Parent and Student Handbook

2026-2027

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© Classical Charter Schools of America Board of Trustees

In affiliation with The Roger Bacon Academy
3610 Thaddeus Lott Ln. Leland, NC 28451
(910)655-3600
www.rogerbacon.net

SCAN TO LEARN MORE

Schools of the Organization:

Classical Charter Schools of Leland – Elementary
7055 Bacon's Way
Leland, NC 28451
(910)655-1214
www.CCSAM.net

Classical Charter Schools of Leland – Middle School
3516 Bernoulli's Trail
Leland, NC 28451
(910)655-5455
www.CCSAM.net

Classical Charter Schools of Whiteville – Elementary
35 Bacon's Way
Whiteville, NC 28472
(910)641-4042
www.CCSAM.net

Classical Charter Schools of Whiteville – Middle School
350 Education Lane
Whiteville, NC 28472
(910)641-4004
www.CCSAM.net

Classical Charter Schools of Southport – Elementary
2260 Achievement Way SE
Bolivia, NC 28422
(910)338-4178
www.CCSAM.net

Classical Charter Schools of Southport – Middle School
1842 Education Lane SE
Bolivia, NC 28422
(910)338-4178
www.CCSAM.net

Classical Charter Schools of Wilmington
507 North Sixth St.
Wilmington, NC 28401
(910)763-1976
www.CCSAM.net

Curriculum Subjects

Traditional Family Values, Cursive, Latin, Classical Literature, Chronological Western History, Sportsmanship in Athletics, Up to 5 credits toward high school graduation.

The Goal

Classical Education creates independent learners discerning Truth, Goodness, and Beauty so that civilization can flourish.

The Means

Classical Education is organized in three overlapping phases called the Trivium: Grammar, Logic, and Rhetoric.

1. Grammar: the basic facts such as numbers, letters, dates, places
2. Logic: rules how the basic facts interrelate to convey knowledge
3. Rhetoric: how to present ideas so that they appeal to others

The Grade Sequence

K-2 focus is on Grammar with beginning Logic. Grades 3-5 retain Grammar but are primarily Logic with beginning Rhetoric. Grades 6-8 focus on Logic and Rhetoric.

Cover Image: "Allegory of Arithmetic" *Laurent de La Hyre* (1650)
Arithmetic is personified, holding a book bearing the name of the Greek mathematician Pythagoras. The worksheet displays fundamental mathematical operations: addition, subtraction, and multiplication.

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School Overview

Introduction

This Parent and Student Handbook sets forth policies and expectations of the School under the direction of the Classical Charter Schools of America Board. This information will serve as a beneficial guide to a successful school year.

Organizational Structure

- **Board Authority and Duties**

The Classical Charter Schools of America Board of Trustees is a body corporate and has general control and supervision of all matters pertaining to the schools. The Board will establish general policies in keeping with the needs of the CCS-America School community and the requirements of state law and perform all specific duties imposed by law. The Board considers some of its most significant duties to be the following:

1. Providing leadership and direction through the formulation of goals and objectives, especially in defining and setting high academic standards for student success;
2. Creating policies that establish standards, accountability and evaluation of essential operations of their schools;
3. Taking steps necessary to help ensure legal compliance of Board and school functions.

- **Administration**

The Board has entered a contractual agreement with The Roger Bacon Academy to manage each of the schools under its supervision. The Headmaster, while employed by The Roger Bacon Academy, reports to the Board and is responsible for administrative operations in accordance to the Board's overall vision. The Headmaster also serves as the educational leader of the School and administers the School according to the policies set forth by the Board.

The Board members and faculty of The Roger Bacon Academy and its affiliated schools approach each year with excitement and vitality. We look forward to a rewarding school year!

- **Statutory Environment**

The North Carolina General Statutes contain laws declaring the purpose of charter schools and the criteria under which they must operate. It is to these purposes and under these criteria that the Board of Classical Charter Schools of America dedicates itself. The General Statutes state in part:

§ 115C-218. Purpose of charter schools

(a) Purpose of Charter Schools. - The purpose of this Article is to authorize a system of charter schools to provide opportunities for teachers, parents, pupils, and community members to establish and maintain schools that operate independently of existing schools, as a method to accomplish all of the following:

(1) Improve student learning;

(2) Increase learning opportunities for all students, with special emphasis on expanded learning experiences for students who are identified as at risk of academic failure or academically gifted;

(3) Encourage the use of different and innovative teaching methods;

(4) Create new professional opportunities for teachers, including the opportunities to be responsible for the learning program at the school site;

(5) Provide parents and students with expanded choices in the types of educational opportunities that are available within the public school system; and

(6) Hold the schools established under this Article accountable for meeting measurable student achievement results, and provide the schools with a method to change from rule-based to performance-based accountability systems.

§ 115C-218.5. Final approval of applications for charter schools.

(a) The State Board may grant final approval of an application if it finds the following:

(1) The application meets the requirements set out in this Article and such other requirements as may be adopted by the State Board of Education.

(2) The applicant has the ability to operate the school and would be likely to operate the school in an educationally and economically sound manner.

In summary, the duty of the Board is to fulfill the purposes of "improving student learning" and "increasing learning opportunities for all students" in "an educationally and economically sound manner."

Mission Statement

Our understandings of humankind and our universe are expressed and communicated through all of our arts and sciences. Each method of expression- language, painting, music, mathematics, and science- has its rules and techniques for effectively communicating these ideas and understandings.

These rules and techniques are bridges over which ideas must be communicated from one generation to the next.

Thus, the mission of the school through Classical Charter Schools of America is, for the next generation:

- To teach the rules and techniques for effective expression and communication in the arts and sciences,
- To communicate, by these arts and sciences, our understandings of the universe and our role in it, and
- To instill a love of learning and discovery, justifying a life-long dedication to health, truth, and virtue.

Purpose

1. Improve Student Learning:
   - Learning environment: The mandatory prerequisite for learning to occur is an orderly, disciplined environment. Our School Pledge requires the student to strive for positive goals and virtues. Behavior that is not conducive to the achievement of the goals and virtues of the School Pledge will not be allowed.
   - Teaching Method: The School will use Direct Instruction as the cornerstone of its teaching method and curriculum. Direct Instruction has proven in numerous schools to dramatically improve learning over other teaching methodologies.
   - Technology: The School will use the latest technologies as aids, reference materials, art examples, music and other teaching materials to assist the teacher in presentations to the students.
   - Dress Code: The School requires all students to wear a uniform to instill discipline and keep order so that student learning is not impeded. The School has designed its dress code to reflect the standards of the community of parents who have chosen to send their children to the School. It has also made sure to do so in a way that actively promotes its educational mission and focus. Use of uniforms also helps promote a sense of pride and of team spirit, as every student is a member of the academic team.

2. Increase Learning Opportunities: Special emphasis is given to expanding learning experiences for students who are identified as 'at risk of academic failure' or 'academically gifted'. Direct Instruction has shown to be particularly effective for students at risk of academic failure. Its method of 100% mastery and its achievement classification system also enables gifted students to advance at their maximum potential as soon as material is presented.

3. Encourage the use of Different and Innovative Teaching Methods: Through the use of Direct Instruction, students benefit from the well documented success the curriculum has had across the country.

4. Provide Parents and Students with Expanded Choices: The achievement-based classification for student progression assures that each student is in a classroom environment that has instructional objectives that are challenging to that student's abilities and willingness to learn.

Educational Focus

The School offers a disciplined, caring classroom environment that emphasizes traditional values and direct instructional methods for students who wish to fulfill high expectations for diligence, discipline, and devotion to seeking knowledge.

The School unites and balances all subjects—whether language, mathematics, art, music, history, or science—by teaching each as a method for expressing ideas with standard rules and classical examples for study in each area.

