

# **Southeastern Academy Charter School**

# SeA



## **Student Handbook 2017-18**

**Southeastern Academy Charter School  
12251 NC Hwy 41 N  
Lumberton, NC 28358  
[www.southeasternacademy.org](http://www.southeasternacademy.org)  
Phone: (910) 738-7828**

## **Table of Contents**

### **Mission Statement**

### **Administration**

**School Administrator**

**School Faculty and Staff**

### **Board of Directors**

**Board of Directors**

**Board of Directors Meeting Dates**

### **School Overview**

**Calendar**

**Curriculum**

**Pledge of Allegiance**

**Equal Education Opportunities**

**Compliance with Other Laws**

**Health and Safety Requirements**

**Parents Right to Know Statement**

### **Board of Director Policies (Policies can be found on the school website)**

**Athletic Policies and Procedures**

**Attendance Policies and Procedures**

**Board Expectations and Code of Conduct Policies and Procedures**

**Bus Transportation Policies and Procedures**

**Conflict of Interest Policies and Procedures**

**Discipline Policies and Procedures**

**Grievance Policies and Procedures**

**Internet Safety Policies and Procedures**

**Internet Usage Policies and Procedures**

**Nepotism Policies and Procedures**

**Parent Support Organization Policies and Procedures**

**Promotion and Retention Policies and Procedures**

**Technology Donation Policies and Procedures**

**Volunteer Policies and Procedures**

### **Student Admission and Leave Procedures**

**Admission Policy**

**Publicize Admission Policy**

**Lottery Policy**

**Promotion and Retention Policy**

**Withdrawal**

## **General School Expectations**

**Arrival/Dismissal**

**Attendance**

**Bus/Van**

**Child Abuse/Neglect**

**Discipline**

**Dolphin Honor Code**

**Suspension**

**Expulsion**

**Dress Code**

**Emergency School Closing**

**Emergency Contact Information**

**Electronic Devices**

**Garrett's Law**

**Grading**

**Grievance Policy**

**Hours of Operation**

**Internet Use Policy**

**Medical**

**Lunch and Snack**

**Parent Conferences**

**Report Cards/Progress Reports**

**Telephone and Cell Phone Usage**

**Volunteer**

## **Extracurricular Activities**

**Athletics**

**Mascot**

**Clubs**

**Extracurricular Eligibility**

**Parent Support Organization**

**Policy for Parent Support Organizations**

**Mission Statement**

**Executive Members**

## **Mission Statement**

**Southeastern Academy Charter School maintains high expectations and promote excellence, especially in the fields of math and science for all students. Southeastern Academy Charter School fosters a caring and creative learning environment. We emphasize the social, emotional, physical, and intellectual development of each child. This will be obtained through learning experiences that help children reach their greatest potential in order to function as independent learners in a diverse and ever-changing society.**

**School Administrators (Contact email addresses can be found on school website)**

**Principal**

**Kristen M. Stone**

**School Faculty**

**Financial Office**

**Tanya Branch**

**PowerSchool Manager**

**Lisa Ard**

**Receptionist**

**Bebe Bollinger**

**Curriculum Specialist/Testing Coordinator**

**Jill Britt**

**Maintenance/Bus Driver**

**Terry Floyd**

**Maintenance**

**Bobby Smith**

**Bus Driver/Teacher Assistant**

**Wanda Lynch**

**Information Technology**

**Richard Barnes**

**School Staff**

**K-Fifth Instruction**

**Kindergarten Teacher**

**Maria Britt**

**Kindergarten Assistant**

**Karla-Beth Pittman**

**First Grade Teacher**

**Sara Armstrong**

**First Grade Assistant**

**Pamela Overstreet**

**Second Grade Teacher**

**Lisa Zekanis**

**Second Grade Assistant**

**Wanda Lynch**

**3-5 Math Teacher**

**Erin Prevatte**

**3-5 Reading Teacher**

**Jen Whitley**

**3-5 Science/Soc. St Teacher**

**Pam Keltner**

**Sixth-Eighth Instruction**

**Language Arts Teacher**

**Lynn Hinson**

**Math Teacher**

**Melody Britt**

**Science Teacher**

**Tiffany Walters**

**Social Studies Teacher**

**Karen Hayes-Locklear**

**Resource Instruction**

**Art Teacher**

**Bebe Bollinger**

**Computer Teacher**

**Patricia Barnes**

**Exceptional Children**

**Becca Richter**

**Exceptional Children Assistant**

**Davona Grissett**

**Media Coordinator/Enrichment**

**Sara Kennedy**

**Physical Education/Athletic Director**

**Matt McDaniel**

**Spanish Teacher**

**Maria Powell**

**Board of Directors (Contact email addresses can be found on school website)**

<b>Chairman</b>	<b>Alvin Ivey</b>
<b>Treasurer</b>	<b>Tammi George</b>
<b>Secretary</b>	<b>Shelley Foil</b>
<b>Other Board Members</b>	
	<b>Lori Blackley</b>
	<b>Jay Britt</b>
	<b>Greg Caulder</b>
	<b>Alex Collins</b>
	<b>Eric West</b>
	<b>Gwendolyn Payne-Roberts</b>

**Board of Directors Meeting Dates**

In accordance with General Statute 143-318.12(a)(2), please find listed below the 2015-2016 meeting dates of the Southeastern Academy Charter School Board of Directors meetings:

**July 18, 2017**  
**August 22, 2017**  
**September 19, 2017**  
**November 14, 2017**  
**January 23, 2018**  
**March 20, 2018**  
**May 22, 2018**  
**June 19, 2018**

Board Meetings are open meetings. You may attend any meeting. The Board of Directors meeting will take place in the Southeastern Academy Charter School Gymnasium at 6:30PM. The Board of Directors meeting minutes can be located on the School website and are available by request. If you wish to speak at the Board Meeting, notify the Principal that you wish to speak as part of public comment beforehand. Please arrive by 6:30pm and have a written statement.

**Calendar**

The academic calendar will consist of at least 185 instructional days or 1025 hours of instruction covering at least nine calendar months per year G.S. 115C-84.2 (a) (1).

See School Website for 2017-2018 Academic Calendar

**Pledge of Allegiance**

**The Pledge of Allegiance shall be said every morning along with the School Pledge prior to the start of the academic School day. Individual students may choose to refrain from reciting the Pledge but will be expected to maintain proper decorum while others participate (G.S. 115C-47 (29a)).**

#### **Equal Education Opportunities**

**The School provides equal education opportunities for all students and does not discriminate on the basis of race, gender, disability, nationality, or religious affiliation. The School adheres to the legal obligations and requirements under section 504 of the Rehabilitation Act of 1973 and the Individuals with Disabilities Act Amendments of 1997, including identification, evaluation, and provision of an appropriate education.**

#### **Compliance with Other Laws**

**The School shall comply with all applicable federal laws and regulations, including but not limited to such laws and regulations governing employment, environment, disabilities, civil rights, children with special needs, transportation, and student records. The School shall comply with all applicable health and safety laws and regulations, whether federal, state or local. Neither the State Board of Education nor the local board of education assumes the duty to oversee the operations of the School except as may otherwise be required to monitor the charter School for compliance with applicable laws and regulations. The School is required to notify parents, students and staff of the provisions of this paragraph.**



## **Student Admission and Leave Procedures**

### **Admission Policy**

**(G.S. 115C-238.29B(b)(4); G.S. 115C-238.29F(d)(1)**

**Southeastern Academy Charter School will be open to any child who is qualified under the laws of North Carolina for admission to a public School. To qualify to attend a North Carolina public School, a student must be a resident of North Carolina. County boundaries or School attendance areas do not affect charter School enrollment. Southeastern Academy does 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 or any other characteristic protected by law.**

### **Publicize Admission Policy**

**Southeastern Academy Charter School will publicize admission procedures. The School will have an admission process with pre-announced enrollment period and deadlines. All student enrollment process and details, including deadlines for applications, lottery date, registration requirements, and waiting list enrollment information, will be publicly available and announced at the School website and office. Southeastern Academy Charter School will publicize enrollment throughout Robeson County with flyers, newspaper ads, websites, mailings and open house.**

### **Enrollment and Application Policy**

**During each period of enrollment, Southeastern Academy Charter School will accept applications for new students. Once enrolled, students are not required to enroll in subsequent enrollment periods. Open space is determined by the number of current students planning to return. The School may give enrollment priority to siblings of currently enrolled students who were admitted to the School in a previous year and to the children of Southeastern Academy Charter School staff or board members of the charter School. This is assumed that the total number of students allowed under this exemption will represent only a small percentage of the School's total enrollment.**

**The enrollment application will begin the first School day of February and end on the close of the last School day of March. The School shall enroll an eligible student who submits an application, unless the number of applications exceeds the capacity of a program, class, grade level, or building. If the number of applications exceeds the number of available spaces, a lottery will be held to fill vacant seats for the next School year. After seats are filled, the drawing will continue to determine the order of a waiting list. Any application received after the enrollment period is NOT entered in the lottery, but is added to the end of the grade level waiting list on a first-come, first-served basis. Lottery procedures will comply with NC Open Meeting Law provided in G.S. 143-218.10(a) by publicizing the date and location of the meeting and allowing anyone to attend.**

### **Lottery Policy**

**Each applicant will have an index card with their name and grade. The selection process will be by random drawing. Upon filling all available positions, the acceptance by lottery will continue, thereby, creating a School waiting list. Cards for children of personnel of Southeastern Academy Charter School will be drawn separately and first; followed by cards for siblings of students enrolled in a previous year. Cards for the general wait list for each grade level will then be randomly drawn one card at a time, starting with the lowest grade level in the School. The lottery process will then proceed for each grade. As openings become available at the applicable grade level, students will be admitted based on their current lottery number. If applicants who are selected for admission decide not to enroll at Southeastern Academy Charter School, the parents of the next child on the wait list for that grade will be notified.**

After completing the acceptance by lottery, Southeastern Academy Charter School shall have a specified and reasonable, time frame in which the accepted applicants must reply to the School clarifying their decision to accept or decline continuation of the enrollment process. The School's enrollment policy, including all time frames, will be declared on the original application completed by the applicant.

If multiple birth siblings apply for admission to a charter School and a lottery is needed under G.S. 11 5C-238G(g)(6), the charter School shall enter one surname into the lottery to represent all of the multiple birth siblings. If that surname of the multiple birth siblings is selected, then all of the multiple birth siblings shall be admitted.

(See website for full policy)

#### **Withdrawal**

Students who are planning to withdraw from School should report to the Administrative Assistant with their parents in person prior to leaving Southeastern Academy Charter School. The student will report to the records office to receive the appropriate withdrawal form. Students must return all textbooks, pay all outstanding debts, obtain the required signatures, and return the completed withdrawal form to the records office before the withdrawal process is complete. When a student transfers to another School and requests transfer of student's records to new School, Southeastern Academy Charter School will fulfill this request with appropriate written documentation.

## **Bus Transportation Policy**

Charter Schools are not required by state law to provide bus transportation for their students. However, Southeastern Academy Charter School offers a bus transportation system. Every effort is made to provide students with safe, efficient transportation. Bus routes and stops are established with the safety of students in mind. The bus route will be determined by the School administrator. Any requests for changes should be directed to the School administrator. The bus driver(s) cannot accommodate requests for changes to the bus route without approval from the School administrator.

Students must abide by all School and bus safety rules as stated in the Discipline Policy. Students who misbehave or violate School or bus safety rules may lose their opportunity to ride the bus. Please remember bus riding is a privilege and should not be abused.

The buses will travel to centralized stops. The bus route will be available from the School office and website. In the interest of safety and efficiency, parents must meet the buses at the designated time each morning and afternoon. Repeated failure to do so may result in the loss of bus privilege.

