



**Elementary (K-4<sup>th</sup> Grade)  
Student Policies Manual**

**East Wake Academy  
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# INTRODUCTION – East Wake Academy Student Policies

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A healthy and effective school depends on established policies and procedures. More importantly, it requires members of the community to understand and implement the policies and procedures for the success and well-being of everyone. All such policies are designed to support the mission of East Wake Academy.

## East Wake Academy's Mission

East Wake Academy develops character and self-esteem while equipping students with the skills needed to thrive in a college preparatory atmosphere and experience academic excellence through rigorous curriculum options. We are dedicated to instilling the values of academic citizenship by creating relationships with parents, businesses, and civic partners. East Wake Academy is committed to building a strong foundation of learning while providing our students the competitive edge to win in tomorrow's world.

## East Wake Academy's Vision

East Wake Academy provides a quality education for each student. We challenge our students to develop critical thinking skills, communication skills, and creativity. Administrators, teachers, students, parents, and other community members must work together to support students as lifelong learners. To achieve the school's mission, East Wake Academy is guided by the following beliefs:

- Every child is capable of learning.
- Our staff is our greatest asset and the foundation of our success.
- Each member of our staff is responsible and accountable for excellence in providing quality learning for our students.
- The allotted minutes of our school's instructional day must be protected for academic learning.
- With the support of teachers, parents, and community members our students will reach their highest potential.

With everyone's cooperation, East Wake Academy will be a thriving community where students succeed in a safe, supportive, and stimulating educational environment.

## Parent-Student Commitment and Expectations

East Wake Academy cannot succeed in its mission without commitment and effort from the parents/legal guardians who enroll their children. A strong partnership between parents and East Wake Academy is essential.

Parents and families support East Wake Academy's mission and fulfill their primary role as teachers of their children when they respect and support the efforts and staff of East Wake Academy, promote the desire for and pursuit of learning, and model ethical and relational integrity.

Respect for and support of East Wake Academy's mission includes the following commitments on the part of every parent:

- To monitor and support East Wake Academy policies and procedures;
- To insure prompt arrival to school and to promote their students' daily attendance to the maximum extent feasible;
- To nourish their students' physical and emotional health to promote learning;
- To help their students' complete assignments and other academic demands and to communicate with staff as necessary to address particular needs;
- To be willing to volunteer (minimum of 4 hours/month) and financially support East Wake Academy's work as feasible;
- To replace, repair, or pay for books or other school property that his/her child loses or damages;
- To cooperate with East Wake Academy staff in providing needed information or other support when reasonably requested; and
- To participate responsibly in classroom and school meetings and functions.

The student is also expected to demonstrate respect for and support of the East Wake Academy's mission through:

- Maintaining a level of academic performance and behavioral conduct that meets East Wake Academy standards;
- Properly dressing according to the required dress code as established by East Wake Academy and found in individual house handbooks;
- Attending classes and being punctual every day and when in good health;
- Observing all other established rules and policies as dictated in this policy manual;
- Entering the school with the expectation of doing better than he/she has done before and improving any behavior or attitude weakness that may prevent him/her from learning.

## School Governance

East Wake Academy is a non-profit organization. As a non-profit, East Wake Academy is governed by a Board of Directors. The Board of Directors has between seven and nine members. The primary responsibilities of the Board include ensuring that the school is achieving its mission, creating and following Board policies, overseeing the strategic plan for the school, and approving the annual budget. The Board is also responsible for hiring and termination of employees and the recommendation of the Executive Director. The Board meets every month on the second Tuesday. All Board meetings are open to the public and the agenda for each meeting is available on the East Wake Academy website.

## Legal Compliance, School Charter, and Changes in Policy

East Wake Academy, by law, is a North Carolina public school, operated by a private, tax-exempt non-profit corporation. As a charter school it is exempt from most state education laws that apply to traditional public schools. East Wake Academy shall comply with all remaining state laws and applicable federal laws and regulations, including, but not limited to, such laws and regulations governing employment, the environment, disabilities, civil rights, children with special needs, transportation, and student records. East Wake Academy shall also comply with all applicable health and safety laws and regulations, whether federal, state, or local, which apply to traditional public school systems. East Wake Academy shall be nonsectarian in its programs, admission policies, employment practices, and all other operations and shall not charge tuition or fees, except that it may charge fees that are charged by the local school district.

East Wake Academy's state-approved charter is like a contract. Therefore, we shall also operate consistent with all provisions in its charter.

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## ADMISSION, ENROLLMENT, AND PLACEMENT

We follow all state mandated guidelines. Please refer to our website.

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## Daily Operations, Attendance, and Dismissal

### Main Office and School Hours

The main office for East Wake Academy is located in the K-4 Building. All K-4 student and parent business will take place at this location.

Operational hours are:

Office	7:30 a.m. – 4:00 p.m.
Faculty/Staff	7:30 a.m. – 4:00 p.m.
Students	8:15 a.m. – 3:00 p.m.

