, school officials may use trained dogs (canines) to locate illegal materials. All dogs must be accompanied by a certified and authorized trainer who is responsible for the dog's actions and who is able to verify the dog's reliability and accuracy in sniffing out illegal material. Trained dogs may sniff lockers, desks, book bags, motor vehicles, and other inanimate objects. Dogs may not be used to sniff students or other persons under any circumstances. No students should be present during a dog search. Before a search occurs in a classroom, students will first be moved to a location outside the classroom.

C. SEIZED ITEMS

Any illegal contraband seized by school officials must be promptly turned over to the proper law enforcement authorities.

D. FAILURE TO COOPERATE

A student's failure to cooperate with a reasonable search or seizure as provided in this policy will be considered a violation of the expected standard of behavior, and will subject the student to appropriate consequences. Any person who is not a student who refuses to permit a general metal detector search of his or her person and/or belongings at the point-of-entry to a school-sponsored activity may be denied entry to the activity.

E. NOTICE

School administrators shall provide notice of this policy through the Student/Parent Handbook at the start of each school year.

ADDENDUM L: STUDENT DISCIPLINE RECORDS

Policy 4345

A. RETENTION OF RECORDS AND REPORT OF DATA

Each School Director shall retain in each student's file, either in paper or electronic form, all records related to violations of board policies, the Code of Student Conduct, school standards, or school rules.

As required by law, the Executive Director shall maintain the following data on each student who was suspended for more than 10 days, reassigned for disciplinary reasons, or expelled: race, gender, age, grade level, ethnicity, disability status, type of incident or offense, duration of the suspension, and whether the student had multiple suspensions in that academic year.

The Executive Director also shall maintain records from the board's considerations of 365-day suspensions and expulsions and any readmission reconsiderations of 365-day suspensions and expulsions.

The Executive Director shall ensure that data on disciplinary incidents is reported using the state student information system application in accordance with State Board of Education policies and procedures.

B. DISCLOSURE OF RECORDS

Confidential student records concerning conduct that posed a significant safety risk to the student or others in the school community may be disclosed to teachers and school officials, including teachers and school officials in other schools, who have legitimate educational interests in the behavior of the student.

C. REMOVAL OF RECORDS

1. End of Year Removal

The following types of discipline records may not be removed from student records, electronic files, and databases at the end of the school year:

- a. notice of any suspension for a period of more than 10 days and the record of the conduct for which the student was suspended;
- b. notice of any expulsion under G.S. 115C-390.11 and the record of the conduct for which the student was expelled; and
- c. any records (including in-school suspensions or short-term suspensions) that need to be maintained in order to be able to serve the student appropriately or to protect the safety of others.

2. Expunging Records

The Executive Director or designee shall expunge any record of suspension for a period of more than 10 days or expulsion if the following criteria are met:

- a. a request that the record be expunged is made to the Executive Director or designee by the student's parent or guardian, or by the student if the student is at least 16 years old or is emancipated;
- b. the student either graduates from high school or is not suspended or expelled again during the two-year period commencing on the date of the student's return to school after the expulsion or suspension; and
- c. the Executive Director or designee determines that the maintenance of the record is no longer needed to adequately serve the child or to maintain safe and orderly schools.

In addition, the Executive Director may expunge any notice of suspension or expulsion from a student's official record provided that criteria b. and c. above are met.

This section is not intended to limit parents' right to request removal of information from a student's record under policy 4700, Student Records.

ADDENDUM M: SHORT-TERM SUSPENSION

Policy 4351

A short-term suspension is the disciplinary exclusion of a student from attending his or her assigned school for up to 10 school days. A short-term suspension does not include (1) the removal of a student from class by the classroom teacher, an administrator, or other authorized school personnel for the remainder of the subject period or for less than one-half of the school day, (2) the changing of a student's location to another room or place on the school premises, or (3) a student's absence under G.S. 130A-440 (for failure to submit a school health assessment form within 30 days of entering school). A student who is placed on a short-term suspension will not be permitted to be on school property or to take part in any school function during the period of suspension without prior approval from the School Director (Upper and Lower School Director).