Due to limited space on our buses, transportation is not guaranteed. Parents interested in using the bus for transportation for their child(ren) to and from School should inquire at the time of enrollment or with their letter of intent to return. If the number of interested applicants exceeds space available, a lottery will be held to determine riders.

Priority for seat availability will be given to:

- Bus riders from the previous year
- Siblings of bus riders from the previous year (even if newly enrolled)

Therefore, students who rode the bus the prior year and wish to continue will not need to enter their name in the lottery. If student names are in the lottery and there are siblings, all the siblings will go under the last name as one. If that name (with the multiple sibling names) is pulled, the whole sibling group gets spaces on the bus.

## **Bus/Van Rules**

There are certain rules that each student must abide by to afford everyone the opportunity to have a safe and comfortable bus/van experience. Everyone must understand that riding the bus/van is a privilege that may be suspended or revoked if rules are broken or continually abused.

The following rules apply to students riding the bus/van to and from School as well as those riding during field trips, sporting events, and any other extracurricular activities.

1. Be courteous. Use no offensive language.
2. Respect the rights of others.
3. No eating, drinking, or smoking on the bus/van.
4. Do not throw paper or trash on the floor or out the windows of the bus/van.
5. Keep the bus/van clean.
6. Cooperate with the driver.
7. Do not be destructive. This means do not tear, write on, or cut the interior or exterior of the bus/van.
8. Keep hands, feet, and your head inside the bus/van at all times. Stay in your seat at all times while on the bus/van.
9. Seats may be assigned. The designation of seats will be left to the discretion of the bus/van driver.
10. No yelling, screaming, or loud noises while riding the bus/van. There will be no gestures or yelling from the directed toward cars, people, and/or pedestrians outside the bus/van.

- 11. Be on time! The bus will leave the pick-up area on time! Failure to stay on schedule makes others late for their arrival time at School or the next stop. Students left will need to be brought to School.**

**Failure to obey these rules or any subsequent bus/van rules will result in bus/van riding privileges being suspended or revoked.**

## General School Expectations

### Arrival/Dismissal

**Arrival:** Students should not arrive before 7:30 am. Parents are requested to drop off students at the back foyer door each morning. Students arriving after 8:05 a.m. are considered tardy. Anyone arriving after 8:05 a.m. should enter School through the main entrance and report to the office for a class admittance slip. No one will be admitted to class without a note.

**Dismissal:** Car and van riders are dismissed at 3:00. Bus Riders will be dismissed at 3:10. Students **MUST** be picked up by 3:15 p.m. Supervision is not provided after 3:15.

### Attendance Policies and Procedures

Southeastern Academy Charter School recognizes that regular attendance is one of the most significant factors in school success and educational achievement. Therefore, the Board encourages and strongly supports every effort made to have students at school and present for all classes in order that they might benefit from a quality education. Student, parents/guardians, and all school personnel are encouraged to recognize and fulfill their individual responsibilities in keeping with laws, regulations, and school policies governing the attendance of students in school. Regular Attendance by every student is Mandatory by NC General Statute 115C-378 whereby “every parent, guardian or other person in this state having charge or control of a child between the ages of seven and sixteen (who is enrolled in a public school or charter school in grades K-12) shall cause the child to attend school continuously for a period equal to the time which the public school the child is assigned shall be in session.”

**Definition of Attendance:** All children are expected to be in school attendance each day unless they are ill or there is an emergency. To be considered “in attendance” a student must be present in school for at least one-half of the school day or a place other than the school with the approval of school officials to attend an authorized school activity. One-half of the school day is defined as:

1. Present until 11:30 a.m.
2. Present from 11:30 a.m. until the end of the school day

State of North Carolina and Charter School Board of Trustees Attendance Policy states that any student with more than fifteen (15) absences (excused or unexcused) may be retained the following year. Parents may appeal the decision if a medical condition exists which may have prevented normal attendance.

**Definition of an Absence from School and Procedure to Follow When Returning from an Absence:** An absence is defined as missing half of the school day as defined above or more. In compliance with North Carolina Compulsory attendance law GS 115C-378, all absences require parent documentation explaining the child’s absence. The documentation from parents should state the student’s name, date(s) of absence, and parent/guardian signature. The notes are to be given to the student’s homeroom teacher on the morning the student(s) return from an absence(s). Students may also have their parent/guardian send an e-mail to the homeroom teacher for their absence to be considered excused. Failure to provide a note within three (3) days of returning from an absence will result in the absence being coded unexcused. It will be the responsibility of the administration to determine if the absence is excused or unexcused.

**Excused Absences:** In accordance with state policy, absences from school will be excused for the following reasons:

1. Illness/injury
2. Quarantine
3. Death of an immediate family member

4. Medical or dental appointments (a note from doctor/dentist office is required to verify appointment)
5. Educational trips (preapproved –at least ten (10) day notice)
6. Court proceedings
7. Religious observance
8. Inclement weather

**Unexcused Absences:**

Anything NOT listed above. Such as: transportation issues, trips for organizations outside of school, oversleeping, someone else in the house being sick

**Excessive Excused Absences:**

After ten (10) excused absences – Parent MUST bring a doctor's note to have any absence excused. Also, parent/guardian will be contacted by the administration or his/her designee by telephone or parental conference regarding attendance. If contact is unsuccessful, a letter will be sent by the administration. The school has discretion to confer with Department of Social Services to determine whether any action should be taken to address the absences.

**Excessive Unexcused Absences:**

Third (3<sup>rd</sup>) unexcused absence: - Notification letter sent to parent/guardian

Fifth (5<sup>th</sup>) unexcused absence: - Parent/guardian will be contacted by the administration or his/her designee by telephone or parental conference regarding attendance. If contact is unsuccessful, a letter will be sent by the administration.

Ten (10<sup>th</sup>) unexcused absence: Third notification letter sent to parent/guardian. The school has discretion to confer with Department of Social Services to determine whether any action should be taken to address the absences.

More than ten unexcused absences will cause a review by the administration as to whether the student continues to attend Southeastern Academy Charter School.

**Waiver Procedures:** A parent/guardian or student may apply to the principal for a waiver of absences (excluding suspensions) due to extenuating circumstances. This request must be submitted in writing. The parent/guardian and the student shall be notified in writing of the decision of the principal on whether or not to grant the waiver. The parent/guardian or student shall have ten (10) school days from the date of receipt of such notification to appeal the principal's decision to the Board of Trustees pursuant to the Southeastern Academy appeal policy.

**Make-Up Work from School Absence:** Students are responsible for and they are permitted to make up work missed during an absence. All work must be made up within FIVE (5) school days following the student's return to school unless the teacher or administrator determines that extenuating circumstances might support an extension of the time. THE STUDENT IS RESPONSIBLE FOR FINDING OUT WHICH ASSIGNMENTS, QUIZZES AND EXAMS WERE MISSED AND COMPLETING WITHIN THE SPECIFIC TIME PERIOD. Students who are absent due to suspension from school will be provided an opportunity to take any examinations missed. The Southeastern Academy Administration can determine what, if any, other make-up work the student will be permitted to complete during the suspension.

**Tardy to School:** If a student arrives after 8:05 a.m., a parent and the student will need to go to the administration office to sign the student in and get a tardy note. Additionally, students must be in the classroom at the designated time, not just on campus or in the hallway. Remember that our students depend on an adult to bring them to school and that your actions do influence your child's education. Our classes begin promptly and when students are not here they are missing valuable instruction.

**Tardy to School Excused:** Administration may excuse others on an individual basis.

1. Inclement weather
2. Documented transportation problems
3. Compliance with court order
4. Doctor appointment with a note

**Unexcused Tardies:**

1. Undocumented transportation problems
2. Sleep Late
3. Just Because
4. Other person in house being sick
5. Any other not listed as excused

**Habitual Tardiness to School:**

**Fifth (5<sup>th</sup>) unexcused tardy to school - Referral to administration and note sent home or email to parent/guardian.**

**Ten (10<sup>th</sup>) unexcused tardy - Equals 1 unexcused absence. Note will be sent home or email to parent/guardian.**

1. More than fifteen (15) unexcused tardies will cause a review by the administration as to whether the student continues to attend Southeastern Academy.
2. In grades 6-8, student attendance will be maintained not only by the school day but also by period. If a student is habitually tardy to school and missing more than one half of first period, the student could eventually have too many absences in that class period and fail the subject area.

**Early Dismissal (Considered a Tardy):** The school cannot prohibit parents from taking their children out of school early; however, if a student is checked out of school for reasons not approved for absences and/or tardies, they will not be allowed to make up missed work. In the middle school, grades 6-8, attendance will be maintained by periods. Early dismissal could cause a student to be over the maximum number of absences allowed (same number as maximum number of absences for school attendance) and receive a failing grade. **STUDENTS ARE NOT ALLOWED TO BE RELEASED FROM SCHOOL THE LAST ONE HALF HOUR OF SCHOOL PRIOR TO THE REGULAR DISMISSAL TIME.** This causes traffic issues for dismissal. Please remember, teachers are still instructing in the classrooms until the end of the school and early dismissals interrupt instruction.

## **Discipline/Code of Conduct**

Southeastern Academy Charter School is an academic institution; therefore, all behaviors should reflect the seriousness of this endeavor. Each student is a valuable member of the School community. A community which values the dignity and worth of each individual is created by each member taking personal responsibility for his or her behavior and respecting the personal and cultural differences of others. Students shall display a courteous attitude at all times. When students fail to do this, disciplinary action may take place. Discipline and self-control are essential to the academic and social success of each child. We are committed to fostering in each student self-discipline, sound moral character, and respect for our community of unique individuals. With these ethics in mind, the following expectations apply:

### **Students Code of Conduct:**

1. Students will strive to maintain high academic standards.
2. Students will respect the personal space, property, and privacy of others.
3. Students will be kind, courteous, and thoughtful.
4. Students will respect and keep our environment clean.
5. Students will complete all class assignments and submit when due
6. Students will focus on learning and never disrupt the learning of others.
7. Students will pay attention and complete all assigned work.
8. Students will respect and obey all staff members and other adults, and respect fellow students.
9. Students will follow all rules, routines, and procedures pertaining specific areas (library, hall, etc.)
10. Students will respect School property and that of fellow students, staff members, and neighbors.
11. Students will cooperate in keeping the School building and premises neat and clean.
12. Students will be in attendance, punctual, and in proper attire each day.
13. Students will not lie, cheat, steal or tolerate those who do.
14. Students will follow all state laws and the Student Honor Code.
15. Students will exhibit polite behavior and use respectful language at all times at all times. This includes:
  - a. Not interrupting others or speaking out of turn.
  - b. Raising one's hand to be called upon.
  - c. Addressing all adults by their appropriate title (Mr., Mrs., Miss, Dr., etc.)
  - d. Using polite responses frequently, such as: "Thank you", "Please", "Yes Ma'am/Sir", "No Ma'am/Sir", etc.

### **Dolphin Honor Code of Conduct**

As a member of the Southeastern Academy Charter School family, I agree to show respect for myself, my classmates, others, and my School at all times and I will ensure that my actions never impede the learning process for myself or my fellow students.

This code will be posted in every classroom and signed by all students in the class.

Of utmost importance to the Southeastern Academy Charter School community is the principle of individual honor and integrity. The School believes that along with a sense of pride in one's own work, a strong sense of personal honor and integrity is a basic human responsibility and one of the most vital assets that a person can have throughout life.