Every student who is willing to pledge self-discipline, honesty, and perseverance can excel to their fullest potential at the School. We expect every student to devote full attention to every subject—whether language, mathematics, art, music, history, or science—to achieve a balanced, comprehensive understanding of our civilization and the world in which we live.

Board of Trustees

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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).

Curriculum

The School teaches a classical curriculum espousing traditional western civilization values and founded on the belief that one must be able to communicate clearly one's ideas and understand the communications of others.

To this end, all communication must be grounded upon commonly understood and agreed upon rules. Only when these rules are learned can one strive to communicate new ideas that may lie beyond the rules' abilities and thereby create new, more powerful means of communication.

In literature, for example, the progression of skills and knowledge of rules from handwriting to vocabulary, from vocabulary to grammar, from grammar to composition, and finally from composition to personal expression cannot be shortened. Omitting any step in this progression invites miscommunication and erroneous understandings.

An analogous progression exists in art, in music, in drama, in mathematics, in science, and in every human endeavor to express ideas - regardless of the medium of expression or the subject of the expression.

The School curriculum is structured to teach the established rules and to develop the skills for using the tools for expression - whether a word-processor for literature, a paint brush for art, a chisel for sculpture, a keyboard for music, or an experiment for science.

Along with skill development, the curriculum incorporates a continuum of examples - both classical and contemporary - of techniques for expressions from our world. For example, the artistic expressions of the hunter-gatherers' cave paintings, the works of Caravaggio, and impressionists such as Van Gogh will be studied. The literary works of Homer, Chaucer, Shakespeare, and Hemmingway, and the expressions of Bacon, Galileo, Newton, and Einstein in science are examples of recognized expressions of our universe.

These men all sought, by one medium or another, to express their understanding of some bit of truth about our universe and thereby improve our ability to exist within it.

The combination of learning rule-based methods for expression and error-free communication with examples drawn from our civilization prepares each student for life-long learning and for contributing to their generation and to the generations of the future.

Values

Classical Charter Schools of America strives to inculcate the four classical virtues of prudence, justice, fortitude, and temperance and the three virtues of faith, hope, and charity. Each person associated with the School – student, faculty, or staff – is accountable for ensuring that his or her actions exemplify, and are in accord with, these virtues.

School Pledge

I pledge to keep myself healthy in body, mind, and spirit -
staying physically fit,
mentally awake,
and morally straight.

I pledge to be truthful in all my works -
guarding against the stains of falsehood from
the fascination with experts,
the temptation of vanity,
the comfort of popular opinion and custom,
the ease of equivocation and compromise, and
from over-reliance on rational argument.

I pledge to be virtuous in all my deeds,
with the courage to exemplify
faith in my beliefs,
hope for a better future, and
charity towards my neighbor -
with prudence in new undertakings,
with justice when called upon to judge,
with fortitude in the face of adversity, and
with temperance toward temptation.

I pledge to be obedient and loyal to those in authority
in my family,
in my school, and
in my community and country,

So long as I shall live.

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.

Health and Safety Requirements

- **Asbestos, AHERA Compliance**

In compliance with the US Environmental Protections Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), the School maintains a management plan in the School's administrative office that is available to the public upon request.

- **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.

- **Immunizations**

The School will comply in full with the provisions of G.S. 130A-155 that requires all students attending school provide a certificate of immunization indicating that the child has received immunizations required by G.S. 130A-152. Complete and up-to-date records of the student's immunizations must be provided by the parent/guardian to the school office within 30 days of enrollment. If proper documentation is not provided, the School will follow the process outlined in the law for obtaining the certificate or not permitting the student to enroll and/or continue enrollment.

- **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.

- **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.

- **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:

  - **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.

- **Mechanical Restraint** is the use of any device or material attached or adjacent to a student's body that restricts 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.

- **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.

- **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.

- **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.

- **Diabetes Support and Awareness**

The School is committed to supporting the health, safety, and academic success of all students. In accordance with G.S. 115C-375.3, the School provides parents and guardians the following information regarding Type 1 and Type 2 diabetes.

Risk factors for Type 2 diabetes may include being overweight, physical inactivity, and a family history of diabetes. Common warning signs of diabetes include increased thirst, frequent urination, increased hunger, unexplained weight loss, fatigue, blurred vision, and slow-healing sores.

Parents or guardians should consult their child's primary care provider if their child exhibits warning signs of diabetes, has risk factors for diabetes, or receives a diabetes diagnosis.

Diabetes screening is performed by a healthcare provider and may include blood glucose testing. The progression of Type 2 diabetes generally includes normal blood glucose levels, prediabetes, and diabetes.

The School will assist students with diabetes in accordance with State Board of Education guidelines and applicable law. Parents or guardians of students diagnosed with diabetes should notify the School and provide appropriate medical documentation to facilitate necessary accommodations and support services.

Parents Right to Know Statement

As required by the No Child Left Behind Act (NCLB) of 2001, Title I Part A, information is available at our schools to include, but not limited to the following:

- 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
- The Title I Parent Involvement Plan and School Parent Involvement Plan
- School Report Card

Student Admission and Leave Procedures

Admission Policy

The application of any eligible student who agrees to be bound by the school pledge and adhere to the school's policies will be accepted and that student will be admitted if there is space available. If the number of applications received during this period exceeds the available number of openings, then all the applications will be placed in a lottery and assigned placement numbers as each number is drawn.

Lottery Policy

In accordance with public school law statutes 115C-218.45(a), any child who is qualified under the laws of this state for admission to a public school is qualified for admission to charter schools. Charter schools shall not discriminate against any student on the basis of ethnicity, national origin, gender, or disability. Also, the School shall not limit admission to students on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, disability, race, creed, gender, national origin, religion or ancestry.

- **Open Enrollment Period**
  Applications for enrollment will be accepted during the months of December and January. All applications received during open enrollment will have equal priority for the lottery which will be held in February. All applicants must have a verifiable North Carolina address at the time of the lottery.

  After January 31st, all applications will be dated and time stamped by computer submission and will be added to the waiting list in the order received. These applicants will be used to fill available vacancies after the lottery list has been depleted.

- **Enrollment Priority**
  The School may give enrollment priority as governed by G.S. 115C-218.45(f) in the following order as space allows:
  a. Limited to no more than fifteen percent (15%) of the school's total enrollment, unless granted a waiver by the State Board of Education, the following:
     a. Children or grandchildren of persons (i) employed full time by the charter school or (ii) working full time in the daily operation of the charter school, including children of persons employed by an education management organization for the charter school.
     b. Children or grandchildren of the charter school's board of directors.

b. Siblings of currently enrolled students who were admitted to the charter school in a previous year. The term siblings includes any of the following who reside in the same household: half siblings, stepsiblings, and children residing in a family foster home.
c. Siblings who apply to the charter school for admission beginning in the same school year, such as when a sibling was not initially admitted due to a grade level capacity.
d. Siblings of students who have completed the highest grade level offered by the School and who were enrolled in at least four grade levels offered by the charter school or, if less than four grades are offered, in the maximum number of grades offered by the charter school.
e. A student who was enrolled in the charter school within the two previous school years but left the school (i) to participate in an academic study abroad program or a competitive admission residential program or (ii) because of the vocational opportunities of the student's parent.
f. A student who was enrolled in another charter school in the State in the previous school year that does not offer the student's next grade level and both of the charter schools have an enrollment articulation agreement to accept students or are governed by the same board of directors.
g. A student who was enrolled in another charter school in the State in the previous school year.