The School Director or designee has the authority to determine when a short-term suspension is an appropriate consequence and to impose the suspension, so long as all relevant board policies are followed.

In accordance with G.S. 115C-390.6(e), a student is not entitled to appeal the School Director's decision to impose a short-term suspension to either the Executive Director or the board unless it is appealable on some other legal basis.

A. PRE-SUSPENSION RIGHTS OF THE STUDENT

Except in the circumstances described below, a student must be provided with an opportunity for an informal hearing with the School Director or designee before a short-term suspension is imposed. The School Director or designee may hold the hearing immediately after giving the student oral or written notice of the charges against him or her. At the informal hearing, the student has the right to be present, to be informed of the charges and the basis for the accusations against him or her, and to make statements in defense or mitigation of the charges.

The School Director or designee may impose a short-term suspension without first providing the student with an opportunity for a hearing if the presence of the student (1) creates a direct and immediate threat to the safety of other students or staff or (2) substantially disrupts or interferes with the education of other students or the maintenance of discipline at the school. In such cases, the School Director or designee shall give the student notice of the charges and an opportunity for an informal hearing as soon as practicable.

B. STUDENT RIGHTS DURING THE SUSPENSION

A student under a short-term suspension must be provided with the following:

1. the opportunity to take textbooks home for the duration of the suspension;
2. upon request, the right to receive all missed assignments and, to the extent practicable, the materials distributed to students in connection with such assignments; and
3. the opportunity to take any quarterly, semester, or grading period examinations missed during the suspension period.

C. NOTICE TO PARENT OR GUARDIAN

When imposing a short-term suspension, the School Director or designee shall provide the student’s parent or guardian with notice that includes the reason for the suspension and a description of the student conduct upon which the suspension is based. The School Director or designee must give this notice by the end of the workday during which the suspension is imposed when reasonably possible, but in no event more than two days after the suspension is imposed. If English is the second language of the parent, the notice must be provided in English and in the parent’s primary language, when the appropriate foreign language resources are readily available. Both versions must be in plain language and easily understandable.

The initial notice may be by telephone, but it must be followed by timely written notice. The written notice must include all of the information listed above and may be sent by fax, e-mail, or any other method reasonably designed to give actual notice. School officials also shall maintain a copy of the written notice in the student’s educational record.

Multiple short-term suspensions for a student with disabilities will be addressed in accordance with the *Policies Governing Services for Children with Disabilities* and other applicable state and federal law.

ADDENDUM N: LONG-TERM SUSPENSION, 365-DAY SUSPENSION, OR EXPULSION

Policy 4353

A. DEFINITIONS

1. **Executive Director**
For purposes of this policy, Executive Director includes the Executive Director and their designee.

2. **School Director**
For purposes of this policy, School Director includes the applicable Lower School Director, the Upper School Director and their designees.

3. **Long-Term Suspension**
A long-term suspension is the disciplinary removal of a student from attending his or her assigned school for more than 10 school days. An absence under G.S. 130A-440 (for failure to submit a school health assessment form within 30 days of entering school) is not a long-term suspension requiring the due process procedures set out in this policy.
Upon the recommendation of the applicable School Director, the Executive Director may impose a long-term suspension on a student who willfully engages in a serious violation of the Code of Student Conduct and the violation either (1) threatens the safety of students, staff, or school visitors, or (2) threatens to substantially disrupt the educational environment. The School Director may recommend long-term suspension for a minor violation if aggravating circumstances justify treating the student's behavior as a serious violation.
If the offense leading to the long-term suspension occurred before the final quarter of the school year, the suspension must be no longer than the remainder of the school year in which the offense was committed. If the offense leading to the long-term suspension occurred during the final quarter of the school year, the suspension may include a period up to the remainder of the school year in which the offense was committed and the first semester of the following school year.

4. **365-Day Suspension**

A 365-day suspension is the disciplinary removal of a student from attending his or her assigned school for 365 calendar days. The Executive Director may impose a 365-day suspension only for certain firearm and destructive device violations, as identified in policy 4333, Weapons, Bomb Threats, Terrorist Threats, and Clear Threats to Safety.

