



**June 27, 2024**

**To:** All Students and Parents of the Schools managed by The Roger Bacon Academy

**From:** Classical Charter Schools of America

**Memo:** Parent Student Handbook Amendment #0240627 v2

**Page 8: Board of Trustees**

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**Page 9: School Administrators**

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## **Page 18: 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. Ten or more unexcused absences may result in a meeting with school administration and could ultimately result in a parent being referred to the District Attorney's office and the Director of Social Services in the county in which the child resides.

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. If a student misses a combination of twenty-five excused or unexcused absences, he or she may be returned to the traditional school system and can reapply the following school year.

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. ~~Approval must be obtained prior to the travel and an age appropriate report must be turned in for the absences to 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.

~~When a student's absences become excessive (excused and unexcused) further documentation may be required (health care practitioner's statement, court documentation, etc.).~~

## **Pages 21: Discipline**

- The School ~~may shall~~ refer to ~~the local LEA's Code of Conduct Policy Manual~~ 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., ~~or where it is not specifically dealt with in this Parent/Student Handbook.~~

## **Pages 22-23: Field Trips**

The School recognizes that field trips are a fun and necessary part of education. All students must participate in school sponsored field trips. 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. ~~If on a campus where a school bus is not available, parents may volunteer to drive children other than their own by completing a Field Trip Driver's Form and providing proof of insurance along with assurance of a safe driving record prior to the day of the trip.~~

~~Because of the possibility of distraction, other siblings or children may not accompany parents who have volunteered to drive and/or participate on the trip.~~

**Page 31: 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.

**Pages 36: Parent and Student Handbook Agreement**

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 ~~as the school will not be operating school buses.~~ 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.