- **Lottery Procedures for Sibling Applicants**
  a. If multiple birth siblings apply for admission to the School and a lottery is needed, the School shall enter one surname in the lottery to represent all of the multiple birth siblings applying at the same time. If that surname is selected, all multiple birth siblings shall be admitted.
  b. If siblings apply for admission who do not already have a sibling attending the School, all siblings will be entered as one surname. If the surname of the siblings is selected, then all of the siblings shall be admitted to the extent that space is available and does not exceed the grade level capacity.

- **Lottery Conduct**

  The conduct of the lottery shall be open to the public. Public notice will be sent to all concerned parties at least one week in advance. Prominent members of the local community will be asked to attend the lottery. Additionally, Classical Charter Schools of America Trustees will be present, if possible.

  The names of all children eligible for the lottery will be electronically drawn from an executive report off of the enrollment data base and placed on a slip of paper containing the child's name and the grade they are applying for. All names will then be placed in an envelope and sealed until the start of the lottery. At the time of the lottery, the names will be removed from the sealed envelope and placed in an opaque container.

  The number of anticipated openings for each grade will be stated before the drawing begins. If no openings exist or when all seats are full, then all names will be drawn for the waiting list.

  The first official will draw a name and read it. They will then pass it to the next official who will verify the name drawn and then hand it to the next official for their verification. The name will then be given to the recording secretary for recording. Once the drawing starts, it will not stop until all names have been drawn.

Waiting List Policy

A waiting list will be established using the lottery system whenever capacity is exceeded. The students on the list will be contacted if and when openings occur using all available phone numbers on the application. Parents are required to maintain updated contact information on their child's

application and may forfeit the next available spot if confirmation of the seat is not made when receiving the call. Additionally, if school has already begun when the seat is confirmed, the student must be in attendance at the start of the next available school day. New students will be accepted as space allows until the end of September, at which point, enrollment for the school year will close. The waiting list does not roll over to the following school year. A new application must be completed online during open enrollment each school year to be included in the lottery.

Notification of Acceptance Policy

Parent/guardians will be notified of their child's acceptance or placement on a waiting list by an official letter from the Headmaster following the conclusion of the lottery.

Acceptance of Seat Policy

After notification of acceptance, a student registration packet must be completed and submitted prior to the due date set by administration, otherwise a seat will not be guaranteed for that student, and he/she will be placed at the end of the waiting list. Newly enrolled students must be present the first day of school by 8:30am to secure their seat. Also, new students will not be allowed to begin classes until proof of promotion from their previous school has been provided.

Transfer Policy

Students enrolled in schools governed by the Classical Charter Schools of America Board of Trustees may not automatically transfer from one campus to another or have enrollment priority. Transfer students will have to follow public lottery procedures during open-enrollment month or if applying after February 1, will have to be placed on the waiting list until seats become available and until enrollment closes.

Placement

The Headmaster of the school makes all placement decisions. Placement decisions are made for all new students and a review of placement for all continuing students occurs each year. The Headmaster of the school will make every effort to place students in classes that are balanced to foster the optimum growth of each child and the class as a whole.

Re-Enrollment Policy

Once a student receives and secures a seat per the "Acceptance of Seat" policy, the student will maintain their enrollment in subsequent school years with the exception of promotion to a grade not offered by the School, withdrawal, exclusion, and expulsion. A letter of intent to re-enroll as well as a re-enrollment form will be required for all returning students to ensure proper documentation is maintained and planning for adequate classroom funding occurs.

Promotion and Retention Criteria

In order for a student to be promoted, the following criteria must be met as set forth by the Classical Charter Schools of America Board of Trustees and North Carolina State Law:

- In accordance with N.C.G.S. §115C-218.85(b) and the Read to Achieve (RtA) Program under N.C.G.S. §115C-83.1, third grade students must demonstrate reading proficiency to be promoted.
- All students shall meet all attendance requirements.
- All students shall earn a yearly average of 70 or above to pass any subject area.
- All students must pass language arts, reading, and mathematics at or above the minimum acceptable grade level.

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

- 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.

- 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.
- Teacher recommendation to the Headmaster.
- No student will be retained for athletic purposes.

Students progress at their own rate and the significance of their age and/or grade level is de-emphasized. 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 final decision for promotion will be made after End-of-Grade testing has completed. A parent who does not agree with the decision to retain may appeal the decision to the Headmaster. The State of North Carolina has vested all final promotion authority with the Headmaster of the School.

Suspension, Exclusion, and Expulsion

- **Exclusion**
  A student can be excluded from the School in accordance with G.S. 115C-218.60 and be returned to another school in the local school administrative unit if, in the opinion of the Headmaster, there has been sufficient violation of the School Pledge or the rules and policies of the Parent/Student Handbook.

- **Suspension/Expulsion**
  A student may be suspended or expelled from the school in accordance with Article 27 of Chapter 115C of the General Statutes if the rules continue to not be followed or if the student's conduct, as established by his or her teacher(s), proves to be disruptive or dangerous to other students and/or staff, recognizing the requirements of state and federal law concerning students with disabilities. Suspension may also occur if a student or parent(s) fails to adhere to the terms of the School Pledge or the rules and policies of the Parent/Student Handbook. Absences under G.S. 130A-440 shall not be suspended. Until the length of the suspension has been completed and/or the suspension or expulsion is excused by the Board of Trustees (see Hearings), the student will not be permitted to return to campus or participate in any off-campus school activities. While suspended, the student is expected to maintain their academics and complete all missed school work in the allotted timeframe to receive credit, as referenced in The Roger Bacon Academy Homework and Grading Manual.

- **Hearings**
  Hearings with regards to an exclusion, expulsion or long term suspension should be formally directed in writing to the Board of Trustees within three business days of the student's dismissal. The decision will remain in place until the Board or the Board's designated Officer has an opportunity to hold the hearing.

Withdrawal

Parents withdrawing their children are requested to fill out a "Withdrawal Form" at the time of withdrawal in order to notify the office staff and expedite the process for transferring transcripts. A student's permanent records cannot be forwarded until a request for transcripts has been received from the student's new school that contains a parent signature of approval.

General School Expectations

Arrival and Departure Procedures

When students arrive on campus, they should report directly to their classroom or to the classroom designated as early drop-off for that grade level. Once students arrive on campus, they must remain on campus throughout the school day. Students should leave campus when their school day ends. It is the parents' responsibility to ensure their child/children are picked up by each grade level's designated time. If a student is not picked up by their designated time, they will be sent to the designated afterschool care if available at the School and if they are enrolled and in good standing. If the School does not offer afterschool care or if the students is not enrolled or in good standing, local authorities will be contacted after failed attempts to contact parents and listed emergency contacts.

- **Traffic, Pedestrians**
  - Parents who wish to walk with their children on campus must use all designated crosswalks. Parents are not allowed to enter the classrooms during morning drop-off or afternoon pick-up without arranged permission.

- **Traffic, Vehicles**
  - Drivers are expected to use proper turn signals and obey the direction of the School resource officer (where applicable) and/or staff members assisting in traffic flow when entering and exiting the campus.
  - Drivers are reminded to drive slowly throughout the campus. The speed limit is **5 mph**.
  - All roads that are located directly in front of classrooms are open only to single vehicle, one way traffic during drop-off and pick-up.
  - Vehicles are not allowed to pass, go around, or pull in front of stopped vehicles.
  - Drivers must remain in their vehicle while in the drop-off or pick-up line.
  - Vehicles are not allowed beyond the gates during school hours unless specific permission has been given by the administration.
  - Drivers are expected to obey all traffic signs, cones, and barricades on campus including those put in place to direct traffic into staging lanes (where applicable).
  - Specific traffic directions will be presented during orientation.

- **Parking**
  - Parking is prohibited in areas designated by signs as well as on any grassy areas, unless otherwise indicated.
  - Parents are not allowed to park in the designated staff parking areas.
  - During drop-off and pick-up, vehicles are not allowed to park in front of the classrooms.