5. **Exclusion**

Pursuant to G.S. 115C-218.60, a student may be excluded from attending Arapahoe Charter School and returned to another school in the local administrative unit in accordance with the terms of the school's charter after due process, if there has been a serious violation of the Code of Student Conduct or a minor violation if aggravating circumstances justify treating the student's behavior as a serious violation.

6. **Expulsion**
An expulsion is the indefinite removal of a student from school enrollment for disciplinary purposes. Upon the recommendation of the Executive Director, the Board of Directors may expel a student who is 14 years of age or older for certain types of misbehavior as provided in policy 4325, Drugs and Alcohol, policy 4330, Theft, Trespass, and Damage to Property, policy 4331, Assaults, Threats, and Harassment, and policy 4333, Weapons, Bomb Threats, Terrorist Threats, and Clear Threats to Safety, if the student's continued presence in school constitutes a clear threat to the safety of other students or employees. Additionally, a student who is subject to policy 4260, Student Sex Offenders, may be expelled if the student's continued presence in school constitutes a clear threat to the safety of other students or employees. During the expulsion, the student is not entitled to be present on educational property and is not considered a student of the school.

B. DETERMINATION OF APPROPRIATE CONSEQUENCE

1. School Director's Recommendation

A School Director may impose a short-term suspension or any other consequence that is consistent with policy 4351, Short-Term Suspension and the Code of Student Conduct. If the School Director determines that a suspension of more than 10 days (either long-term or 365-day), an exclusion or an expulsion is an appropriate consequence, the School Director shall propose the disciplinary penalty based upon a review of the student's culpability and dangerousness and the harm caused by the student, plus any other mitigating or aggravating factors the School Director finds relevant.

a. Culpability of Student – In assessing the culpability of the student for his or her behavior, the School Director may consider criteria such as:

- 1) the student's age;
- 2) the student's ability to form the intent to cause the harm that occurred or could have occurred; and
- 3) evidence of the student's intent when engaging in the conduct.

b. Dangerousness of the Student – In assessing the dangerousness of the student, the School Director may consider criteria such as:

- 1) the student's disciplinary or criminal record related to anti-social behavior or drugs and alcohol;
- 2) whether a weapon was involved in the incident and if a weapon was involved, whether the student had the ability to inflict serious injury or death with the weapon;
- 3) evidence of the student's ability to cause the harm that was intended or that occurred; and
- 4) whether the student is subject to policy 4260, Student Sex Offenders.

c. Harm Caused by the Student – In assessing the severity of the harm caused by the student, the School Director may consider criteria such as whether any of the following occurred:

- 1) someone was physically injured or killed;
- 2) someone was directly threatened or property was extorted through the use of a weapon;
- 3) someone was directly harmed, either emotionally or psychologically;
- 4) educational property or others' personal property was damaged; or
- 5) students, school employees, or parents were aware of the presence of a weapon or of dangerous behavior on the part of the perpetrator.

After considering the above factors, the School Director shall make a recommendation to the Executive Director, stating the nature of the offense, the substance of the evidence involved, and the penalty recommended.

If the School Director recommends a 365-day suspension, he or she must identify the type of firearm or destructive device involved and the evidence substantiating that the student brought it to school grounds or to a school activity or possessed it on school grounds or at a school activity.

If the School Director recommends an expulsion, he or she shall identify the basis for determining that there is clear and convincing evidence that the student's continued presence in school constitutes a clear threat to the safety of other students or employees.

2. Notice to the Student's Parent

The School Director must provide to the student's parent written notice of the recommendation for long-term suspension, 365-day suspension, exclusion, or expulsion by the end of the workday during which the penalty is recommended when reasonably possible or as soon thereafter as practicable. The notice must be written in plain English and, when appropriate language resources are readily available, also in the parent's native language. The notice must contain the following 10 elements:

- a. the notice type, i.e., notice of long-term suspension, 365-day suspension, exclusion, or expulsion;
- b. a description of the incident and the student's conduct that led to the recommendation;
- c. the specific provision(s) of the Code of Student Conduct that the student allegedly violated;
- d. the specific process by which the parent may request a hearing to contest the decision and the deadline for making the request;
- e. the process by which the hearing will be held, including all due process rights to be accorded the student during the hearing;
- f. notice of the right to retain an attorney to represent the student in the hearing process;
- g. notice that an advocate, instead of an attorney, may accompany the student to assist in the presentation of the appeal;
- h. notice of the right to review and obtain copies of the student's educational records prior to the hearing;
- i. a reference to policy 4345, Student Discipline Records, regarding the expungement of disciplinary records; and
- j. the identity and phone number of a school employee whom the parent may call to obtain assistance in receiving a Spanish translation of the English language information included in the document.