Although it would be convenient and less complicated to concern ourselves solely with honor as it applies to academic work and testing, we clearly must recognize that trust, respect, and consideration of others pervade all of our actions and relationships at Southeastern Academy Charter School. Without these traits, the freedom and ease of the School would be constricted and the whole routine, atmosphere, and life at Southeastern Academy Charter School would change for the worse. It is the desire of the headmaster that the spirit of the Honor Code may continue to grow and become a significant force in the life of every student. For such a system to be effective, every member of the School community must believe in and support the Honor Code.

The following definitions and guidelines shall direct the operation of the Honor Code at Southeastern Academy Charter School. In order to maintain the Honor Code and the sense of community and pride inherent in such a code, each student has a responsibility to be an active participant in its operation.

1. Every student is honor-bound to refrain from lying, cheating, and stealing.
  - a. Lying is the intentional falsification or denial of fact, the intentional creating of a false impression, or the breaking of a pledge.
  - b. Cheating is giving, receiving, or attempting to give or receive, unauthorized help that could result in an unfair advantage in completing the School work. It is also the representation of another's work as one's own, including plagiarism.
  - c. Stealing is the taking of anything without the consent of the owner.
2. Every student should, when aware of an infraction of the Honor Code, report the infraction to a member of the faculty. Any violation substantiated by the faculty member(s) will be presented to the Administrator/Principal for final decision.
3. A student found guilty of a violation of the Honor Code may be subject to suspension from the SEA Charter School. The degree of the judgment varies with the grade of the student and the seriousness of the offense.

At the beginning of the School year, students in grades 4-8, will attend an orientation about the Dolphin Honor Code. At the conclusion, all students will be asked to sign a pledge that they have read the Honor Code, that they understand the process, and that they pledge to abide by the Honor Code while a student at Southeastern Academy Charter School. Thereafter, a student's signature is his/her bond and no other written pledge is required on any academic work submitted for credit. In addition, students in grades 4-8 should review the Honor Code with their parents.

The disciplinary infractions listed in this Student Code of Conduct are not to be construed as an all-inclusive list or as a limitation upon the authority of School officials to deal appropriately with other types of conduct which interfere with the good order of the School, the proper functioning of the educational process, or the health and safety of students.

A student violating any aspect of the Code of Conduct shall be disciplined. Additionally, a student who engages in an act of misconduct that violates the law may be referred to the appropriate police authority.

Students are expected to follow the Code of Conduct when:

- On School property;
- In a motor vehicle being used for a School related purpose;
- At a School-related activity, function or event;
- En route to or from School;
- At any time or place when the student's behavior has a direct or immediate effect on maintaining order, safety, health and discipline in the School;

Disciplinary infractions include, but are not limited to, the following:

1. Breach the Dolphin Honor Code.
2. Compromise the safety of oneself or others through inappropriate behavior.
3. Possess, use, or be under the influence of alcohol, tobacco products, marijuana, controlled substances or associated paraphernalia on campus or while attending off –campus events.
4. Make a presentation of, or use of counterfeit (fake) drugs or weapons. This will result in the same punishment as if it were the real item.
5. Possess, threaten to possess, or use weapons of any kind as defined in G.S. 14-269.2(b-g) or powerful explosives as defined in G.S. 14-284.1 on campus or while attending off-campus events.
6. Fight, show physical aggression, or display any inappropriate physical contact.
7. Misuse School property or the property of others.
8. Engage in personal harassment of any kind.
9. Leave School grounds without expressed permission of a teacher, parent and/or administrator. Being outside the boundaries of the School campus will be considered leaving School grounds.
10. Lie.
11. Cheat.
12. Steal.
13. Use profane, rude, or disrespectful language or gestures.
14. Display mean, unkind, or unpleasant behavior towards others, such as bullying.
15. Engage in inappropriate displays of affection.
16. Litter or harm School property.
17. Violate the Dress Code.
18. Engage in bullying or cyberbullying.
19. Violate the School's policy on electronics, cell phones, technology or internet policy, including being in possession of inappropriate pictures, texts or other communications.
20. Violate State or local laws.

#### Intolerable Behaviors:

The following behaviors will not be tolerated. They require immediate referral to the Administrator. They may result in immediate dismissal, suspension, or expulsion depending on the severity of the offense. This will be determined by the Administrator. In addition, violations that may be criminal will be reported to the appropriate law enforcement officials.

1. Any action or threat of an action that could jeopardize the safety and well-being of others
2. Possession of illegal drugs (including counterfeit), alcohol, or tobacco products
3. Possession of a weapon
4. Repeated willful defiance of a teacher or refusal to follow directions given by an adult in charge
5. Destruction of School property
6. Bullying (defined below)

#### Violations that may result in an immediate Office Referral:

1. Disruptive behavior

2. Interference with classroom activity
3. Defiance of authority or failure to follow direction
4. Not signing discipline forms
5. Truancy from School
6. Being in the hall without a pass
7. Leaving School grounds without permission
8. Leaving class or designated area without permission
9. Being Absent With-Out Permission/Tuant– not reporting to class assigned
10. Failure to report to designated area – Headmaster/Principal’s office, Front Desk, Administrative Lunch Detention, etc.(this includes taking more than 5 minutes to report to the area without a legitimate pass)
11. Providing false information or lying
12. Academic Dishonesty - cheating or plagiarism
13. Public displays of affection (PDA)
14. Inappropriate gestures or acts
15. Verbal abuse
16. Acts of bigotry or prejudice
17. Acts of sexual harassment
18. Name calling, taunting or teasing
19. Profanity, obscenity or offensive/bad language or gestures.
20. Violating SEA’s electronics, cell phones, technology or internet policy, including being in possession of inappropriate pictures, texts or other communications.
21. Unauthorized or inappropriate use of a personal electronic device.
22. Unauthorized audio or video recording or photography on School campus or at School sponsored event.
23. Dress code violations, which result in exposure (skirts too short, or top of pants below buttocks, etc.)
24. Disrespectful behavior to a teacher, staff member, administrator, volunteer, or visitor.
25. Violating the Dolphin Honor Code.
26. Bullying or Cyber Bullying (defined below)

#### **Bullying, Harassing Behavior (N.C.G.S. § 115C-407.15) and Cyberbullying**

The School prohibits any type of bullying or harassing behavior by students. Bullying or harassing behavior is defined as any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication, that takes place on School property, at any School-sponsored function on a School bus, or that causes a substantial disruption to School operations and/or interferes with the rights of other students or staff members and that:

- Places a student in actual and reasonable fear of harm to his or her person or damage to his or her property; or
- 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.

Bullying or harassing behavior includes, but is not limited to, acts reasonably perceived as being motivated by any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental, or

sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics. Bullying also includes unwanted, aggressive behavior among School aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Cyberbullying is prohibited and is an act involving the use of information and communication technologies, pursuant to state law, including but not limited to e-mail, text messages, blogs, instant messages, personal Web sites, on-line social directories and communities (e.g., Facebook, MySpace, Wikipedia, YouTube), video-posting sites, and online personal polling Web sites, to support deliberate or repeated hostile behavior, by an individual or group, that is intended to defame, harm, threaten, intimidate, or harass students, staff members, or the School during or outside School hours and on or off School premises.

#### Procedures:

1. A staff member who has witnessed or has reliable information that a student has been subject to any act of bullying or harassing behavior shall report the incident to the principal.
2. A student or volunteer who has witnessed or has reliable information that a students has been subject to any act of bullying or harassing behavior should report the incident to a teacher, other staff member or the principal.
3. A student, staff member or volunteer who reports bullying or harassing behavior may do so orally or in written form, providing as much information as possible. A student, staff member or volunteer also may report anonymously if they choose.
4. Any staff member who receives a report of bullying or harassing behavior will forward the report to the principal who will ensure that a prompt investigation is completed.
5. There will be no reprisal or retaliation against any person who reports an act of bullying or harassment. Such reprisal or retaliation by a student is a violation of the Code of Conduct and will result in disciplinary action pursuant to the Code of Conduct.

**Discipline Procedures:** In order to ensure open communication between School, parents, and students, the following will occur:

1. Teachers shall establish a disciplinary policy for their classes and provide the policy in writing to students and parents at the beginning of the School year.
2. Teachers shall conduct a discussion of the class and School policies dealing with discipline at the beginning of the School year.
3. Teachers will maintain a discipline file on each student they teach. An *Office Referral Form* must accompany any referral to the Administrator.
4. The handbook may be viewed online at [www.southeasternacademy.org](http://www.southeasternacademy.org) or obtained from the School office.
5. The Administrator reserves the authority to invoke immediate loss of privileges or immediate suspension under circumstances found to be harmful to students or faculty. As you know, a safe and orderly environment must be maintained in order for learning to occur.
6. Emergency situations will be referred to the office immediately (out-of-class or in-class)

**In-Class Disciplinary Action:** Most infractions of School rules will be addressed immediately by the teacher or staff member involved, and appropriate consequences will be decided. The following steps will be taken when a student's behavior is inconsistent with the School's mission and standards of conduct:

1. The student will be expected to evaluate his/her behavior with the teacher, and to identify actions that will result in pro-social behavior. This should include describing the inappropriate behavior, identifying the rule or expectation, and alternatives to the behavior for the future. An apology, or restitution, as appropriate, may be required. The student will be expected to correct his/her behavior immediately. Excuses for a recurrence of the behavior will not be accepted.
2. Each teacher/team has a plan for managing student behavior that incorporates effective strategies consistent with the purpose and principles established by Board policies. If the behavior(s) persist, the teacher will submit a written office referral to the Administrator

**Office Referrals:** Once an Office Referral Form has been submitted, the administrator will determine the consequence of any unacceptable student behavior. The parent/guardian will receive notice of the student's discipline problem and the consequence administered for any infraction resulting in disciplinary action that will be filed on the student's discipline

**Discipline Cycle:** Although there is not a required order to the assignment of consequences, the following is considered a recommended model should a student repeatedly be referred to the office for exhibiting misbehavior which would not be considered as severe or extreme:

1. (First Infraction) Office Referral – \*A behavior conference with student who receive an office referral. Parent will be contacted by phone
2. (Second Infraction) Office Referral – Parent/Administrative Conference with One (1) day to Three (3) days of In-School Suspension (ISS)\*\* or out of school suspension
3. (Third Infraction) Office Referral – Parent/Administrative Conference with One (1) to Ten (10) days of Out-of –School Suspension (OSS)
4. (Four or More Repeated Offenses ) Office Referral – Long term suspension for 11 or more school days or recommendation for expulsion

Each Office Referral will be noted on a student's permanent discipline transcript. Parent(s)/Guardian(s) will be notified of the offense, the resultant consequence, and advised as to their student's current status within the disciplinary cycle.

**\*\*A behavior contract will be prepared for students who receive In School Suspension (ISS). This will be a contract between the administration, the student, and the parent/guardian. All parties will be made aware that any further Office Referrals could result in expulsion from Southeastern Academy Charter School.**

#### **Discipline For Children With Disabilities**

**The School shall comply with all applicable federal and state laws and regulations governing discipline of children with disabilities, including compliance with 20 U.S.C. Sec. 1400 et seq. and Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. Sec. 706(8).**

**The School shall comply with state and federal due process requirements both in notifying students of conduct for which they may be suspended or expelled and in providing notice and hearing opportunities to students being recommended for exclusion from the School. If the School suspends a student with special needs, it shall continue to provide to the student all continuing education services to the extent mandated by federal and state laws and regulations. In the event the School suspends or expels a student, the School shall promptly notify local School officials in the School district to which the student would otherwise be assigned. Such notification shall include the student's name, special education status, length of suspension/expulsion and the circumstances giving rise to the suspension or expulsion. At the beginning of each School year, the School shall notify all parents/legal guardians that: 'The local board may refuse to admit any student who is suspended or expelled from a School due to actions that would lead to suspension or expulsion from a public School under G.S. 115C-391 until the period of suspension or expulsion has expired.'" (G.S. 11 5C-238.29B(b)(1 1)).**

## **Due Process for Suspensions and Expulsions**

The School complies with all state law governing student discipline including Article 27 of the North Carolina General Statutes. It is the School's intent for all provisions in this section to be interpreted consistent with and in compliance with those statutory provisions. All policies or procedures set forth herein shall be consistent with federal law, including the Gun Free Schools Act, the Individuals with Disabilities Education Act and the Rehabilitation Act of 1973.