Attendance

- **Absence, Excused and Unexcused**

  All children are expected to be at school each day unless they are ill or there is an emergency. In compliance with the North Carolina Compulsory Attendance Law (G.S. 115C-378) all absences require parental documentation explaining the child's absence.

  <u>Three Unexcused Absences</u>

  A notification will be sent to families when a student has missed 3 days of school without valid documentation, such as a doctors note.

Five Unexcused Absences
A second notification will be sent out if a student reached 5 days of undocumented absences, meaning no documentation has been submitted from a healthcare provider.

Ten or More Unexcused Absences
Will result in a meeting with school administration and could ultimately result in a parent being referred to the District Attorneys office and the Director of Social Services in the county in which the child resides.

Fifteen or More Total Absences
It is the policy of the Classical Charter Schools of America Board of Trustees that any student with more than 15 absences, excused or unexcused may be retained the following school year. Parents may appeal this decision if a medical condition exists which may have prevented normal attendance.

Twenty Five or More Total Absences
If a student misses a combination of 25 excused or unexcused absences, he or she may be returned to the traditional school system.

Submitting Absence Documentation
If your child is absent from school, please send a note or email to your child's teacher stating the reason for the absence. Notes should be received at school no later than 2 days after the absence.

- No more than ten school days per semester will be excused based on parent notes.
- Future absences due to personal illness, injury, or medical/dental appointments will require a healthcare practitioner's statement or court documentation to be excused.
- Undocumented absences cannot be excused.

Students who are absent for family, church trips or other reasons not considered excused by state policy will be given an unexcused absence. Work may be provided ahead or made up upon return if cleared with an administrator before the absence occurs. In certain cases, travel for an educational purpose may be excused. Requests for absences for an educational opportunity should be submitted, in writing, to School administration at least five days in advance of the anticipated absence. The request should include the learning objective of the opportunity and how the objective links to educational standards.

These absences are excused but still count in the maximum number of days allowed. School work missed during approved educational leave, as well as the grade specific travel assignment, are due to the teacher within one week of return. If work is not submitted, the absences may be coded as unexcused.

- **Early Dismissal**
  If parents must take a child out of school during the school day for reasons such as a doctor's appointment or other medical appointment, a note should be submitted no later than the morning of the pick-up and they must come to the office to sign the student out. Anyone picking up a student must present an ID card which will be verified against the student's records. Students will be called from the office to meet their parent or designated adult. Students will be considered present for the day if they are in attendance for at least 3 ½ hours.

  We cannot prohibit parents from taking their children out early; however, if a student is checked out of school for reasons not approved by the Headmaster, they will not be allowed to make up missed work or tests. **Students are not allowed to be released from school between**

2:30 and their designated grade level's dismissal time unless there is an emergency or doctor's appointment. Please remember, teachers are still instructing in the classrooms until the end of school and early dismissals interrupt instruction. We encourage all parents to make routine medical appointments during school breaks.

- **Tardies**
  Students must be in their on-campus classroom or logged into their on-line classroom at the designated start of the school day. Parents should note that students who are not in classrooms at this designated start time will receive a tardy, regardless of whether or not the student was elsewhere on campus or in transit. In the event of a tardy on-campus arrival, both parent and student must report to the school office to sign in and receive a tardy slip to present to the student's teacher. Instruction begins immediately at the designated start of the school day. Thus, each tardy results in a loss of instructional time and is documented by office staff. In the event of multiple tardies, a parent conference may be called to discuss the tardies' impact on student outcomes and to identify solutions.

- **Make-up Work**
  Students will be allowed an equal number of days to make-up work for excused absences, early dismissals, and remote learning as were missed.

Bullying

Bullying, intimidation, repeated teasing or taunting, use of offensive or degrading language including, but not limited to remarks that demean a person's race, religion, sex, national origin, disability, intellectual ability or physical attributes are specifically prohibited. The School has a zero tolerance for bullying. Bullying will result in an automatic office referral, and in accordance with the state law, can result in expulsion.

Child Abuse/Neglect

The faculty and staff of the School are required by law to report any suspected case of child abuse or neglect to the Department of Social Services.

Discipline

The 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 (refer to School-Wide Behavior & Discipline Plan and Suspension, Exclusion, and Expulsion – Hearings policy).

In accordance with G.S. 115C-390.2(a), our school considers any existing federal guidance for the discipline of students with disabilities and acknowledges guidance on school discipline practices issued by the United States Department of Education. School personnel may use physical restraint in accordance with G.S. 115C-391.1 and reasonable force pursuant to G.S. 115C-390.3 (see Seclusion and Restraint policy), however, the use of corporal punishment will not be permitted.

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 will:

1. Strive to maintain high academic standards.
2. Respect the personal space, property, and privacy of others.
3. Be kind, courteous, and thoughtful.
4. Respect and keep our environment clean.
5. Complete all class assignments and submit when due.
6. Exhibit a spirit of scholarship and good sportsmanship.
7. Dress in the appropriate school uniform.
8. Exercise good manners at all times. This includes:
   - Not interrupting others or speaking out of turn.
   - Raising one's hand to be called upon.
   - Addressing all adults by their appropriate title (Mr., Mrs., Miss, Ms., Dr., etc).
   - **Using polite responses frequently, such as: "Thank you", "Please", "Yes Ma'am/Sir", "No Ma'am/Sir", etc.**

Students will not:

1. Breach the School Pledge.
2. Plagiarize –claiming the intellectual, artistic, or literary work of another as one's own.
3. Compromise the safety of oneself or others through inappropriate behavior.
4. Possess or use alcohol, tobacco products, marijuana, controlled substances or associated paraphernalia on campus or while attending off-campus events.
5. 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.
6. 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.
7. Fight, show physical aggression, or display any inappropriate physical contact.
8. Misuse school or personal property of others.
9. Engage in personal harassment of any kind.
10. Leave school grounds without expressed permission of a teacher, parent and/or administrator. Being outside the boundaries of the school campus will be construed as leaving school grounds.
11. Lie.
12. Cheat.
13. Steal.
14. Use profane, rude, or disrespectful language or gestures.
15. Display mean, unkind, or unpleasant behavior towards others, such as bullying.
16. Engage in inappropriate displays of affection.
17. Wear caps indoors.
18. Litter or harm school property.
19. Chew gum.
20. Violate the Dress Code.

Intolerable Behaviors:

The following behaviors will not be tolerated and may result in immediate dismissal or suspension from school without discussion. Additionally, a recommendation for expulsion will be made by the Headmaster.

- **Any action or threat of an action that could jeopardize the safety and well-being of others**
- **Possession of illegal drugs (including counterfeit)**
- **Possession of a weapon**

- **Repeated willful defiance of a teacher or refusal to follow directions given by an adult in charge**
- **Bullying**

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 or standards of conduct:

- 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 action plan 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.

- If the action plan is not successful and the behavior persists, the teacher and Headmaster will determine appropriate disciplinary action which may include on-campus community services, after-school detention, limits on free play, exclusion from off-campus activities, parental attendance in class, suspension, expulsion, or dismissal from the School.

- The School shall refer to The Classical Charter Schools of America School-Wide Behavior & Discipline Plan when a specific discipline infraction has taken place for guidance on behavioral expectations and appropriate consequences.

- Parents or guardians are required to pick up their child promptly when contacted by the school regarding a disciplinary incident. Failure to do so may result in additional consequences or restrictions, as a timely pick up is essential for maintaining a safe and orderly school environment.

Emergency School Delay/Closure

An emergency school delay or closure 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.