*This information must be provided on the notice in both English and Spanish.

3. Executive Director's Decision

The student or student's parent may request a hearing before the Executive Director within three days of receiving notice from the School Director of the recommendation for long-term suspension, 365-day suspension, exclusion, or expulsion. Any hearing held will follow the hearing procedures outlined in Section A of policy 4370, Student Discipline Hearing Procedures. A decision will be rendered before the long-term suspension is imposed.

If the student or parent makes a timely request for a hearing, the Executive Director shall confirm that the charges against the student, if substantiated, could warrant the recommended disciplinary action and shall give the student and parent reasonable notice of the time and place of the hearing.

If neither the student nor the parent appears for a scheduled hearing after being given reasonable notice of the time and place of the hearing, the student and parent are deemed to have waived the right to a hearing.

If the student and parent fail to make a timely request for a hearing or if they waive the right to a hearing by failing to appear for a duly scheduled hearing, the Executive Director shall review the circumstances of the recommended long-term suspension. Following this review, the Executive Director (1) may impose the long-term or 365-day suspension or exclusion, if it is consistent with board policies and appropriate under the circumstances, (2) may impose another appropriate penalty authorized by board policy, or (3) may decline to impose any penalty.

If the student or parent requests a postponement of the hearing, or if the request for the hearing is untimely, the hearing will be scheduled, but the student does not have the right to return to school pending the hearing.

Based on substantial evidence presented at the hearing, the Executive Director shall decide whether to uphold, modify, or reject the School Director's recommendation. The Executive Director shall immediately inform the School Director of the decision regarding the recommended disciplinary penalty of a long-term or 365-day suspension or exclusion and, when applicable, of any modifications to the penalty recommended by the School Director.

The Executive Director shall send notice of the decision via certified mail to the student and parent. The notice must include:

- a. the basis of the decision, with reference to any policies or rules that the student violated;
 - b. notice of what information will be included in the student’s official record pursuant to G.S. 115C-402;
 - c. notice of the student’s right to appeal the decision and the procedures for such appeal;
 - d. if the decision is to suspend the student for 365 days, notice of the student’s right to petition the board for readmission under G.S. 115C-390.12; and
 - e. if applicable, notice that the Executive Director or designee is recommending to the board that the student be expelled and any required notifications related to the expulsion if the student did not already receive such notice from the School Director or designee; and
- Following issuance of the decision, the Executive Director shall implement the decision by authorizing the student’s return to school upon the completion of any short-term suspension, by imposing the suspension reflected in the decision, or by returning the student to school without penalty.
- If the Executive Director determines that expulsion is appropriate, the Executive Director shall submit to the board a recommendation and the basis for the recommendation.

4. Hearings Before the Board

a. Long-Term or 365-Day Suspensions or Exclusions

A student or his or her parent may appeal an imposed long-term or 365-day suspension, or an exclusion. The student or parent must appeal to the Board of Directors in writing within three days of receiving the Executive Director’s decision. The Executive Director shall inform the board chairperson of the request for an appeal and shall arrange in a timely manner a hearing before the board. The suspension need not be postponed pending the outcome of the appeal. The hearing will be conducted pursuant to Section B of policy 4370, Student Discipline Hearing Procedures. The board will provide to the student and parent and to the Executive Director written notice of its decision not more than 30 calendar days after receiving the appeal.

b. Expulsions

The student or parent may request a hearing within five days of receiving notice of the Executive Director’s recommendation that the student be expelled. The hearing will be scheduled with the Board of Directors within ten days of the Executive Director’s receipt of the hearing request. The Executive Director shall notify the student and parent of the date, time, and place of the hearing. Any appeal of a long-term or 365-day suspension will be addressed in the same hearing. The hearing will be conducted pursuant to Section B of policy 4370.