The following due process procedures only govern the suspension or the expulsion of a student from the School's regular educational program. If a student charged with violation of the Student Code of Conduct/Honor Code has been returned to the regular School program pending a decision, then such action of reinstatement shall not limit or prejudice the School's right to suspend or expel the student following that decision.

### **I. Suspension of Ten School Days or Less (Short Term Suspension)**

As a general rule, prior to any suspension of the student, the principal and/or his/her designee shall provide the student with the following due process:

1. The student will be informed of the charges against him/her 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. Notice shall be given by any method reasonably designed to achieve actual notice.
2. If the student denies the charges, the principal and/or designee shall provide the student with an explanation of the evidence.
3. The student shall be provided an opportunity to explain his/her version of the facts.
4. If, after providing the student with his/her due process rights, the principal and/or designee determine that the student has engaged in a prohibited act under this Student Code of Conduct, the Honor Code or any written School policy, then he/she may impose a disciplinary penalty of a suspension not to exceed ten (10) days. The principal and/or his/her designee, shall inform (in person or by phone) the student's parent of the suspension and of the reasons and conditions of the suspension. The student shall be provided the right to take home textbooks, complete homework assignments and an opportunity to make-up exams. A decision to suspend a student for ten (10) or fewer School days is final and not subject to further review or appeal.
5. If a student's presence in School poses an immediate danger to persons or property or an ongoing threat of disruption to the educational process, the principal and/or designee may immediately suspend the student, and as soon thereafter as reasonable, provide the student with his/her due process rights as set forth in this section.

### **II. Suspension for Eleven (11) or More School Days (Long Term Suspension)**

A. When a student is recommended by the principal for long-term suspension, the principal shall give written notice to the student's parent. The notice shall be provided to the student's parent by the end of the workday during which the suspension was recommended when reasonably possible or as soon thereafter as practicable. The written notice shall provide at least the following information:

1. A description of the incident and the student's conduct that led to the long-term suspension recommendation.
2. A reference to the provisions of the Code of Student Conduct that the student is alleged to

have violated.

3. The specific process by which the parent may request a hearing to contest the decision, including the number of days within which the hearing must be requested.
4. The process by which a hearing will be held.
5. Notice that the parent is permitted to retain an attorney to represent the student in the hearing process.
6. The extent to which the local board policy permits the parent to have an advocate, instead of an attorney, accompany the student to assist in the presentation of his or her appeal.
7. Notice that the parent has the right to review and obtain copies of the student's educational records before the hearing.
8. A reference to the Board policy on the expungement of discipline records.

**B.** Written notice may be provided by certified mail, fax, e-mail, or any other written method reasonably designed to achieve actual notice of the recommendation for long-term suspension. When School personnel are aware that English is not the primary language of the parent or guardian, the notice shall be written in both English and in the primary language of the parent or guardian when the appropriate foreign language resources are readily available. All notices described in this section shall be written in plain English, and shall include the following information translated into the dominant non-English language used by residents within the local School administrative unit:

1. The nature of the document, i.e., that it is a long-term suspension notice.
2. The process by which the parent may request a hearing to contest the long-term suspension.
3. The identity and phone number of a School employee that the parent may call to obtain assistance in understanding the English language information included in the document.

**C.** No long-term suspension shall be imposed on a student until an opportunity for a formal hearing is provided to the student. If a hearing is timely requested, it shall be held and a decision issued before a long-term suspension is imposed, except as otherwise provided in this section. The student and parent shall be given reasonable notice of the time and place of the hearing.

1. In accordance with N.C. G.S. 115C-390.7(c), if no hearing is timely requested, and the student recommended for long-term suspension declines the opportunity for a hearing, the Board shall review the circumstances of the recommended long-term suspension. Following such review, the Board (i) may impose the suspension if it is consistent with board policies and appropriate under the circumstances, (ii) may impose another appropriate penalty authorized by board policy, or (iii) may decline to impose any penalty.
2. If the student or parent requests a postponement of the hearing, or if the hearing is requested beyond the time set for such request, the hearing shall be scheduled, but the student shall not have the right to return to School pending the hearing.
3. If neither the student nor parent appears for the scheduled hearing, after having been given reasonable notice of the time and place of the hearing, the parent and student are deemed to have waived the right to a hearing and the Board shall then review the circumstances of the recommended long-term suspension. Following such review, the Board (i) may impose the suspension if it is consistent with board policies and appropriate under the circumstances, (ii) may impose another appropriate penalty authorized by board policy, or (iii) may decline to impose any penalty.

**D.** The formal hearing may be conducted by Board, or by a person or group of persons appointed by the Board to serve as a hearing officer or hearing panel. The Board shall not appoint any individual to serve as a hearing officer or on a hearing panel who is under the direct supervision of the principal



recommending suspension. If the hearing is conducted by an appointed hearing officer or hearing panel, such officer or panel shall determine the relevant facts and credibility of witnesses based on the evidence presented at the hearing. Following the hearing, the Board shall make a final decision regarding the suspension. The Board shall adopt the hearing officer's or panel's factual determinations unless they are not supported by substantial evidence in the record.

E. Long-term suspension hearings shall provide students procedural due process including, but not limited to, the following:

1. The right to be represented at the hearing by counsel or, in the discretion of the local board, a non-attorney advocate.
2. The right to be present at the hearing, accompanied by his or her parents.
3. The right of the student, parent, and the student's representative to review before the hearing any audio or video recordings of the incident and, consistent with federal and State student records laws and regulations, the information supporting the suspension that may be presented as evidence at the hearing, including statements made by witnesses related to the charges consistent with subsection (H) of this section.
4. The right of the student, parent, or the student's representative to question witnesses appearing at the hearing.
5. The right to present evidence on his or her own behalf, which may include written statements or oral testimony, relating to the incident leading to the suspension, as well as any of other factors such as student's intent, disciplinary and academic history, the potential benefits to the student of alternatives to suspension, and other mitigating or aggravating factors.
6. The right to have a record made of the hearing.
7. The right to make his or her own audio recording of the hearing.
8. The right to a written decision, based on substantial evidence presented at the hearing, either upholding, modifying, or rejecting the principal's recommendation of suspension and containing at least the following information:
  - a. The basis for the decision, including a reference to any policy or rule that the student is determined to have violated.
  - b. Notice of what information will be included in the student's official record pursuant to N.C.G.S. 115C-402.
  - c. The student's right to appeal the decision and notice of the procedures for such appeal.

F. Following the issuance of the decision, the principal shall implement the decision by authorizing the student's return to School or by imposing the suspension reflected in the decision.

G. Unless the decision was made by the Board, the student may appeal the decision to the Board in accordance with Step 3 of its Grievance Policy. Notwithstanding the provisions of N.C.G.S. 115C-45(c), a student's appeal to the Board of a decision upholding a long-term suspension shall be heard and a final written decision issued in not more than 30 calendar days following the request for such appeal.

H. Nothing in this section shall compel School officials to release names or other information that could allow the student or his or her representative to identify witnesses when such identification could create a safety risk for the witness.

I. The Board's decision to uphold the long-term suspension of a student is subject to judicial review in accordance with Article 4 of Chapter 150B of the General Statutes. The action must be brought within 30

days of the Board's decision. A person seeking judicial review shall file a petition in the superior court of the county where the board made its decision. Local rules notwithstanding, petitions for judicial review of a long-term suspension shall be set for hearing in the first succeeding term of superior court in the county following the filing of the certified copy of the official record. (2011-282, s. 2.)

### **III. Expulsion (N.C.G.S. § 115C-390.11.)**

A. Upon recommendation of the principal, the Board may expel any student 14 years of age or older whose continued presence in School constitutes a clear threat to the safety of other students or School staff. Prior to the expulsion of any student, the Board shall conduct a hearing to determine whether the student's continued presence in School constitutes a clear threat to the safety of other students or School staff. The student shall be given reasonable notice of the recommendation in accordance with Section IA and IB above as well as reasonable notice of the time and place of the scheduled hearing.

1. The procedures described in Section A apply to students facing expulsion pursuant to this section, except that the decision to expel a student by the Board shall be based on clear and convincing evidence that the student's continued presence in School constitutes a clear threat to the safety of other students and School staff.
2. The board may expel any student subject to N.C.G.S. 14-208.18 in accordance with the procedures of this section. Prior to ordering the expulsion of a student, the local board of education shall consider whether there are alternative education services that may be offered to the student. As provided by N.C.G.S. 14-208.18(f), if the Board determines that the student shall be provided educational services on School property, the student shall be under the supervision of School personnel at all times.
3. At the time a student is expelled under this section, the student shall be provided notice of the right to petition for readmission pursuant to N.C.G.S. 115C-390.12—(Requests for Readmission).

B. During the expulsion, the student is not entitled to be present on any School property and is not considered a student of the local board of education. Nothing in this section shall prevent a local board of education from offering access to some type of alternative educational services that can be provided to the student in a manner that does not create safety risks to other students and School staff.

### **MISCELLANEOUS PROVISIONS**

1. **Voluntary Agreements:** At any time, the principal or his/her designee may enter into a written contract with the student and/or his/her parent(s) setting forth the parties' agreement in settlement of disciplinary charges or restitution related to damage to or loss of School property. In such cases, the written agreement shall be final and binding and may not be later challenged by the principal or his/her designee or the student and/or his/her parent(s).
- a. **Suspended/Expelled Students on School Property or Attending School Activities:** A suspended or expelled student who enters onto School property or appears at a School activity, event or function without the permission of a building administrator shall be deemed to be trespassing and appropriate authorities will be contacted.
- b. **Maintaining Class Progress:** When practical in the judgment of the principal, a student may be permitted to maintain progress during the disciplinary period.
- c. **The parent of the child shall be responsible for making arrangements for the child's educational needs during a long term suspension and/or expulsion.**
- d. **Safe Harbor:** A student who inadvertently possesses or finds an object prohibited by the Code of Student Conduct shall immediately notify School staff and surrender the object. A student may approach a

School staff member and voluntarily surrender the object without being subjected to discipline so long as the object is one that the student could lawfully possess off School grounds. "Safe Harbor" does not apply to firearms or destructive devices.

- e. **Reports to Law Enforcement:** In accordance with state law, a School must report the following acts to law enforcement: "...assault involving serious personal injury, sexual assault, sexual offense, rape, kidnapping, indecent liberties with a minor, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a weapon in violation of the law or possession of a controlled substance *in violation of the law.*" N.C.G.S. § 115C-288 (g).

#### Explanation of Terms:

**A. An Out-Of-School Suspension** refers to a principal's decision to temporarily remove a student's right to attend School or any School-related activity for a specified period of time, not to exceed ten School days. Parents will be notified by a phone call or written documentation to provide notice of the incident that led to the suspension and to develop a plan of action for the future. Additional details related to an out-of-School suspension are:

- Students suspended from School are not allowed to visit the School or attend any School-related activities during the period of suspension.
- Students are allowed to complete homework assignments while on suspension. In order to receive credit for them, students must submit the assignments to their teacher on the day of readmission to the School.
- At the discretion of the principal, out-of-School suspension reports, conduct reports, and/or corrective action plans may be removed from a student's permanent School file at the end of the School year if that student has shown noted improvement in behavior after the disciplinary action was implemented.