- **School Delay/Closure Announcement**
  In the event a decision is made by the Headmaster to delay or close school due to a situation that may endanger our students and staff, it will be announced on the following local new stations' broadcasts and websites: WECT-TV 6 and WWAY-TV 3. **School information will be strictly listed under the name of the School. Our schools do not follow the local school district's schedule of closings and delays.**

- **Emergency Closing Procedure for On-Campus Learners**
  In the event of any emergency school closing **during the school day**, the School will follow normal pick-up procedures, at the time designated for closing. Before and afterschool care will not be available due to safety concerns. Please ensure that your child is familiar with those individuals authorized on their enrollment form to pick him/her up and where he/she will be taken in case of school closings. Students not picked up by the time designated for the school closing will be secured in a safe place while attempting to contact parents and emergency contacts an additional time. If no response is received, the local authorities will be contacted.

- **Emergency Closing Procedure for On-line Learners**

In the event of an internet outage or technological difficulties on campus, the School will communicate with families via Brightarrow communication system. Alternate assignments and postings will be prepared.

- **Delayed Opening Procedure**
  The School will open following the normal hours of operation plus the number of hours of the delay. For example: If the normally scheduled school day begins at 8:00am and there is a two hour delay, the school day would then begin at 10:00am. Students may arrive 30 minutes prior to the start of the delayed schedule. Before and afterschool care will not be available due to safety concerns.

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.**

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. The School will not be responsible for lost, stolen or broken items.

Field Trips

The School recognizes that field trips are a fun and necessary part of education. <u>All students must participate in school sponsored field trips.</u> Any excuses must be in writing and pre-approved by the Headmaster. Permission slips and specified attire are required in order for the student to participate.

Safety on field trips is also a primary concern of the school. Where available, the school bus will be used. Only students and faculty are allowed to ride the bus unless otherwise approved by the Headmaster. Parents who wish to drive to attend a school field trip may only drive their own children in the case where a school bus is available.

Fundraising

All fundraising events are to be approved by administration. The Headmaster and an Officer of the Board must approve the event prior to it being scheduled or announced. The purpose of this policy is to ensure that all fundraising events are consistent with the School mission and that all responsible parties are informed of school activities.

Grades

The academic year is divided into four nine-week grading periods. Progress reports are sent home with students halfway through each nine-week period. Report cards are sent home at the end of each nine weeks. Parents should sign progress reports and report cards and return to the appropriate teacher. More detailed information regarding grading policies may also be found in The Roger Bacon Academy Homework and Grading Manual.

Grievances

All grievances will be handled in the following manner:

1. Grievances will be directed first to the faculty member and/or party with whom the grievance originated.

2. If discussion with the faculty member does not resolve the issue, the grievance will be brought to a member of school administration for resolution.
3. If the grievance is not resolved at this level, a written complaint may be sent to the Board of Trustees including specific issues to be considered as well as the remedy that is desired. Before consideration, it will be verified that the complaint has been referred through the proper administrative channels for resolution. The Board may consider the matter in appropriate cases, in accordance with applicable law and policy. However, the Board is not required to hear all complaints. A copy of the written complaint will be provided to the employee/supervisor and no concerns/complaints about specific employees will be allowed in open sessions of Board meetings.

Health/Wellness

- **Asthma and Anaphylactic Reactions**

  In accordance with North Carolina General Statute § 115C-375.2, the School ensures that a student with asthma or a student subject to anaphylactic reactions, or both, may possess and self-administer medication for asthma or anaphylactic reactions on school property during the school day, at school-sponsored activities, or while in transit to or from school or school-sponsored events. As used in this section, “medication for asthma or anaphylactic reactions" means a medicine prescribed for the treatment of asthma or anaphylactic reactions and includes a prescribed asthma inhaler or epinephrine auto-injector. This Policy includes a requirement that the student's parent/guardian provide to the school:

  - Written authorization from the student's parent or guardian for the student to possess and self-administer medication for asthma or anaphylactic reactions;
  - A written statement from the student's health care practitioner verifying that the student has asthma or an allergy that could result in an anaphylactic reaction, or both, and that the health care practitioner prescribed medication for use on school property during the school day, at school-sponsored activities, or while in transit to or from school or school-sponsored events;
  - A written statement from the student's health care practitioner who prescribed the medication for asthma or anaphylactic reactions that the student understands, has been instructed in self-administration of the medication for asthma or anaphylactic reactions, and has demonstrated the skill level necessary to use the medication for asthma or anaphylactic reactions and any device that is necessary to administer the medication for asthma or anaphylactic reactions;
  - A written treatment plan and written emergency protocol formulated by the health care practitioner who prescribed the medicine for managing the student's asthma or anaphylaxis episodes and for medication use by the student;
  - A statement provided by the school and signed by the student's parent/guardian acknowledging that the local school administrative unit and its employees and agents are not liable for an injury arising from a student's possession and self-administration of medication for asthma or anaphylactic reactions; or
  - Other requirements necessary to comply with state and federal laws.

  The student must demonstrate to a school staff first responder the skill level necessary to use the asthma medication and any device that is necessary to administer the medication. The student’s parent/guardian shall provide to the school backup asthma medication that shall be kept at the student’s school in a location to which the student has immediate access in the event of an asthma or anaphylaxis emergency.

  Information provided to the school by the student's parent/guardian shall be kept on file at the student's school in a location easily accessible in the event of an asthma or anaphylaxis

emergency. If a student uses asthma medication prescribed for the student in a manner other than as prescribed, a school may impose on the student disciplinary action according to the school's disciplinary policy. A school may not impose disciplinary action that limits or restricts the student's immediate access to the asthma medication. The requirement that permission granted for a student to possess and self-administer asthma medication shall be effective only for the same school and must be renewed annually. Neither the Board, nor its members, employees, designees, agents, or volunteers, shall be liable in civil damages to any party for any act authorized by this Policy, or for any omission relating to that act, unless that act or omission amounts to gross negligence, wanton conduct, or intentional wrongdoing.

Unauthorized use, misuse, or unauthorized possession of prescription medication may subject a student to disciplinary action.

- **Contagious Conditions**
  To protect the school population, students with ailments that are easily spread must be kept at home until a physician renders the student non-contagious. The following includes, but is not limited to possible contagious conditions: pink eye, ringworm, and chicken pox.

- **Head Lice**
  We have a zero nit policy. If you discover lice or nits in your child's hair, please do not send them back to school until they have been treated and **all** the nits have been removed. Please tell your child not to share other children's combs, brushes, hats, etc.

  After adequate treatment, please accompany your child to the school office where he/she will be inspected for lice and nits. Upon a thorough inspection by school personnel, the child may remain in school if nits and lice are not found. Please re-check your child frequently to ensure lice has not returned.

  Remember, head lice may cause extreme discomfort, interfere with concentration and spread easily; therefore, we ask parents to give this matter immediate attention. Children will only be given two excused absences for lice and nit removal.

- **Illness**
  Students should not come to school with a fever of 100 degrees or higher. Additionally, a student should not come to school if they demonstrate any of these symptoms: malaise, headache, nausea, vomiting, abdominal pain or symptoms of upper respiratory infection.

  If your child becomes ill at school, we will contact you immediately. If we cannot reach you, we will use the emergency contact numbers on the student's enrollment form to contact you or the person you designate. Please remember, we cannot keep ill children at school.

  - For the health and safety of all students and staff, parents or guardians are required to pick up their child promptly when contacted by the school due to health/illness. Timely pick up is essential for maintaining a safe and healthy school environment. Repeated delays may result in a follow-up with the school social worker.