If a hearing is not requested by the student or parent, the Executive Director shall submit written evidence to support his or her recommendation to the Board of Directors. The board may elect to request a hearing or to request additional records and documents.

When the board decides to expel a student, the board will document the basis for its determination that there is clear and convincing evidence that the student’s behavior indicates that the student’s continued presence in school constitutes a clear threat to the safety of other students or employees. The board expects school administrators to work with other agencies to help the student and parent identify types of services in the community that may be of assistance to the student. The board will send via certified mail to the student’s parent a copy of the decision, notification of what information will be included in the student’s official record, the procedure for expungement of this information under G.S. 115C-402, and notice of the right to petition for readmission pursuant to G.S. 115C-390.12.

C. Educational Services for Students with Disabilities During Long-Term Suspension, 365-Day Suspension or Expulsion

Students with disabilities recognized by the Individuals with Disabilities Education Act will receive educational services during periods of suspension or expulsion to the extent required by *Policies Governing Services for Children with Disabilities* and state and federal law.

D. REDUCING SUSPENSION AND EXPULSION RATES

Though the board believes that suspension or expulsion may be an appropriate and necessary consequence in certain situations, the board also recognizes that excessive use of suspension and expulsion may have a negative impact on academic achievement and graduation rates. Thus, the board encourages school administrators to find ways to reduce suspension and expulsion rates in the schools.

ADDENDUM O: STUDENT DISCIPLINE HEARING PROCEDURES

Policy 4370

A. ADMINISTRATIVE HEARINGS FOR LONG-TERM OR 365-DAY SUSPENSION OR EXCLUSION

The rules set out below will govern hearings held by the Executive Director in assessing misbehavior and appropriate consequences. The purpose of the hearing will be to determine the facts relevant to the alleged misbehavior and the credibility of witnesses, based on the evidence presented at the hearing.

1. The hearing will be informal and conducted in private.
2. Prior to the hearing, the student and his or her parents and representative will have an opportunity to review any audio or video recordings of the incident and, consistent with federal and state student records laws and regulations, the information that may be presented as evidence against the student, including statements made by witnesses whose names are withheld in accordance with number 5, below.
3. The hearing must be attended by the Executive Director, the applicable Upper or Lower School Director, witnesses, and any other persons the Executive Director deems necessary. The student has the right to be present at the hearing, to be accompanied by his or her parents and to be represented by an attorney or non-attorney advocate. Witnesses should be present in the hearing only when providing information.
4. The school representatives have the burden of proving the misbehavior; the violation of board policy, the Code of Student Conduct, school standards or school rules; and the appropriateness of the recommended consequence for the violation.
5. The school representatives will present the witnesses and documentary evidence against the student first. School officials may withhold witness names or other identifying information if identification of a witness could threaten the witness's safety.
6. After the school representatives have presented their evidence, the student or his or her representative may present evidence relating to the alleged disciplinary infraction, the student's intent at the time of the incident, any mitigating or aggravating factors involved, the disciplinary and academic history of the student and the potential benefits to the student of alternatives to suspension. Such evidence may include oral testimony by the student or witnesses, written statements and other documents.
7. Both the school representatives and the student or his or her parent or representative may examine the witnesses presented by the other side. The Executive Director has the authority to limit questioning by any person if the questioning is unproductive, unnecessarily lengthy, repetitive or irrelevant.
8. In reaching a determination in the matter, the Executive Director shall consider the documents produced in the hearing, the testimony of the witnesses and other evidence presented at the hearing. If the Executive Director determines that a violation occurred, the Executive Director also shall determine the appropriateness of the recommended consequences for the violation. Formal rules of evidence do not apply, and the Executive Director may rely on evidence that a reasonably prudent person would consider in the conduct of serious affairs.