**B. A Long Term Out-Of-School Suspension** refers to a principal's decision to temporarily remove a student's right to attend School or any School-related activity for a specified period of time that may exceed ten School days. A long-term suspension is defined as a suspension from School and all extracurricular activities of more than ten (10) School days. A meeting with the parents will be convened to discuss the incident that led to the suspension and to develop a plan of action for the future. Additional details related to an out-of-School suspension are:

- Students suspended from School are not allowed to visit the School or attend any School-related activities during the period of suspension.
- Students are allowed to complete homework assignments while on suspension. In order to receive credit for them, students must submit the assignments to their teacher on the day of readmission to the School.
- At the discretion of the principal, out-of-School suspension reports, conduct reports, and/or corrective action plans may be removed from a student's permanent School file at the end of the School year if that students has shown noted improvement in behavior after the disciplinary action was implemented.

**C. Expulsion** is a decision to permanently remove a student from School due to extreme non-compliance with School rules/state law. This decision can only be made by the Board of Directors. An expulsion results in exclusion from School and all extracurricular activities. The Board must find that the student presents a "clear and convincing" threat to the safety of others. A student may seek re-admission to the School after the first July 1 more than 6 months after the decision to expel.

**D. A 365-day suspension** is a denial to a student of the right to attend School and to take part in any School function for a full 365 days. The Board must suspend a student for 365 days for weapons and bomb threat violation. The Board must suspend a students for 300 – 365 for assaults which seriously injury a teacher or other employee. The

Board may suspend a student for up to 365 days if a student 1) assaults a teacher; 2) assaults a student, if witnessed; 3) assaults and seriously injures another student; 4) other threats/false reports; 5) Other actions deemed worthy of a 365 suspension as determined by the principal.

**Discipline of Students with Disabilities:** The School complies with all state and federal law in the discipline of students with disabilities. The discipline and due process provisions set forth above will be modified to comply with the laws regarding students with disabilities.

**Search and Seizures:**

The School will conduct a search if the principal (or principal designee) has a reasonable suspicion that a violation of the Honor Code of Conduct or Code of Conduct has occurred. When determining the nature and scope of the search, the principal (or the principal designee) will consider the age and sex of the student as well as the nature of the act of misconduct. The search may include the student's person, backpack, purse, pockets, shoes, and/or other personal property, including cell phones and electronics. A physical search of a student's person will only be searched when there is a reasonable suspicion that the student has an illegal weapon, drug and/or alcohol on his/her person.

When conducting searches, the principal or his/her designee may seize any illegal or unauthorized items, items in violation of board policy and/or School policies or rules, or any other items reasonably determined by the principal or his/her designee to be a potential threat to the safety or security of others. Such items include but are not limited to the following: contraband, controlled substance analogues or other intoxicants, dangerous weapons, explosives, firearms, flammable materials, illegal controlled substances, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items or items that Schools are required to report to law enforcement agencies. Any items seized by the School principal or his/her designee shall be removed and held by School officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. This includes any electronic devices involved in activities in violation of the School code of conduct. The parent/guardian of a student shall be notified by the principal or his/her designee of removed items.

### **Dress Code**

**Dress for School should always be tasteful, clean, and neat. The following dress code is appropriate at Southeastern Academy Charter School:**

- 1. Shoes or sandals must be worn at all times. Students are responsible for wearing tennis shoes on P.E. days as per the Physical Education teacher and the Headmaster.**
- 2. Hats, caps, or sunglasses will not be worn inside the building.**
- 3. Shorts, skirts, or dresses are to be mid-thigh (half way between the knee and hip. No miniskirts or short shorts.**
- 4. Clothing which exposes the midriff, halter tops, low-cut tank tops, tank tops, spaghetti strap shirts or dresses, and transparent clothing are prohibited.**
- 5. Sagging pants or shorts which allow undergarments to be revealed is prohibited.**
- 6. Clothing which exposes any undergarments is prohibited.**
- 7. Clothing which is offensive, vulgar, profane, or advertises or endorses drug or alcohol use is prohibited.**
- 8. Any jeans or pants with holes that reveal skin must not reveal skin above the knee.**
- 9. Leggings may be worn providing the outermost layer of clothing (shorts, skirt, shirts, and dresses) meet the mid-thigh rule.**
- 10. Pajamas and bedroom shoes are not permitted.**

**Inappropriately dressed students will be counseled. Parents will be contacted by the principal if the problem persists. Violation of this dress code is a level 1 in the Southeastern Academy Charter School Discipline Policy.**

## **General Information**

### **Emergency School Closing**

An emergency School closing is defined as a cancellation of part or all of a normally scheduled School day due to any reason that may endanger the safety of our students and staff including but not limited to: inclement weather, electrical failures, and water system failure. The School Principal will make all decisions regarding School delays or closures due to inclement weather. The School will not necessarily follow other School or School district closing/delay decisions. School cancellation or a delayed opening will be communicated through an email to all parents and staff. The information will also be posted on our website.

### **Weather Warnings and Watches**

The School has a crisis plan, which is located in every classroom. The crisis plan addresses emergency situations, including but not limited to alarm, emergency exit routes, emergency backpacks, severe thunderstorm watch or warning, tornado watch, fire and tornado drills, windows and doors, and lockdown procedure. If you have any questions about the crisis plan contact the Principal.

### **Emergency Contact Information**

Before the start of the School year, each child must have on file in the School office a student enrollment form that contains health information, emergency telephone numbers, and parent signatures. Changes in this information at any time during the School year should be reported to the office immediately.

### **Fire Drills**

Fire drills, at regular intervals, are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The signal will be three (3) long rings of the bell. The alternate signal will be a runner to each classroom. No one should return to the building until the all-clear signal is given.

### **Smoke-Free School**

The School is a SMOKE-FREE FACILITY. Smoking or use of any tobacco products is strictly prohibited on School property:

- In the building
- On the grounds
- On School vehicles
- In the presence of students

### **Payments Made to School**

Checks to the school are made payable to: Southeastern Academy Charter School. Checks are turned into the Homeroom Teacher and receipted.

### **Lunch and Snack**

Southeastern Academy does not provide food services. Students need to bring a lunch, drink, and snack in an appropriate container. Meals will be eaten in the cafeteria or outside, weather permitting. Please strive to pack healthy and filling meals. High sugar, caffeinated, and highly processed foods do not give children the energy they need to learn and function well in the classroom. In the event that a student forgets a lunch, parents must bring a lunch to the School office. If you are unable to provide your child with a lunch, please notify the School.

Dowless Catering will offer hot means on Mondays, Wednesdays and Fridays. These meals will cost \$4.00 each. Menus and order forms will be sent home monthly. There is a drink machine in the Café that has water, Gatorade, and Lemonade for \$1.00.

#### **Field Trips**

When students travel away from School, they are subject to the same rules, regulations, and appropriate politeness observed at the School. As in the classroom, the teacher will judge behavior as acceptable or unacceptable. Misbehavior or disregard of School policies can and will result in denial of field trip privileges. Signed permission slips must be on file with the teacher for each student on each field trip.

#### **Personal Items**

The School will not accept responsibility for the personal items of students. We expect students to leave belongings that are not necessary for their education at home. Any personal items that staff members judge to be unsafe, inappropriate for School, or interfering with students' educational focus will be confiscated and held in the office or remain in the possession of a staff member until the parents retrieve them. Such items may be subject to search. The School shall not be responsible for any items lost or damaged while in its possession.

Students shall not possess cell phones, PDAs, iPods, MP3 players, video equipment, cameras, gaming devices, and electronic devices during the instructional day at School or School-related events. The possession of such electronic devices during those restricted times constitutes the consent to the search (either in the presence of the students possessing the device(s) or outside that students' presence) and confiscation of the device(s) by School personnel. Confiscated devices may be returned to the parent/guardian at the end of the School day.

Coaches and personnel in charge of extracurricular activities may make exceptions to this rule upon obtaining the principal's permission.

Any exceptions to this general rule sought by parents for specific health or safety concerns should be brought to the attention of the principal. The principal's determination is final.

## Curriculum, Academics, Promotion, and Retention

### Curriculum

At Southeastern Academy Charter School, learning is student centered and activities are based on developmental levels of individual students. While our general curriculum follows the North Carolina Standard Course of Study, and is augmented by the Core Knowledge curriculum, students' interest and needs are evaluated in curriculum planning. Stimulating, enriching activities may be observed in all classrooms as students are provided concrete experiences in each course of study. Each student is challenged to reach their greatest potential through a nurturing environment and relevant, motivating activities.

#### Course Description: Kindergarten-Grade 8

Language Arts  
Math  
Social Studies  
Science  
Art  
Computer Skills  
Physical Education  
Spanish  
Library

### Grading

Students receive report cards four (4) times a year, with a narrative progress report at the midpoint of each reporting period. Newsletters will be sent home by the teacher for children in Kindergarten through 3rd grade each week. Parents of students in grades 4 - 8 will be contacted on an as needed basis.

#### GRADING SCALE (3<sup>rd</sup> -8<sup>th</sup>)

Academic	Habits & Participation
A 93-100	S-Satisfactory
B 85-92	N-Needs Improvement
C 77-84	U-Unsatisfactory
D 70-76	
F Below 70	

#### GRADING SCALE (K-2<sup>nd</sup>)

Academic	Habits & Participation
4 Consistently Above Grade Level	S-Satisfactory
3 At Grade Level	N-Needs Improvement
2 Approaching Grade Level	U-Unsatisfactory
1 Well Below Grade Level	

### Honor Roll

Students who excel academically will be recognized at the completion of each grading period as follows:

Principal's Honor roll - All A's and all S's in resource class

Dolphin Honor roll - All A's and B's and all S's in resource class

### Promotion and Retention Policy

In order for a student to be promoted, the following criteria must be met as set forth by The Southeastern Academy Charter School Board of Directors and North Carolina State Law:

1. All students shall meet all attendance requirements.
2. All students shall earn a yearly average of 70 or above to pass any subject area.
3. All students must pass Language Arts, Mathematics, and Science at or above the minimum acceptable grade level.



The following additional criteria will be used in the decision to promote or retain a student:

1. Academic promotion requirements which are specified in a student's Individualized Education Plan (IEP) shall establish the promotion standards by which students with an IEP will be promoted. Any academic requirements for promotion stated in this policy which are not modified in a student's IEP shall remain as a requirement for promotion.
2. An evaluation of a number of assessments; including end-of-grade scores, achievement of mastery, and other additional academic considerations specific to grade level and the School philosophy.
3. Teacher recommendation to the Principal/Administrator.
4. No student will be retained for athletic purposes.

We believe students' progress at their own rate and the significance of their age and/or grade level is deemphasized. There are times, however, when it is believed that it would benefit a student to spend an additional year at the same grade level. The State of North Carolina has vested all final promotion authority with the Principal/Administrator of Southeastern Academy Charter School. A parent who does not agree with the decision to retain may appeal the decision as set forth in the Grievance Policy for Southeastern Academy Charter School.

#### **Parent Conferences**

We at Southeastern Academy Charter School believe that children learn better when home and School cooperate. The teachers and staff will strive to maintain open lines of communication with parents. Parents are expected to provide support to SEA staff and faculty, and all communication shall be done in a calm and positive manner.

Conferences between parents and teachers are scheduled in the fall of each School year. The purpose of conferences is to set goals, report progress, make cooperative plans, and compare notes.