- **Immunizations**
  As stated in the Health and Safety Requirements in the School Overview section, the School will comply in full with the provisions of G.S. 130A-155 that requires all students attending school provide a certificate of immunization indicating that the child has received immunizations required by G.S. 130A-152. The school will also comply with the requirements of Senate Bill 260, previously referred to as "Garrett's Law," by providing parents and

guardians with information about meningococcal meningitis and influenza diseases and their vaccines. The state also requires information about cervical cancer, cervical dysplasia, human papillomavirus (HPV), and the HPV vaccine be provided to parents and guardians. These vaccines are optional and more information defining these diseases and the vaccines available can be found on the School's website or www.immunizenc.com.

- **Injuries**
  In the event of a serious injury, the school staff will use the emergency contact information that you provided on your child's enrollment form to contact you or the person you have designated. If necessary, we will call 911 while we are trying to reach you. Our staff will complete an accident report to keep on file for insurance purposes.

  If the injury is minor, the classroom teacher will exercise judgment in making a decision to call you. In most cases you will be alerted so that you will have the option of viewing the injury yourself.

- **Medicine - Prescription and Non-prescription**
  The staff cannot dispense non-prescription medicine (such as aspirin or creams for itching, etc.) to students. Students who need to take prescribed medication must have a current prescription and a completed "Dispensing Medications Form" that can be obtained from the administrative office. This form must be filled out by a doctor, signed by a parent, and returned to the office before the medication can be administered. All prescribed medication will be kept in a locked box to be accessed and dispensed by designated staff only. Except in the case of asthma and anaphylactic reactions as stated in the policy above, no student should have in their possession any type of medication. Any medications not picked up by a parent/guardian will be disposed of at the end of the school year.

Homebound Instruction

Homebound Instruction will be provided for any student that is expected to be confined for four weeks or longer at home for treatment or convalescence. The homebound instruction, based on the individual need of the student, will be approximately 3-5 hours per week. A medical statement **must be signed by a physician** confirming that the student will be away from the classroom for a minimum of four weeks and the anticipated length of time the student is expected to be unable to attend school.

Homework

It is the responsibility of parents to provide adequate time and proper environment for homework assignments to be completed. **Homework is not an optional activity**. Failure to complete homework will result in loss of privileges. All students are expected to complete assigned homework neatly, accurately, and on time. Parents may help with a child's homework, but should not do the work for the child as this is considered a form of cheating. All homework is to be turned in the morning of the due date. Homework assignments will drop a letter grade each day it is past due. More detailed information regarding grading policies may also be found in The Roger Bacon Academy Homework and Grading Manual.

Hours of Operation

Please contact the individual school office for specific hours of operation.

Internet Safety Policy

Students are not allowed unsupervised access to the Internet at school. Access is only available under the direct supervision of a teacher, instructional assistant or other trained adult.

Child Internet Protection Act: The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. Any harmful content contained from inappropriate sites will be blocked. More information can be found on the children's Internet protection act webpage. http://fcc.gov/cgb/consumerfacts/cipa.html.

Lost and Found

Lost and found articles that are turned into the office will be returned to the owners upon identification. We urge parents to put nametags on clothing and other articles. Articles without names will be kept as long as possible, but there is very limited space. Items not claimed will be given away to local charitable organizations or sold the last week of school prior to breaks.

Lunch and Snack

At schools under the Classical Charter Schools of America Board that do not provide food services, students need to bring a lunch, drink (non-caffeinated only), and snack in an appropriate container(s). When sending lunch and/or snack, 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 a classroom. Also, keep our environment in mind and pack meals in reusable and/or recyclable containers to help eliminate excessive waste. In the event that a student forgets a lunch, the parent/guardian will be notified. If a parent/guardian is not able to provide their child(ren) with a meal due to a hardship, the School office should be notified in order to help arrange support.

Off Campus Activities

The same School rules of behavior and discipline, as well as the consequences already outlined under Disciplinary Action, will apply to the students attending and participating in any off campus school sanctioned activities.

Participation, Student

Students are required to participate in all school directed activities. Any exceptions must be in writing and pre-approved by the Headmaster.

Pets on Campus

Animals are not allowed on campus during school hours or at school events unless permission has been given from administration. Any animals brought on campus must be on a leash or in a cage.

Physical Education

The State of North Carolina requires that all students "recognize the joy of participating" in athletic activities. Therefore, each child is expected to participate in Physical Education classes. A note will be accepted if a student cannot participate in P.E. classes for the length of one week. Beyond one week, a doctor's statement must be presented.

Returned Check

Returned checks and fees are collected and charged by a third-party collection service.

Safety

Safe schools are critical to creating a learning environment where students can succeed. Staff and students share in the responsibility to take reasonable precautions and safety measures to create and maintain safe schools.

- **Campus Boundaries**

For safety reasons, students are not permitted outside the immediate school area without supervision. Violation of these boundaries will subject the student to disciplinary action for being "Off-Campus". Under no circumstances are students allowed to wander without supervision.

- **Care of School Buildings and Grounds**
  Students are required to treat the school building and grounds with respect. All students will be given age-appropriate tasks to help in the upkeep of the campus. Any signs of vandalism or potential hazards on campus must be reported to a staff member.

- **Reporting Suspicious Behavior**
  Students are required to notify any staff member of any acts of violence or any unusual or suspicious behavior that may endanger safety. Ongoing student education efforts will aim at minimizing any fear, peer pressure, embarrassment or other impediments to students reporting potential problems. Staff must report immediately to administration any student's information or their own observation of unusual or suspicious behavior or acts of violence. A member of administration is required to investigate and act upon any reports of such behavior including, when appropriate, reporting criminal activities to law enforcement.

- **Weapons**
  The School has a "No Weapons" policy in accordance with G.S. 14-269.2 (b-g) that reads, "It shall be a Class I felony for any person to possess or carry and/or cause, encourage, or aid a minor who is less than 18 years old, whether openly or concealed, any gun, rifle, pistol, or other firearm, and a Class G felony for any person to possess and/or cause or aid a minor less than 18 years old, any dynamite cartridge, bomb, grenade, mine, or powerful explosive as defined in G.S. 14-284.1 of any kind on educational property or to a curricular or extracurricular activity sponsored by a school. It shall be a Class 1 misdemeanor for any person to possess or carry and/or cause, encourage, or aid a minor who is less than 18 years old whether openly or concealed, any BB gun, stun gun, air rifle, air pistol, bowie knife, dirk, dagger, slungshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades, firework, or any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance on educational property.

  Any student with a weapon in his/her possession will have the weapon confiscated and will be suspended. The weapon will be stored with administration or the school resource office (where applicable). Any student who threatens or intimidates another student or staff member with a knife or any weapon will be immediately expelled.

Solicitations

Any solicitations are prohibited without the permission of administration. This includes the selling of tickets, candy, toys, the distribution of political materials and the circulation of petitions, etc. All items intended for sale or sold for profit will be confiscated. The only exception is the selling of goods for an approved school fundraiser.

Student Recognition

Teachers and staff will take opportunities throughout the school year to recognize students who are upholding the characteristics outlined in the School pledge. These students demonstrate by their actions that they are working towards the being self-directed learners, problem solvers, thinkers, quality producers, community contributors, collaborative workers, and individuals who respect themselves and others.

Student Records

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

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

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

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

Process for Amending Student Records

A parent or eligible student shall have the right to challenge, in writing, the content of a document contained in the student’s record on the grounds that the information is inaccurate, misleading, or otherwise in violation of the student’s privacy rights shall be processed as follows:

1. The parent or eligible student shall make a request for amendment in writing to the Headmaster or designee. The request shall identify the information in the student’s record that is claimed to be inaccurate, misleading, or in violation of the student’s privacy rights; the basis for the request,

and the proposed change to the record. This request shall become a part of the student's official record.

2. The Headmaster or designee shall examine all written requests for amendment to student record items. He/she shall decide whether a challenged document should be removed, altered, or remain as it is. The Headmaster or designee shall provide a written decision to the parent or student within 15 school days after the parent/student request is received.