9. Following the hearing, the Executive Director shall render a written decision based on substantial evidence presented at the hearing and shall notify the student and parent of that decision in accordance with the requirements of policy 4353, Long-Term Suspension, 365-Day Suspension, Expulsion.
10. The Executive Director or designee shall provide for making a record of the hearing, including any findings or conclusions made by the Executive Director. The student will have the right to make his or her own audio recording of the hearing.

B. BOARD HEARINGS

1. Appeal of a Long-Term or 365-Day Suspension or Exclusion

If the decision of the Executive Director is appealed by the student or parent, the Board of Directors will provide the opportunity for a hearing that follows the procedures set out above for administrative hearings, except that (1) the Executive Director or designee will represent the school and the board, or a panel of the board, will be the decision maker, and (2) unless the board requests otherwise or doing so would create a substantial threat of unfairness, the board will limit presentations of testimony to the student, the student's parent and representative, and the school's representative and will limit documentation to the records and evidence presented at the administrative hearing. The board, at its discretion, may request additional information or evidence.

The board will review any records created by the Executive Director's decision and the record created from the administrative hearing. The board will review the Executive Director's decision to be sure that: (1) there was a reasonable basis for determining that the student engaged in the specified misbehavior; (2) a board policy, the Code of Student Conduct, a school standard or a school rule was violated; (3) the consequence for the violation was reasonable; and (4) procedures established by board policy were followed.

2. Board Decision on Expulsion

The board will provide an opportunity for a hearing to review the Executive Director's recommendation for expulsion. The rules established for administrative hearings set out above will be followed, except that the Executive Director or designee will represent the school and the board will be the decision maker. The board may request additional records or witnesses. A decision will be made on the Executive Director's recommendation following the standards for expulsion established in policy 4353, Long-Term Suspension, 365-Day Suspension, Expulsion.

Addendum P: TITLE I PARENT AND FAMILY ENGAGEMENT

The Board of Directors believes that the education of children is an ongoing cooperative partnership between the home and the school. Parents and other family members are their children's first teachers; therefore, the continued involvement of parents and family members in the educational process is most important in fostering and improving educational achievement. School officials shall strive to support parents and provide parents and family members with opportunities to become involved in the programs offered with Title I by the school. The Board of Directors encourages parents and family members to participate in the design and implementation of the programs and activities in order to increase the effectiveness of the school's Title I program in helping students meet state and local achievement standards.

A. DEFINITION OF PARENT AND FAMILY ENGAGEMENT

For the purposes of this policy and the Title I program, the term "parent and family engagement" means the participation of parents, guardians, and other family members in regular, two-way and meaningful communication involving student academic learning and other school activities, including ensuring the following:

1. that parents and family members play an integral role in assisting their child's learning;
2. that parents and family members are encouraged to be actively involved in their child's education at school;
3. that parents and family members are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and
4. that the school utilizes activities to support parent and family engagement in the Title I programs.

B. PURPOSE AND OPERATION OF TITLE I PROGRAM

The Title I program is a federally supported program that offers assistance to educationally and economically disadvantaged children to help ensure they receive an equitable, high-quality, well-rounded education and meet the school's challenging academic standards. The Title I program provides instructional activities and supportive services to eligible students over and above those provided by the regular school program.

C. ANNUAL MEETING

Each year, school officials must invite parents of students participating in Title I programs to a meeting to explain parental rights, discuss the programs and activities to be provided with Title I funds, and solicit input on the Title I program and this policy. In addition, school officials must provide parents and family members a meaningful opportunity to annually evaluate the content and effectiveness of the Title I programs and the parent and family engagement policies and plans. Arapahoe Charter School will hold an annual meeting every fall to inform parents. All parents shall be informed about the parental involvement requirements, school performance, and methods for measuring progress, school facilities and the school-wide Title 1 program. At the end of the year, input is solicited from parents to plan, evaluate, and improve the program the next year. The school improvement team (SIT) will have at least one representative from the parent advisory committee. There will be monthly SIT meetings in order to discuss and solicit feedback on school-wide programs including Title 1. Agendas and minutes from all Title 1 related meetings are maintained by the Title 1 coordinators and will be made available to parents upon request.