The following procedures should be followed if parental concerns arise:

1. Teacher/Parent phone call
2. Teacher/Parent conference
3. Teacher/Parent/Administration conference
4. If the matter remains unresolved, the parent should follow the School grievance procedure.

#### **Report Cards/Progress Reports**

Progress Reports will be sent home on:  
9/12/17, 11/20/17, 2/12/18, 4/25/18

End of 9 Weeks will be:  
10/12/17, 1/9/18, 3/15/18, 5/25/18

Report Cards will be sent home on:  
10/24/17, 1/17/18, 3/22/18, 5/25/18

## **Special Education/Exceptional Children**

Every child has the right to an education, regardless of age, culture, disabilities, gender, or race. It is the goal of the School to provide educational opportunities for all students.

It is the School's policy to provide special education services. All students with special needs have the right to a quality education appropriate to their needs, abilities, and interests. The special education staff acts as a resource to the classroom teacher in the development and implementation of appropriate instructional and socialization strategies. Implementation of these strategies occurs within the general education setting and through one-on-one and small group remediation.

### **The Individual Education Plan**

The School will comply with all federal and state legal requirements that every student identified as having a disability be provided an Individual Educational Program (IEP) specifying goals, level of service, ancillary services, and the least restrictive placement. Prior to the opening of School, registration forms are reviewed to identify current IEPs from previous Schools attended. The parents are fully informed of their rights, procedures, and responsibilities under special education law.

### **Evaluations and Program Planning**

The program and services for students receiving special education services are reviewed on an annual basis and the IEP team is required to formally review and discuss each special education students' eligibility at least every 36 months. At their annual and three-year reviews; parents/ guardians, general and special education providers, and building administration, review current progress in general and special education programs and services and consider parental input that impacts the students' academic growth and proficiency. Based on the discussion of these factors, the IEP team may develop goals and objectives for the continuing programs and services of the students, seek further evaluations to address deficits, or determine that a child may be exited from one of more special education program or service. Parents are informed of student progress at least four times per year at quarterly marking periods. Progress is also shared through personal contacts, telephone calls, and written information/feedback.

### **Educational Place of Students with Disabilities**

The School is committed to educating students in the least restrictive environment in order to meet their educational needs as determined by our professional team of general and special providers, administrators, and each child's parent or guardian.

### **Parent Participation**

Parents have the expressed right to participate in all meetings dealing with the evaluation, identification, and educational placement of their child. Information concerning a child will be requested of his/her parent/ guardian during the SAP process, and the parent/ guardian will be requested to participate in subsequent meetings.

### **Individuals with Disabilities Education Act (IDEA)**

The School is in compliance with the major changes in special education law under the revisions made in IDEA 2004. As each state clarifies their interpretation of IDEA 2004, the School will adhere to these state specific policies and rules. Parents have the right to review their child's records and to refuse permission to release information (except as required or permitted by law).

## **Rehabilitation Act of 1973**

Section 504 of the Rehabilitation Act of 1973, 29 USC 794, (sometimes referred to as “504”) prohibits discrimination against individuals with disabilities solely on the basis of their disability. Our School is committed to serving all children and expects its employees to be knowledgeable about School procedures governing Section 504 activities, grievance procedures for resolving Section 504 complaints, and parent and students rights. If you have Section 504 questions, please contact the School 504 Coordinator.

## **Grievance Policy**

The Southeastern Academy Charter School Board of Directors would like to offer the following Grievance Policy as a guide for parents and guardians to solve possible grievance issues in the most effective manner. The grievance policy may be used to address any situation occurring within the operation or normal procedures of the School which causes a student and/or parent to believe he/she has been wronged, except in the case of long-term suspension. This policy serves as a guideline, but the Southeastern Academy Charter School Board of Directors has the final decision in all matters that take place under the direction of Southeastern Academy Charter School.

The following procedure will be followed whenever a parent has a particular grievance:

**STEP 1: (TEACHER CONFERENCE)** The parent/guardian is to set an appointment to meet with the teacher or staff member involved in the grievance. The teacher and/or the parent/guardian may request that the Principal or his/her designee be present.

**STEP 2: (PRINCIPAL CONFERENCE)** If the issue is not resolved then the parent/guardian may ask for a meeting with the Principal.

A. A grievance shall be made in writing and filed with the Principal as soon as possible, but in no longer than ten (10) School days after disclosure of the facts giving rise to the grievance. The grievance shall include a statement describing the grievance and naming the specific policy, rule or law believed to be violated.

B. The principal shall grant the conference within five (5) School days following receipt of request. The principal shall schedule the conference and communicate the time of the conference to the parent in writing, letter, email or text message. The conference can be in person or via telephone. Only the parent or guardian or someone acting in loco parentis shall be permitted to join or represent the student in the conference with the principal.

D. After the conference, the principal will state his/her decision in writing to the student and parent within five (5) School days following the conference.

**STEP 3: (APPEAL TO BOARD OF DIRECTORS)** If the issue remains unresolved or the parent is not satisfied with the outcome of the Principal Conference and the grievance involves a violation of School policies or law, the parent/guardian is requested to write a letter of grievance within ten (10) School days following the response from the principal addressed to the Southeastern Academy Charter School Board of Director’s Chair, 12251 NC Hwy 41N, Lumberton, NC 28358.

The Board, through the office of the Chairman, shall designate a Board committee to receive, review, and make a determination of the appeal from the Principal's decision. The designated committee shall meet within ten (10) School days following the receipt of the appeal. The student and parent shall have the right to be present and present their grievance. The principal shall also have the right to be present. The Board committee's decision shall be determined to be final and shall be conveyed, in writing, to the student and parent with copies to the principal.

Southeastern Academy Charter School believes that all decisions are made with the best interest of the child in mind. We as adults have the right to disagree, but the children are why we are here.

## **Electronic, Phone and Internet Policy**

### **Electronic Devices**

Cell phones and all other electronic devices must remain turned off and in backpacks throughout the School day. Any electronic device used inappropriately will be confiscated and returned to a parent/guardian at the end of the School day. Second offenders will receive further consequences and will lose future electronic device privileges. Southeastern Academy Charter School will not be responsible for lost, stolen, or broken items.

### **Telephone and Cell Phone Usage**

Students are not permitted to make phone calls except in cases of emergency or by teacher request. Students who need to use the telephone must have approval from their teacher. It is requested that all travel and after-School plans be made ahead of time in order to keep the School telephones available. As outlined above, students bringing cell phones to School must keep them in their backpack throughout the School day. Cell phones are not the responsibility of the faculty and staff at the School. Students who disregard the cell phone policy are subject to disciplinary actions. Please do not call or text your child's cell phone as it is against School policy for students to use them during School hours.

## **Technology Use Policy**

Students are offered access to the School computer network for creativity, communication, research, and other tasks related to the academic program. All use of computers, furnished or created data, software, and other technology resources as granted by School are the property of School and are intended for School business and educational use. Students are to use the computer network responsibly. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and using the School computer network and the School's technological resources.

The School educates students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

**Privacy:** The School reserves the right to monitor Internet traffic and to retrieve and review any data composed, sent, received, or stored using the network or Internet connections, including e-mail. Users do not enjoy any expectation of privacy when using any technology or transmissions originating within or around School property.

**Bullying:** The School prohibits cyber-bullying, an act involving the use of information and communication technologies, pursuant to state law, including but not limited to e-mail, text messages, blogs, instant messages, personal Web sites, on-line social directories and communities (e.g., Facebook, MySpace, Wikipedia, YouTube, Instagram, SnapChat, etc....), video-posting sites, and online personal polling Web sites, to support deliberate or

repeated hostile behavior, by an individual or group, that is intended to defame, harm, threaten, intimidate, or harass students, staff members, or the School during or outside School hours and on or off School premises.

**Materials and Language:** Use of or accessing profane, abusive, pornographic, obscene, and/or impolite materials or language is not permitted. Accidental access should be reported to the instructor immediately. Intentional circumvention of web-filtering is prohibited.

**Installing/Copying:** Students are not to install or download any hardware, software, shareware, or freeware onto any media or network drives. Software installed by anyone other than the network administrator will be removed. Downloading of non-work related files is permitted only with an instructor's permission. Students may not copy other people's work or intrude into other people's files. All copyright laws must be respected. Use of any other organization's network or technology resources via the network requires the instructor's permission and must comply with the rules appropriate for that network.

**Access:** Users may not access the computer network without proper authorization. Users are to use their own username and password when using a computer. Users must log off the computer when they are finished with their work and are not to log on to a computer for someone else or tell others their password. Students are to notify the instructor if someone else is thought to know his/her password.

**Data Protection:** Users must not attempt to damage or destroy equipment or files. Though efforts are made by School to ensure the safety and integrity of data, School makes no warranties of any kind, either expressed or implied, for the service it provides. School will not be responsible for any damage to data.

**Storage:** Users are to delete their files and materials they no longer need.

**Printing Resources:** Paper and toner are costly, and excessive use is wasteful. Documents must be proofread before printing. Users are to print only the needed part(s) of documents. Students must obtain permission from an instructor before printing documents.

## **Internet Use Policy**

Using the computer correctly and responsibly is very important. If I want to use the School's computer equipment I need to act as a safe, secure, and responsible cyber citizen. The key word to remember is RESPECT!

The World Wide Web is a vast collection of resources readily available to any user on any computer connected to the Internet. School integrates the use of these resources into student instruction. Students Internet usage is permitted only in the presence and supervision of a teacher, the child's parent, or other designated adult School personnel. School is not responsible for the accuracy or quality of information obtained through the Internet or the School computer network.

Some material accessible via the Internet contains illegal, defamatory, inaccurate, or potentially offensive language or images. While the School uses Internet resources to achieve educational goals, there is always a risk of students accessing other materials. However, we believe that the benefits of using technology outweigh the disadvantages. Teachers are trained in the appropriate use of technology with students, but ultimately, parents of students are responsible for setting and conveying the expectations regarding the use of media and information sources at home and at School.

The Children's Internet Protection Act (CIPA) is a federal law enacted by Congress to address concerns about access to the Internet and other information. Under CIPA, Schools must certify that they have certain Internet safety measures in place. These include measures to block or filter pictures that (a) are obscene, (b) contain child pornography, or (c) when computers with Internet access are used by minors, are harmful to minors. Schools subject to CIPA must adopt a policy such as this to monitor online activities of minors and to address (a) access by minors to inappropriate matter on the Internet and World Wide Web, (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online, (d) unauthorized disclosure, use, and dissemination of personal information regarding minors, and (e) restricting minors' access to harmful materials.

School complies with CIPA by deploying a Web content filtering product called -----, which categorizes Internet sites and sends updates to School site-based hardware. A process is in place for changing the categorization of Web sites. The following categorizations are currently in place:

- Obscenity and Pornography Filtering: ----- allows Schools and libraries to manage Internet access to over 90 URL categories pertinent to CIPA.
- Accurate Web Filtering: ----- offers the best-of-breed filtering database.
- Filtering of Search Engine Images: ----- filters inappropriate images that can be found in search engine query results.
- Monitoring: ----- monitors all network activity

Policy Management: -----allows customization of Internet policies, based on a user or group, with the ability to set appropriate policies based on age or need.

The following are some basic expectations for my online behavior:

I promise to respect the rights of others:

1. Passwords are not to be shared with anyone but the teacher.
2. No user is to try to discover another user's password.
3. No student user is permitted to access another user's private files.
4. No user is to create, view or forward offensive or disruptive sounds, text or images.
5. Treat others online as you would like to be treated.

I promise to respect the technology:

1. Never do anything to damage the equipment on purpose.
2. Never try things that you are not trained or permitted to do.