If the Headmaster or designee determines that the record is inaccurate, misleading, or in violation of the student's privacy rights, he or she shall amend the record accordingly and inform the challenger of the amendment in writing. If the Headmaster or designee determines that the record is not inaccurate, misleading, or in violation of the student's privacy rights, he or she shall inform the parent or student, in writing, of the right to appeal the Headmaster/designee's decision through the procedure set forth below and the right to place a statement in the student's record commenting on the contested information and/or stating disagreement with the decision not to remove or amend the challenged item. If such a statement is submitted, it shall be maintained with the challenged item in the student's record and released with the challenged item whenever it is released.

3. The parent or student may appeal the Headmaster/designee's decision in writing to the Classical Charter Schools of America Board. The appeal must be made within five (5) school days following receipt of the Headmaster/designee's written response in Step I. The hearing shall be held within ten (10) school days following the written appeal or as soon as possible thereafter. Both the parent/student and the school may be represented by an attorney. Both sides shall have an opportunity to present evidence relevant to the issue of whether the contested information is inaccurate, misleading, or in violation of the student's right to privacy.

The Board shall issue a written decision summarizing the evidence and providing the reason(s) for its decision. If the Board determines that the record is inaccurate, misleading, or in violation of the student's privacy rights, the school shall amend the record accordingly and inform the challenger of the amendment in writing. If the Board determines that the record is not inaccurate, misleading, or in violation of the student's privacy rights, the School shall inform the parent or student, in writing, of the right to place a statement in the student's record commenting on the contested information and/or stating disagreement with the decision not to remove or amend the challenged item. If such a statement is submitted, it shall be maintained with the challenged item in the student's record and released with the challenged item whenever it is released.

Supplies, Classroom

Each teacher will issue a list of supplies required for the class before the beginning of the school year. Parents are expected to replace used supplies throughout the year. Where applicable, students will be issued technology to aid in classroom assignments as well as digital learning. Families are responsible for the full replacement value of the technology used by their student per the Technology Use Agreement signed by parents/guardians and students.

Teacher Communication and Conferences

Our school understands the value of efficient parent-teacher communication. As such, our school and teachers regularly communicate through classroom newsletters and various digital formats to the current parent/guardian email address and phone number(s) on file. Written notice of any significant behavioral events are sent on the day of their occurrence.

It is recommended that parents check their emails and phone messages on a daily basis to ensure receipt of accurate and updated information from the School and grade level. Further, we require teachers to respond to parent inquiries within 24 hours, Monday through Friday, while school is in

session. Our teachers are happy to hold conferences, upon request. As teachers' daily planning time is filled with grading or instructional preparation, all parent conferences must be scheduled in advance to allow teachers to plan accordingly. Parent inquiries or conference requests may be submitted to teachers in one of the three following formats:

1. Email the teacher.
2. Call the school office and leave a message with an office staff member to have the teacher return your call.
3. Send a written note in the child's binder.

Parents may schedule a conference with the Headmaster by calling the school office.

Please note that any communication formats excluded by the policy above, such as social media, mobile phone, or text messaging, are not recognized as formal inquiries or requests. These formats are respectfully discouraged as a measure to ensure efficient communication by allowing teachers to manage only three points of contact instead of several miscellaneous formats.

For grievances, please refer to the policy titled "Grievances" in the General School Expectations section of this handbook.

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 telephone lines available. As outlined in the "Electronic Devices" section of this handbook, 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.

Testing

The School will administer a nationally recognized standardized test each year in order to compare the scholastic aptitude of our students on a national scale. Additionally, all children will participate in grade appropriate state required End-of-Grade testing.

Textbook Fines

Students will be held accountable for the condition of textbooks they are assigned. Damaged textbooks will earn a fine. These fines are meant to encourage students to take care of their books and to discourage any deliberate defacing of school items. As such, the fines do not relate directly to the original price of the book, except in the case of a book that is no longer fit to be checked out. In that case, the replacement cost of the book will be charged. Parents and students are asked to look over each assigned and record any damage found. Any damage not reported will be charged to the student. All damage must be reported to the teacher when it is found. If textbooks are lost or rendered unusable, parents will be required to reimburse the school for the cost of the book, plus shipping. All textbooks must be covered with a book cover to minimize damage.

Transportation, School Bus

The same School rules of behavior and discipline, as well as the consequences already outlined under Disciplinary Action, will apply to students being transported by school bus to and from school, while on a field trip, or participation in any off-campus activity. Riding the school bus is a privilege and is considered an extension of the classroom. Please refer to the policies titled "Disciplinary Action," "Field Trips," and "Off Campus Activities" in the General School Expectations section of this handbook.

If a student loses the privilege of school-provided transportation, it is the responsibility of the parent or guardian to ensure the student is transported to and from campus at the designated time. Failure to provide transportation will result in unexcused absences, which may lead to a referral for violation of the compulsory attendance law (N.C Gen Stat §115C-378) and/or the student being returned to public school.

Tutoring

Special tutoring is available to all students on an as needed basis. If it is determined that a student requires additional remediation, it will be provided during the last week of each break. Teachers are not allowed to tutor their own students for pay after hours. The use of an outside tutor during school hours is not authorized. Parents may elect to hire a tutor if they desire; however, they will not be allowed to use the School facilities. The use of any outside consultants, regardless of specialty field, must have permission from administration prior to coming on campus.

Unauthorized Use of Intellectual Property

The schools and/or their management company own and/or license their intellectual property, and we prohibit its unauthorized use. This includes copying protected material and/or using the school's trademarks without permission. Social media accounts that are outside the school's control but related to the school, for example groups established for the parents and families of students, must clearly identify that the group is not officially affiliated with the school, and may not include the school's trademarks.

Classical Charter Schools of America
Uniform Policy

General Policies

Students are required to dress in the appropriate school uniform. High standards of decency, cleanliness and conservative grooming are expected at all times. Specific uniform requirements can be found below with links to ShopRBA.school, the official uniform store for CCS-America schools, for examples of acceptable uniform apparel. For identification purposes, it is highly suggested that students have their name inside each article of clothing. No manufacturer's logo, trademark, or embroidery may be visible. Additionally, if a child's clothing is torn, dirty or not properly fitted, parents will be asked to replace the uniform. The Administration believes that these reasonable dress guidelines serve the School's mission of providing a classical education by creating a traditional learning environment that promotes the values of the community of parents who have chosen to send their children to the School.

The School's uniform policy is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. We expect students to come to school in clothes that are clean and neat, and students are expected to exhibit basic cleanliness and grooming that will not be a health or safety threat to themselves or to other students or staff. We encourage parents to groom their children so as to emphasize they are team players working for a common goal of academic achievement. **The campus administration will be the authority in all decisions regarding the grooming and uniform policy.**

Hairstyle Policy

- Hair must be kept clean, well groomed, and worn out of the face from eyebrows to chin.
- Hair will be of a natural color and not be allowed if the hairstyle is deemed a distraction by School administration.
- Hair must be monitored and adjusted appropriately during activities where a safety concern, health issue, or impediment to learning must be considered.

Girls' Uniform Policy and Grooming Standards

- May wear single stud and small earrings that are no longer than ½ inch (no more than two per ear). No facial piercings allowed.
- Small, non-eccentric necklaces and bracelets may be worn. Not more than one necklace and one bracelet.
- Watches may be worn. Smart watches may not be used during school hours and must be removed during standardized testing.
- Make-up is not allowed for elementary students; middle school girls may wear conservative make-up.

Boys' Uniform Policy and Grooming Standards

- Facial hair must be clean shaven.
- No jewelry or decorative objects are allowed including no facial piercing.
- Watches may be worn. Smart watches may not be used during school hours and must be removed during standardized testing.