D. PARENT AND FAMILY ENGAGEMENT EFFORTS

The Board of Directors believes that the involvement of Title I parents and family members in the design and implementation of Title I initiatives will increase the effectiveness of the program. The Board further believes that involving parents and family members in this way will contribute significantly towards keeping them involved in activities throughout the school year.

The Upper and Lower School Directors shall ensure that this school-level parent and family engagement policy and plan is developed with, agreed upon with, and annually distributed to parents and family members of participating students. Such plans will describe the means for carrying out school policy relative to Title I, sharing responsibility for student academic achievement, building the capacity of school staff and parents for involvement and increasing accessibility for participation of all parents and family members of children participating in Title I programs, including parents and family members who have limited English proficiency, who have disabilities, or who are migratory. The plan must involve parents in the planning and improvement of Title I activities and must provide for the distribution to parents of information on expected student achievement levels and the school's academic performance.

In addition, school officials and Title I school personnel shall do the following:

1. Involve parents and family members in the joint development of the Title I Program and school support and improvement plan and the process of school review and improvement. ACS involves parents in this effort by electing three parent members to the school's Board of Directors, electing a parent member to the School Improvement Team (SIT), and inviting parents to serve on all standing committees including Policy, Personnel, and Finance.

2. Provide coordination, technical assistance and other necessary support to assist the school in planning and implementing effective parental involvement activities that are designed to improve student academic achievement and school performance; Each year ACS holds two Academic Nights to engage parents in ways that will increase parent understanding of the standards and curriculum being taught in the classroom. During an academic night parents are invited into the school to talk with teachers, review curriculum, and to discuss the teaching methods employed for each subject. One night is devoted to Reading/ELA and one to Math.

3. Build the schools' and parents' capacity for strong engagement by collecting and disseminating information on effective parental techniques;

4. Coordinate and integrate parental and family involvement strategies in the Title I program to the extent feasible and appropriate with parental engagement activities established in other federal, state, and local laws and programs such as our ESL program which is supported by SRSA funding;

5. With the meaningful involvement of parents, conduct an annual evaluation of the content and effectiveness of the school parent and family engagement policy and program in improving the academic quality of the school and assisting student to meet the school's academic standards. This evaluation shall identify the following:

a. Barriers to great participation by parents in activities authorized by this section (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background);

b. The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers;

c. Strategies to support successful school and family interactions.

The school will use these findings to design evidence-based strategies for more effective parental involvement, and revise, if necessary, the parent and family engagement policy.

An annual review of this policy will be conducted by the participants of the yearly stakeholder meeting. Parents, Teachers, and Administrators will work together to review the policy and to ensure that the goals of the program and the intent of the policy are aligned.

E. BUILDING CAPACITY FOR INVOLVEMENT

1. Parents and students are encouraged to participate in the Fall open house to prepare them for their transition to a new grade level. Teachers and administration schedule parent/student conferences whenever deemed necessary by the school or when requested by the parents. These conferences are held before, during, or after school.
2. Regular and scheduled parent meetings or conferences are held throughout the school year, at various times of the day, to provide continued information, support, and resources for parents. Parents are encouraged to volunteer and attend all school activities. Announcements of such activities are sent home by flyer, posted on the school's webpage, and posted to all of the school's social media sites.
3. Parents are encouraged to participate in Arapahoe Charter School's training activities when appropriate. Trainings shall be provided through workshops, family activities, special events, individual parents conferences, and through educational materials, literature, or webinars through school programs and the media center. The school's MTSS and IEP committees work with parents to assure parent training is adequate to assist their child with achievement strategies.
4. All school events are advertised by sending home flyers, posting on the school's webpage, posting on social media, and utilizing the school's AlertNow all call system. All school meetings are documented with agendas, minutes, and sign-in sheets that detail the members presents and their affiliation with the school. The hard copies of such documents are kept with the Executive Director and scanned into their respective Google Drives. Copies of the agenda's or minutes of any public meeting are made available to parents upon request. Summaries and updates are provided in our quarterly newsletter that is sent home as a flyer and by email.
5. All parents are encouraged to attend school functions. Translators will be arranged for parents who speak languages other than English. Whenever possible, meetings are scheduled at the parent's convenience. Transportation and home visit can be arranged, if necessary.
6. Parents of children with limited English proficiency or disabilities are afforded opportunities to participate fully and freely in all education activities at school. Once the need is identified, assistance shall be provided. Whenever possible,

information is sent home in native language. Bilingual staff members, parents, ESL instructors and even students are assigned as liaison between home and school, when necessary.