I promise to respect the law:

1. Do not copy work and call it your own.
2. Always give proper credit to the author for words and images included in your work.
3. Do not spread viruses or knowingly disrupt the online environment.

**I promise to respect the purpose of School technology:**

- 1. Non-educational games and personal use are not allowed on School equipment.**
- 2. All work stored on School equipment belongs to the School and may be accessed by School personnel.**

**I understand that using School equipment is a privilege not a right. This privilege can be taken away if I do not act respectably and responsibly online. If I violate any School rules or break the pledge I will lose my technology and Internet privileges. I might also face disciplinary and/or legal actions.**

## **Health, Safety, and Immunizations**

### **I. Garrett's Law**

NCGS 115C-375.4 mandates that at the beginning of every School year, local boards of education shall ensure that School provide parents and guardians with information about meningococcal meningitis, influenza, Human Papilloma Virus (HPV) and their vaccines. This important information is available online for parents/guardians at [www.southeasternacademy.org](http://www.southeasternacademy.org)

### **II. Medicine**

**Medical Administration:** Over-the-counter drugs will be not administered by School personnel without the permission of parents. A "Request for Medication Administration in School" form must be completed and submitted by the parent/guardian to the School office. Any medication must be signed in by the parent/guardian with the School office. Medication will not be accepted from the student.

Only necessary medications that must be given during regular School hours will be administered.

All medications, whether prescribed or over-the-counter, require written permission from the custodial parent. They must complete the Medication Administration Permission form (one form per medication). The form must be renewed each School year or upon any change in medication or dosage.

Though we encourage a physician's written permission in all cases, a physician signature is required under the following conditions:

- Any possession or use of an inhaler or epinephrine injector
- Any self-possession or self-administration of any medication

Parents must include any prescribed treatment or care plan. An emergency care plan from the physician is required for asthma and epinephrine medications.

Prescribed medication must be delivered to the School in the original container prepared and labeled by a pharmacy. The label must include the dosage and frequency of administration. Over-the-counter medication must be in the original package and have the student's name affixed to the package.

The medication supplied to the School must be in the exact dosage prescribed, so the individual administering medications is not responsible for dividing or splitting pills. All medication must be picked up by the parent at the end of the School year or upon a student's withdrawal. Any medication not picked up will be discarded.

If a parent is accompanying his/her child on a field trip, the parent will be required to administer the child's medication.

### **III. Health Assessments**

**Health Assessments:** In compliance with North Carolina law, all students entering kindergarten must present a health assessment (physical exam report) by the first day of School entry. The assessment must have been completed within 12 months of School entry.

### **IV. Immunizations**

**Immunizations:** In compliance with North Carolina law, parents/guardian must present certification of immunizations on the first day of School entry. If documentation is not presented, parents and/or guardians have 30 calendar days to provide documentation or the student shall be excluded from School until proof is



presented. According to North Carolina state law, every student must present the following information by the time of School entrance. If the student is entering from another North Carolina School, he/she must submit an immunization record at registration. Students from out-of-state have thirty (30) days to comply. Failure to comply will result in exclusion. If you have a religious belief or your child has medical issues which preclude immunization, you are required to provide documentation.

#### **Requirements for School Entry:**

1. DPTIDTaP/DTJTD vaccine for students entering grades K through 12: Five doses are required. However, if your child received the 4th dose after the 4th birthday, further doses are not required. Students beginning the series after age 7 years only need 3 Td doses.
2. Tdap: one dose for students entering 6th grade: Required if five years or more have passed since last tetanus-diphtheria toxoid, (DPT/DTaP/DT/Td) effective 08/01/08.
3. Polio vaccine for students entering grades kindergarten through 12: Four doses are required for children who received all IPV or all oral poliovirus (OPV) series: However, if child received the 3rd doses after the 4th birthday, further doses are not required. If both OPV and IPV were administered as part of a series, a total of 4 doses should be given regardless of the child's current age.
4. \*HIB: (Haemophilus influenza type b vaccine) two or three doses, depending on the type of vaccine, and a booster dose after 12 months of age. Children who have reached their 5th birthday are NOT required to be vaccinated against Haemophilus influenza type b.
5. Hepatitis B---"Hep B" Three doses are required for all children born on or after 7-1-1994 (third doses must be given after 24 weeks of age).
6. MMR (2 doses of measles, 2 doses mumps and 1 dose of rubella -- usually given as MMR) the first dose of MMR vaccine must have been received on or after the first birthday. 2nd dose is required, usually done with kindergarten boosters. (Note: a dose 4 days or less before the 1st birthday is also acceptable.)
7. Varicella (chickenpox) vaccine. One dose required for all children born on or after 4-1-2001. The dose must be given on or after the 1st birthday (or no more than 4 days before the 18th birthday). A second dose of varicella vaccine should be given at age 4-6 years. If the child has had chicken pox disease, the vaccine is not required.

V. **Blood Borne Pathogens:** Any staff member or child who is diagnosed as having a blood borne disease, e.g., AIDS, HIV, HBV, etc. shall be allowed to continue to attend duties/School unless it is determined that the staff/child is too ill to attend or presents a health risk to others. In any case of communicable disease, strict adherence to control measures as defined by OSHA and the North Carolina Department of Environment, Health, and Natural Resources, Division of Health Services will be observed.

VI. **Seclusion and Restraint House Bill 1032 (Deborah Greenblatt Act):** The School has established guidelines for the use of restraint and provisions for training the staff in the management of student behavior in accordance to North Carolina General Statute, 115C-391.1, also known as House Bill 1032 – Deborah Greenblatt Act. This law took effect July 1, 2006; and requires the School to inform parents of the existence of the law, the definitions for the following terms and how the School will use these forms:

- a. **Physical Restraint** is the use of physical force to restrict the freedom of movement of all or a portion of a student's body. The School will use a trained crisis team to physically restrain a child only as the last resort to protect the health and safety of the child and others in the area.
- b. **Mechanical Restraint** is the use of any device or material attached or adjacent to a student's body that restricts the freedom of movement. The School will use a trained crisis team to mechanically

restrain a student only as a last resort to protect the health and safety of the student and others in the area. The School will also contact the proper authorities (law enforcement) to assist when needed.

- c. Seclusion is the confinement of a student alone in an enclosed space from which the student is prevented from or not capable of leaving. The School will use a trained crisis team to seclude a student only as a last resort to protect the health and safety of the student and others in the area. The School will also contact the proper authorities (law enforcement) to assist when needed.
- d. Isolation is a behavior management technique in which a student is placed alone in an enclosed space from which the student is not prevented from leaving. The School will use isolation to help a child get their behavior back under control before allowing them to rejoin their classmates. This space will follow the guidelines set forth in the law.
- e. Time-out is a behavior management technique in which a student is separated from others for a limited time in a monitored setting. The School uses the time out system to manage student behavior. The new law does not regulate the use of time out.

Aversive Procedures are a systematic physical or sensory intervention program for modifying the behavior of a student which causes physical harm and long term psychological impairment. The School will at no time use aversive procedures to modify a student's behavior.

**FERPA (Family Educational Rights and Privacy Act)** The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to their child's education records. These rights are:

- The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents should submit to the School principal a written request identifying the record(s) they wish to inspect. The School official will make arrangements for access and notify the parents of the time and place the records may be inspected.
- The right to request the amendment of the student's education records that the parent believes are inaccurate. Parents may ask the School to amend a record they believe is inaccurate. They should write the School principal, clearly identify the part of the record they want changed, and specify its inaccuracy. If the School decides not to amend the record as requested by the parents, it will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. The School does not need written consent to disclose a student's education records to those with a legitimate educational interest in those records, including the following (see 20 U.S.C. §1232g; 34 CFR Part 99):
  - 1. School administrators, teachers, support staff, and other School officials with a legitimate educational interest in students' education records
  - 2. Persons or organizations with whom the district has contracted to perform a special task or study (e.g., attorneys, auditors, medical consultants, supplemental educational services and therapists)
  - 3. A School district to which the students is transferring if a proper records release request is received
  - 4. Appropriate parties in a health or safety emergency
  - 5. Accrediting organizations
  - 6. Certain federal and state officials (for audit and evaluation purposes)

7. Appropriate parties in connection with financial aid to a students
  8. To comply with a judicial order or lawfully issued subpoena; however, the School must first make a reasonable attempt to notify the parent of the order or subpoena
  9. State and local authorities, within a juvenile justice system, pursuant to specific state law
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue SW  
 Washington, D.C. 20202-5920

## **II. Right to Know under the No Child Left Behind Act of 2001**

Parents of students have the right to know the professional qualifications of the School's classroom teachers. The No Child Left Behind Act of 2001 governs elementary and secondary education, allows parents to ask for certain information about their child's classroom teachers, and requires the School to give this information to parents in a timely manner if they ask for it. Specifically, parents have the right to ask for the following information about each of their child's classroom teachers and the School:

- Whether the State Department of Education has licensed or qualified the teacher for the grades and subjects he/she teaches
- Whether the State Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances
- The teacher's college major
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees
- Whether any teachers' aides or similar paraprofessionals provide services to their child and, if they do, their qualifications
- The School Improvement Plan
- Qualifications of your child's teachers
- Professional development opportunities for teachers and assistants to ensure highly qualified personnel
- Opportunities for parent involvement and input
- 
- School Report Card

## **III. Rights under the Protection of Pupil Rights Amendment**

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights concerning student privacy, parental access to information, and administration of physical examinations to minors. These include the right to:

- Consent before students are required to submit to a survey, which is funded in part or in whole by a program of the U.S. Department of Education, that concerns one or more of the following protected areas ("protected information survey"):
  1. Political affiliations or beliefs of the students or student's parent
  2. Mental or psychological problems of the students or the student's family
  3. Sexual behavior or attitudes

4. Anti-social, demeaning, illegal, or self-incriminating behavior
  5. Critical appraisals of others with whom respondents have close familial relationships
  6. Legally-recognized privileged relationships, such as with lawyers, doctors, or ministers
  7. Religious affiliations, beliefs, or practices of the students or parent
  8. Income, other than as required by law, to determine program eligibility
- Receive notice and an opportunity to opt a students out of the following:
    1. Any other protected information survey, regardless of funding
    2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the School or its agent, and not necessary to protect the immediate health and safety of the students (except for hearing, vision, scoliosis, or any other physical exam or screening permitted or required under state law)
    3. Any activity involving the collection, disclosure, or use of personal information or the marketing, selling, or distributing of such information to others
  - Inspect the following, upon request and before administration or use:
    1. Surveys created by a third party before their distribution by a School to its students
    2. Instruments used to collect personal information from students for marketing, sales, or other distribution purposes
    3. Instructional material used as part of the educational curriculum

The School has developed and adopted policies regarding these rights, as well as arrangements to protect students' privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School will directly notify parents of these policies at the beginning of each School year and after any substantive changes. The School will also both directly notify parents through U.S. Mail, e-mail, parent meetings, or the Parent and Students Handbook at the start of each School year of the specific or approximate dates (if such events are planned and/or scheduled) of the above activities and provide an opportunity to opt a student out of participating in them. *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, D.C. 20202-5920

#### **IV. Gender Equity Policy (Title IX)**

The School certifies compliance with Title IX of the Education Amendments of 1972, as amended, 20 U.S.C 1681 et seq. (Title IX), and its implementing regulation, at 34 C.F.R. Part 106, which prohibits discrimination based on sex. The School, as a recipient of federal financial assistance from the United States Department of Education, is subject to Title IX and does not discriminate based on gender in employment or any educational program or activity it operates.