### School communication

East Wake Academy is committed to communicating with the school community. Parents can expect the following during the school year:

- All parents can sign up for school-wide emails. Email addresses are entered through the school lottery process;
- The East Wake Academy website is the school's main source of information. Please refer to the website first with questions regarding policies, procedures, or dates of school functions.
- Teachers are the first line of communication for individual student questions. Please email your teacher directly BEFORE directing questions or concerns to administration. Teacher email addresses can be found on the school's website.
- The school does not communicate through Facebook, or any other social media site, regarding personal matters, questions, or concerns. All school related questions should be asked in person, over the phone, or in an email.

### Emergency Data

Every family must provide emergency contact information to East Wake Academy. Please communicate any changes to the information throughout the year to the main office.

### Visitors

All visitors are required to sign in at the front office. Only parents and immediate family are allowed on campus during the school day. No other visitors will be allowed on campus without prior approval. This includes during lunch and after school. Visitors are required to wear an East Wake Academy visitor pass during their time on campus.

### Volunteers

Volunteers play a key role in the success of East Wake Academy. To ensure our goal of parental involvement, it is suggested that family members volunteer a minimum of 4 hours each month. We will need volunteers throughout the entire year. Parent volunteers are required to sign in and wear a visitor pass while on campus. We understand that many of our parents work full-time jobs and are not able to

come to campus due to scheduling, location, etc. However, our teachers have several needs that would give parents the opportunity to put in their volunteer time. Please contact your child's teacher to see where you can contribute. Volunteers are subject to applicable visitor policies and must report to the school office upon their arrival on campus. Volunteers are bound by the standards of conduct set forth by the school for school employees.

### Lunch Guidelines

Students will eat lunch in their classroom. Students are expected to bring their own lunch. Students may also take advantage of My Hot LunchBox. While most classrooms have a microwave, please do not send items that require more than two minutes to heat. Lunch time is limited and there may be many students who need to use the microwave. Each student is responsible for leaving his/her own area neat and clean. Students will be allowed to contact parents if he/she has forgotten their lunch. Reminder: no gum is allowed on campus at any time.

### Food for School Events

When bringing food for school events, all food must be **purchased** from a store. No homemade food will be permitted.

### Personal belongings

Personal electronic devices should not be used during the school day unless prior teacher approval is obtained.

### Student Deliveries

To protect instructional time, we do not accept the delivery of flowers, food, or gifts for students in the main office. Parents should take note that when items are delivered for students we do not deliver items to students. Deliveries will be kept in the office for the duration of the day.

### Books

All books issued to a student are his/her responsibility. If books are misplaced, damaged, or stolen, the student is responsible for paying replacement costs.

### News Media Access

During the school year students may be recorded, videotaped, interviewed, and/or quoted by various types of news media (i.e. radio, television, and newspapers, etc). Release forms are included in the registration packet. If you do not wish for your child to be interviewed or photographed, contact the administration in writing expressing your child's restriction to the news media.

### Carpool procedures

Students may not be dropped off before 7:45 a.m. unless they are going to WINGS or have scheduled tutoring. **All students must be dropped off in the Elementary/Middle School carpool line.** At the beginning of the school year, each family will receive two carpool tags. Carpool tag colors correspond to the grade level students you have in your family. You must have the school issued tag in your car to pick up your child. If you do not have your tag, you must walk to the dining hall exit to pick up your child. You may be asked to show your state ID before being allowed to pick up your child. This ensures your child is going home with the right person. In addition, for the safety of everyone, **parents should refrain from using cell phones while in the carpool line.**



## Afternoon Carpool procedures:

**Students cannot be signed out after 2:30 for Elementary and 2:45 for Middle/High School.**

**Elementary Students ONLY** picked up in elementary/middle school carpool - **BLUE TAG** - Please do not arrive on campus prior to **3:00**. Students will begin to be released at **3:00**.

**Elementary Students picked up in high school carpool** are walked to the Senior Academy at **3:10** by a staff member if they are riding with a HS driver. All Elementary Students that are riding with a HS carpool parent will wait in their classroom for their carpool number to be posted. They will then come to the HS carpool line.

**Elementary Students picked up in high school carpool** are walked to the Senior Academy at **3:10** by a staff member if they are riding with a HS driver. All Elementary Students that are riding with a HS carpool parent will wait in their classroom for their carpool number to be posted. They will then come to the HS carpool line.

**Elementary and Middle School Students** carpooling together, picked up in elementary/middle school carpool - **ORANGE TAG** - Please do not arrive on campus until **3:20**.

**Middle School Students ONLY** picked up in elementary/middle school carpool - **GREEN TAG** - Please do not come on campus until **3:25**.

**Elementary/Middle Student DOES NOT Come Out** - If you have gone through the carpool line and your student does not come out, you must go through the carpool line again **OR** park and take your carpool tag in the dining hall to have your student called down. You will not be able to get your student from the Elementary or Middle School front lobby.