7. Parents are surveyed throughout the year to solicit feedback on all school programs. Parents and others may continuously provide input on any matter concerning our school. Arapahoe Charter School has an open door policy in addition to its online request system found on the school's webpage. Arapahoe Charter School operates as a teacher, parent, community school and ensure that there is one parent member on all school and Board based committees.

Additionally, our Board of Directors provides a privilege of the floor opportunity for anyone who wishes to provide feedback directly to the governing board.

8. A School/Parent Compact defines goals, expectations and share responsibilities. Each party of the agreement will receive a signed and dated copy. Compacts will be explained at the Fall open house in each grade level. New parents and students receive the compact during the enrollment process.

9. State and local expectations are shared with parents at the Fall open house, all Title 1 family nights, and in our quarterly newsletter. School performance results are shared at the Fall annual meeting as well as attached to students' report cards throughout the year. Results are available on our school's webpage in both English and Spanish. All students are sent home with interim progress reports, quarterly report cards and special letters, which indicate the student's progress.

10. Administration conducts consistent reviews to ensure timely reporting out of assessment data to the staff. This ensures the staff has the tools to identify at-risk students and in turn, share this information with parents. On-going staff development initiatives are continually provided to the staff which focuses on effective communication with parents, establish a school/family partnership, ways to involve parents, and suggestions for parents to work with children at home.

11. Classroom teachers and the administration send home notices on a regular basis, such as the quarterly newsletter, calendar of events, weekly information and progress reports, etc. Our school web page and the PowerSchool Parent Portal are also tools for communication. Our ELL instructor and computerized programs are used to adapt communications for parts whose primary language is not English.

F. NOTICE REQUIREMENTS

School officials and Title I school personnel shall provide effective notice of the following information as required by law. The notice must be in an understandable and uniform format and, to the extent practicable, in a language the parents can understand.

1. LEP Program

a. Each year the Executive Director or designee shall provide notice of the following to parents of limited English proficient (LEP) children identified for participation in a Title I, Part A-funded language-instruction educational program:

- i. the reasons for the child's identification;
- ii. the child's level of English proficiency;
- iii. methods of instruction;
- iv. how the program will help the child;
- v. the exit requirements for the program;
- vi. if the child has a disability, how the language instruction educational program meets the objectives of the child's individualized educational program (IEP); and
- vii. any other information necessary to effectively inform the parent of the program and the parental rights regarding enrollment, removal and selection of an LEP program.

b. If the school has failed to make progress on the annual achievement objectives for LEP students, the Administrative Director or designee shall notify the parents of such failure no later than 30 days after the failure occurs.

2. System Report Card and School Progress Review

a. Each year, school officials shall disseminate to all parents, and the public a school report card containing aggregate information, including, but not limited to, student achievement (disaggregated by category), graduation rates, performance of the school, and teacher qualifications.

b. Each year, school officials shall disseminate to all parents and the community the results of the LEA's yearly progress review of the school on the school's website.

3. Teacher Qualifications

a. Each year, school officials shall notify parents of Title I students of the right to request certain information on the professional qualifications of the student's classroom teachers and paraprofessionals providing services to the child.

b. The Executive Director or designee of the school shall provide timely notice informing parents that their student has been assigned to or has been taught for at least four consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

4. Parental Rights and Opportunities for Involvement

Each year, the Executive Director or designee of the school shall provide notice to parents of the school's written parent and family engagement policy, parents' right to be involved in their child's school, and opportunities for parents and family members to be involved in the school.

The Executive Director or designee shall develop administrative procedures to implement the requirements of this policy. Legal References: Elementary and Secondary Education Act, as amended, [20 U.S.C. 6301et seq.](#), [34 C.F.R. pt. 200.](#); [20 U.S.C. 7801\(32\)](#)