Complaints or grievances regarding discrimination based on gender should be delivered in writing to the principal of the School and should provide specific details regarding the event, the date of the event, and the parties involved. The complaint will be considered confidential and will be expeditiously investigated by the principal with the assistance of SEA legal counsel as necessary and appropriate.

**V. Unsafe School Choice Option**

*Title IX, Section 9532 of the No Child Left Behind Act of 2001 provides that a students attending a “persistently dangerous School” or a students who is a “victim of a violent criminal offense” on School property, as defined by law, has the right to transfer to another safe School in the district, if his/her parent requests a transfer. If there is not another safe School in the district providing instruction at the student’s grade level, the School shall contact neighboring districts to request that the students be permitted to transfer to a School in one of those districts.*

**VI. Asbestos Management Plan**

*The Asbestos Hazard Emergency Response Act (AHERA) requires us to annually notify parents, students, staff members, and others who regularly occupy the School building of compliance with AHERA. An Asbestos Management Plan (AMP) has been developed for the School and is on file in the School office. Parents may schedule an appointment with the principal if they wish to review the AMP.*

**IX. Hazardous Chemicals:**

**The School will take all necessary steps to protect its students and staff from hazardous chemicals or other potentially dangerous materials, and it will comply fully with all required inspections, laws, ordinances, and regulations regarding hazardous chemicals.**

**X. Fire and Safety Regulations:**

**The School will submit to all fire and safety inspections by state, county, and municipal authorities as required by law. The School will also obtain all necessary certificates and licenses prior to opening for each School year.**

## **Volunteers**

A volunteer is anyone who provides services, without compensation or benefits of any kind or amount, on an occasional or regular basis at the School or School activities.

Southeastern Academy Charter School strongly encourages parent, grandparent, and guardian involvement in our School. The following policy assists our volunteers in being effective, satisfied, and successful School volunteers while maintaining the integrity of Southeastern Academy Charter School and the health and safety of our students and teachers. Volunteers in large group functions (for example, Fall Festival, Fitness Walk, etc.) may not be subject to all of the same requirements to serve.

1. All volunteers at Southeastern Academy Charter School should:
  - a. Complete a Volunteer Orientation led by the Principal or his/her designee
  - b. Have a Sex Offender Registry Check on file dated within the last two calendar years
  - c. Have a NC Law Enforcement Division check on file dated within the last two calendar years
  - d. Complete, sign, and date a Volunteer Information & Background Check Form
  - e. Be given a copy of the Southeastern Academy Charter School Volunteer Policy for their records
  - f. Confirm in writing that they have been provided with a copy of, read, understand, and agree to comply with this policy
2. The Administrator or his/her designee will formally approve every volunteer application, and volunteers must be placed on the Authorized Volunteer list before volunteering their services at the School. All administrative staff will have a copy of the Authorized Volunteer list and will prohibit any person not on this list from volunteering at Southeastern Academy Charter School.
3. Information collected during the screening process for volunteers will be treated as confidential to the extent allowed by the law.
4. No person who has been convicted of crimes against children, sex crimes, crimes of violence, or drug-related crimes will be allowed to volunteer at Southeastern Academy Charter School. Other criminal records will be evaluated on an individual basis by the Administrator.
5. All volunteers must report directly to the School office when they arrive and should sign in to the Volunteer Log kept there. The School office will provide an official badge identifying the volunteer that must be worn at all times.
6. All volunteers must be at least 18 years of age unless they are supervised by another responsible adult as approved by the Administrator or his/her designee.
7. Volunteers work in partnership with, under the supervision of, and at the request of School administration and staff. Volunteers are expected to abide by all Board policies, procedures, and School rules when performing their assigned responsibilities. The Administrator or his/her designee shall make volunteers aware of all applicable policies, procedures, and rules at the Volunteer Orientation before they begin their first volunteer assignment.
8. Volunteers will not have access to confidential information in student records except as allowed by federal and state laws and regulations. Volunteers will be responsible for maintaining confidentiality regarding information seen and heard while working as a volunteer. If there is a safety concern or an emergency situation, it must immediately be communicated to someone in authority at the School.
9. Volunteers shall not use information learned or acquired in the course of volunteering for any reason other than in furtherance of their volunteer efforts at the School. For example, if a volunteer is a class parent and receives parent email information to communicate with parents, the volunteer shall not share parent email addresses with others and shall not use such email addresses to communicate with parents about anything other than for the purpose of serving as class parent.

- 10. Volunteers are to serve as positive role models. Southeastern Academy Charter School volunteers must always:**
  - a. Use appropriate language**
  - b. Dress appropriately**
  - c. Discuss age-appropriate topics**
  - d. Refrain from inappropriately touching students**
- 11. Volunteers are prohibited from disciplining students. Behaviors requiring discipline should be reported immediately to the appropriate teacher or staff member.**
- 12. Volunteers are prohibited from administering medications of any kind to students.**
- 13. Volunteers should refrain from giving students gifts, rewards, or food items of any kind without the permission of School personnel.**
  - a. Volunteers are expected to be prompt and dependable. Volunteers should notify the School office if an illness or emergency prohibits them from attending a volunteer assignment.**
  - b. Volunteers may not take students off School property without the written permission of parents and School personnel.**
  - c. Volunteers must leave children not enrolled Southeastern Academy Charter School at home when volunteering.**
  - d. Southeastern Academy Charter School has a zero-tolerance policy for any kind of racial, ethnic, disability, or gender discrimination by volunteers of the School. Southeastern Academy Charter School does not tolerate any sexual harassment.**

## **Extracurricular Activities**

### **Athletics**

**Athletic Director            Matt McDaniel**

**Athletic Coaches            TBD**

**Athletic Teams for students in 6<sup>th</sup>-8<sup>th</sup> Grade may include:**

- 1. Soccer**
- 2. Bowling**
- 3. Volleyball**
- 4. Basketball**
- 5. Baseball**
- 6. Softball**
- 7. Cheerleading**

### **Clubs**

**Junior Beta Club**

**Reading Club**

**Science Club**

**Math Club**

**Drama Club**

### **Mascot**

**Dolphin**

### **Extracurricular Eligibility**

#### **Academic Eligibility:**

- 1. Students must maintain at least a “C” average or above in each subject in order to be eligible for a School sport.**
- 2. The student must maintain Southeastern Academy’s minimum “C” standard during the time they are participating on one of the School’s athletic teams in order to remain eligible.**

#### **Student Behavior:**

**DOLPHIN HONOR CODE:** As a member of the Southeastern Academy Charter School family, I agree to show respect for myself, my classmates, others, and my School at all times and I will ensure that my actions never impede the learning process for myself or my fellow students.

- 1. Students must maintain their behavior at all times using the Dolphin Code of Behavior as a guide.**
- 2. Misbehavior during the School day or un-sportsman like conduct at an event may result in the student being suspended or removed from the sport.**
- 3. Out of School suspension (OSS) will result in an automatic removal of a student from representing the School for the remainder of that sport season.**



4. In-School Suspension will result in the student being suspended from practice and/or games.

**Attendance:**

1. Students who represent the School are expected to be in attendance everyday unless there is an excused absence that occurs under Southeastern Academy's attendance policy.
2. On the day of a game, students will be permitted to play if they have an excused absence under Southeastern Academy's attendance policy. Communication between School administration/faculty and coaches will be maintained in order to enforce and maintain this policy.
3. If a student stays long enough at School on the day of a game to get credit for attending School that day they will be permitted to play.

**Coaches Rules:**

The coach of each Southeastern Academy Charter School team will establish their own rules beyond the School rules listed above. (Examples are game day attire, attendance at practice, unsportsmanlike behavior, and any other rules important to coaching.) A coach's expectations will be communicated with the Athletic Director and Southeastern Academy Charter School faculty to hold athletes accountable to their specified "standards".

**Tryouts vs. All Inclusion:**

Southeastern Academy Charter School has grown and will continue to grow in the future.

1. If a sport has more than enough interest the coach will host tryouts in order to keep the number of participants at a reasonable level. *Example: 20 students signed up for the boys' basketball team: Due to the large number we would host tryouts and keep about 12 players.*
2. However, if tryouts are not necessary because the number of interested participants can all be included we will not host tryouts. *Example: If 14 players signed up for girls' soccer then we could keep all 14 because it takes 11 to play at one time.*

## **Parent Support Organization**

### **Mission Statement**

O.P.T.S. is the Organization of Parents, Teachers, and Students. Parents are encouraged to become involved in volunteering for OPTS activities which support our students and teachers.

OPTS serves:

1. To bring the home and School into closer relationship so that parents and teachers may cooperate in the education of SeA students.
2. To provide a forum for parents and students to express concerns and ideas which affect student life at SeA.
3. To raise money that will fund projects designed to expand and enrich the learning experience at SeA.
4. To enlist and coordinate parents and other volunteers in an effort to aid the staff.

### **Executive Members**

President	Emily Jones
Vice-President	Suzanne Jackson
Recording Secretary	Beth Wilkins
Corresponding Secretary	
Parent Volunteer Coordinators	
Treasurer	Tamara Kemp
Staff Members	Lisa Zekanis & Bebe Bollinger

### **Policy for Parent Support Organizations**

Southeastern Academy Charter School Board believes that parents and teachers are vital partners in the successful education of children. The Board also recognizes the roles parent support organizations play in the School system. Since the leadership provided by parent support organizations is valuable to the improvement of educational programs and community support, the Board offers its full cooperation and encourages collaboration among parent support organizations, administrators, teachers, and students. The Principal or designee is expected to participate with appropriate parent support organizations.

#### **General Guidelines:**

1. Principal shall approve all parent support organizations at their School.
  - Southeastern Academy recommends that each organization set up a board of officers that should include at a minimum a president, vice president, secretary and treasurer. Officers, plans and rules of operation must be on file in the principal's office no later than October 1<sup>st</sup> of each School year.
  - Employees of Southeastern Academy shall not serve as officers with financial responsibilities of parent support organizations.
2. Parent support organization shall adhere to Southeastern Academy Board policies. A copy of all policies may be found on the School's web page at [www.southeasternacademy.org](http://www.southeasternacademy.org). The parent support organization's president shall inform the organization's president shall inform the organization's officers of this Policy and general guidelines.
3. All fundraising programs and activities shall adhere to the following guidelines:

- Door-to-door solicitation by students in grades K-8 is strongly discouraged. In the event that parent support organization uses door-to-door solicitation by students, Southeastern Academy Charter School assumes no responsibility.
  - Fundraising activities conducted off School grounds shall not be the responsibility of the School system.
4. A parent support organization is a separate legal entity from the School system established to support the activities of Southeastern Academy Charter School. The funds of parent support organizations shall be separate from School accounts and subject to sound accounting and finance procedures. Southeastern Academy Charter School requests that proper internal controls be put in place to avoid the mishandling of these funds. These may include, but are not limited to, having two (2) parent support organization officers sign each check and having two (2) members collect money for all fundraising activities.
  5. Principal or designee shall participate annually in a joint meeting of officers of parent support organization to promote strong alliances among such groups.
  6. Southeastern Academy Charter School recognizes the significant contributions made by parent support organization in the area of equipment and the improvements made to buildings and grounds. The following purchasing guidelines shall apply:
    - School buildings or grounds shall not be renovated or changed without prior written approval of the School principal and the Board.
    - School supplies or equipment purchases must be approved by the School principal. Additionally, all equipment purchased in excess of \$1,000.00 must have proof of funds and prior approval from the principal.
    - All equipment purchases shall be accounted for and recorded in the School's equipment inventory records.
  7. Parent support organization shall not provide additional compensation to personnel currently employed by Southeastern Academy Charter School.
  8. Publications by Southeastern Academy Charter School to promote the sharing of ideas and better communication is strongly recommended.