Classical Charter Schools of America
Uniform Requirements, Girls

Please click the link for each Clothing Category or visit ShopRBA.school, the official uniform store for CCS-America, to view acceptable uniform items and accessories.

Clothing Category	Types	Description	Color
Tops	Shirts	Unisex Polo, Oxford Dress Shirt or Peter Pan Collar Blouse acceptable, short or long sleeve, tucked in at all times.	White/ Navy
Bottoms	Jumpers	Plain, knee-length or longer.	Khaki
	Skirts		
	Skorts		
	Shorts	Plain, knee-length shorts with belt. Cargo shorts are not permitted.	
	Pants	Plain, straight-leg pants with belt. Denim, cargo pants, and form-fitting spandex material are not permitted. Sweatpants are only allowed on PE day and must be loose fitting.	
Outerwear	Jackets, Sweaters, & Sweatshirts	All outwear worn in the classroom must be plain navy, free of designs, and without a hood. Hats must be removed before entering the classroom.	Navy
Accessories	Belt	Must be worn with pants and shorts at all times. Plain – no designs.	Khaki, Brown
	Socks, Stockings, & Leggings	Plain – no designs. Leggings may only be worn as an accessory under uniform bottoms.	White, Black, Navy , Khaki
	Shoes	Closed-toe/Closed-heel secure shoes required; Flip-flops, Crocs, sandals, platform or high heel shoes are prohibited.	Casual dress or Athletic
PE Uniform	Tops	Will be worn to school on designated days only.	CCS of America Authorized
	Bottoms		CCS of America Authorized
Dress for Success	Optional for Special Events	White Peter Pan Collar Blouse, Jumper, Solid Red Cross Tie, V-Neck Cardigan Sweater (accessory)	CCS of America Authorized

Classical Charter Schools of America
Uniform Requirements, Boys

Please click the link for each Clothing Category or visit ShopRBA.school, the official uniform store for CCS-America, to view acceptable uniform items and accessories.

Clothing Category	Types	Description	Color
Tops	Shirts	Unisex Polo, Oxford Dress Shirt acceptable, long or short sleeve, tucked in at all times.	White/ Navy
Bottoms	Shorts	Plain, knee-length shorts with belt. Cargo shorts are not permitted. Athletic leggings may only be worn under the PE Uniform.	Khaki
	Pants	Plain, straight-leg pants with belt. Denim, cargo pants, and form-fitting spandex material are not permitted. Sweatpants are only allowed on PE day and must be loose fitting.	
Outerwear	Jackets, Sweaters, & Sweatshirts	All outwear worn in the classroom must be plain navy, free of designs, and without a hood. Hats and hoods must be removed before entering the classroom.	Navy
Accessories	Belt	Must be worn with pants and shorts at all times. Plain – no designs.	Khaki, Brown
	Socks	Plain – no designs.	White, Black, Navy
	Shoes	Closed-toe/Closed-heel secure shoes required; Flip-flops, Crocs, and sandals, are prohibited.	Casual dress or Athletic
PE Uniform	Tops	Will be worn to school on designated days only. Athletic leggings may only be worn under the PE Uniform.	CCS of America Authorized
	Bottoms		CCS of America Authorized
Dress for Success	Optional for Special Events	White Oxford Dress Shirt, Khaki Pants, Solid Red Tie, Classic School Blazer (accessory)	CCS of America Authorized

Use of Students' Creative Works

The schools and/or their management company may, at their sole discretion, use student-generated creative works for various school-related purposes including marketing and/or fundraising. Examples of creative works include visual arts, writings such as poetry and essays, and live performances. A non-exclusive, royalty-free license is granted to the schools and/or their management company to reproduce and use those works. Whether the student is identified in connection with the work, and the manner in which the student is identified, if applicable, is at the sole discretion of the school and/or management.

Visitors/Volunteers

Parents, visitors, and volunteers are welcomed at the School and are reminded that they are a very visible role model while on campus and should conduct themselves as such. Parents and visitors are those who make routine visits to school for events like athletic games, performances, parent teacher conferences, or to drop off or pick up personal items at the front office. Volunteers are those who have signed up to offer specific support while on campus, including assigned therapists and clinicians. Due to the nature of their assignments in working directly with our students, volunteers will be asked to sign a confidentiality agreement and may be subject to a background check. Parents, visitors, and volunteers are subject to the same expectations of the conduct as outlined for students in this handbook (see Discipline). Specifically, the following limits are asked to be kept in mind:

- First schedule an appropriate time to participate in the classroom or on campus with the teacher and/or administrative staff.
- On the day of the visit, check in with the school office. A pass will be issued by the school office which must be visibly worn at all times during their visit.
- Please conduct yourself appropriately while on campus. The use of profanity or any hostile behavior is strictly prohibited. We ask that you serve as a role model for our students by showing respect to both students and staff. Disagreements may be resolved in private or off-campus.
- Parents, visitors, and volunteers on campus are expected to adhere to an educationally appropriate attire and appearance. We ask that you dress appropriately, reflecting the professional and educational environment of our school. This standard helps maintain a respectful and focused atmosphere that aligns with our high academic standards.
- Be considerate while visiting classrooms so as not to interrupt the instruction or distract the students. All cell phones and electronic devices should be kept out of sight and set to silent. Using cell phones and other electronic devices during instructional time is disruptive and distracts from the learning environment.
- Do not have other children accompany you to the classrooms due to the possibility of distraction.
- Classroom visits are not a time to conference. Teachers are teaching during this time and cannot be distracted to answer questions about individual students. (Please see Teacher Conferences in the General School Expectations section).
- Only enter an empty classroom, even if unlocked, with the permission of the teacher.
- Grade books are highly confidential. Parents can access their child's grades directly through the parent portal that is available in the Student Information System (SIS). Parents may request to view additional records in person, in which case they must either schedule a conference with a teacher or be accompanied by school administration.
- Do not interrogate or discipline another family's child under any circumstances.
- No smoking on campus, including vaporizers.
- Do not litter. This includes cigarettes. This is not only a litter problem, but a fire hazard as well.

Failure to observe these standards of behavior can result in parents being denied the right to come on campus.

Parent and Student Handbook Agreement

In order to accomplish our mission charge, Classical Charter Schools of America and its affiliated schools will need the help and cooperation of parents. We believe that parental presence in the school will contribute to learning through the example set by committed, caring adults.

As part of the enrollment process for students, a signature is required by both the parent/guardian and student on the enrollment form and all subsequent re-enrollment forms agreeing to abide by the rules and expectations outlined in the Parent & Student Handbook. The most up-to-date version of the Parent & Student Handbook can be found online at the School's website.

Parental and student commitment to the following agreement is required:

Students are expected to:

- attend school punctually and regularly.
- obey the rules and regulations of the school.
- be courteous, obedient, and respectful to all school staff and personnel.
- be respectful and considerate of classmates.
- be diligent in study.
- complete homework assignments on time and in good order.
- adhere to the School Pledge.

The Parent(s)/Guardian(s) and Student agree to:

- the philosophy of the School.
- make sure the student is at school on time with appropriate materials.
- read correspondence and sign notices sent home with the student in a timely manner.
- set aside a homework time for the student to complete individual assignments.
- attend parent/teacher/student conferences. Other meetings can be arranged at a mutually convenient time.
- not allow non-enrolled siblings or other children we may bring with us to play on the playground or go anywhere on the premises unless accompanied by an adult.
- the ultimate responsibility of the student's appropriate behavior in school.
- provide lunch for my child on a daily basis.
- provide timely transportation for my child to and from school each day. If lack of transportation is a barrier to attendance at The School, parent(s) will be given assistance in finding suitable transportation arrangements.
- be bound by the terms of the School Pledge.