**Elementary/Middle School Carpool ENDS** when the flow of traffic has stopped. Remaining Elementary/Middle School Students will walk with a staff member to Wings in Bldg. 5. It is important drivers arrive on campus at the designated times.

### High School **YELLOW TAGS**

**High School Student Drivers** are automatically released at **3:15**. For their safety, Elementary/Middle School Students riding with a high school driver will wait in the Eagle Hall for their high school student drivers to pick them up and walk with them to their car.

**High School Student Riders** - Please do not arrive on campus until **3:30**. ***Please follow instructions provided by police and EWA staff. Do not arrive park on Industrial Drive or in any parking lot of our school neighbors.***

**High School Student DOES NOT Come Out** - If you have gone through the carpool line and your student does not come out, you must go through the carpool line again. You will not be able to get your student from the High School front lobby.

**High School Carpool ENDS** at **3:45**. Remaining High School and Elementary/Middle School Students will walk with a staff member to Wings in Bldg. 5. It is important drivers arrive on campus at the designated time.

**High School Students CANNOT be picked up in elementary/middle school carpool.** Even if you pick up students in the elementary/middle school carpool line every day, you will have to pick them up in the high school carpool line if you also have to pick up a High School Student. If you do not feel comfortable picking up your Elementary/Middle School Students in the high school carpool line, you can pick them up in the elementary/middle school carpool and then go through the high school carpool to pick up the High School Student.

## Before School Supervision

Students that arrive on campus prior to official opening must stay outside the buildings until 7:45 am. If it is necessary to bring your student before the normal school day, you must seek before school care services (WINGS). The time between 7:30 and 7:45 a.m. is teacher preparation time. No students are admitted into the classrooms during this time without teacher approval.

## Attendance

Each day is essential to the learning process. Failure to attend school undermines a student's education and East Wake Academy's academic success. Excused reasons for absences may include the following:

- Illness or injury;
- Medical, dental, or other appointment with a health care provider;
- Isolation ordered by the State Board of Health;
- Death of an immediate family member (full siblings, parents, grandparents);
- Necessary religious observances;
- Military leave regarding deployment of a parent or guardian;
- Participation in a valid and curriculum-related educational opportunity, with prior approval of the Principal; (forms are available in appropriate front office)
- Court or administrative proceedings if the student is a party or subpoenaed witness.

To be excused for an absence a student shall submit, within five school days of the absence, a doctor's note or email from the parent explaining the reason(s) for the absence. The note should be submitted to the school office or homeroom teacher. Failure to comply with these procedures may result in the absence being unexcused. Students are responsible for collecting and making up any work missed while absent.

An absence due to other reasons (hair appointments, etc., oversleeping, car trouble, traffic, shopping, parent choice, etc.) are considered **unexcused** as are any other absences not classified as excused in the list above.

To be counted present, students must be in attendance from **8:15 a.m. - 11:30 a.m.** Students arriving after 11:30 a.m. will not be counted present for the day.

## Compulsory Attendance

Pursuant to [G.S. 115C-378](#), a school designee will send notification of a student's excessive absences after the student has accumulated three unexcused absences in a school year. After six unexcused absences, a school designee will send written notification that the student may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies. After 10 accumulated unexcused absences in a school year, a school designee may notify the district attorney and the director of social services or file a complaint with the juvenile court counselor of the county where the child resides that the child is habitually absent from school without a valid excuse.

## Tardiness

Students who are not seated at his/her desk in their classrooms at the time the school bell rings are considered tardy. Students are required to produce a note from their parents indicating the reason for late arrival, or their parent must accompany the student to the school office. The reason for the late arrival must be listed on the notice. After receiving their approval slip, students shall proceed immediately to class, delivering the slip to the homeroom or other appropriate classroom teacher.

Tardiness results in:

- 1st Tardy: Warning
- 2nd Tardy: Warning
- 3rd Tardy: Warning
- 4th Tardy: Formal letter from school
- 5th Tardy: Disciplinary action

Continued violation will result in a written plan of action for the student and family as well as possible referral to the EWA Board for further action.

### Check Out Procedures

When it is necessary for a student to leave before the end of the school day the parent or guardian must sign the student out in the front office. Parents or guardians must provide a driver's license before his/her student will be dismissed. Office staff will call for the student to come to the office for dismissal.

We encourage parents to make appointments for their child outside of school hours. Your child is expected to stay at school until dismissal time unless there is an emergency or a medical/dental appointment. Due to carpool traffic, students are not allowed to sign out between 2:30 and 3:00 p.m.

If your child/student is to be picked up by a **custodial parent or guardian only**, a copy of the court order must be on file in the school office.

Written permission from the parent/guardian must be provided in order for a student to leave campus with anyone who is not listed on the student release form.

### Withdrawal from East Wake Academy

Parents choosing to withdraw a student from East Wake Academy should contact the Admissions Coordinator and provide the following information:

- The last day the student will be at school
- The name and address of the school the student will be attending

In addition, if East Wake Academy receives an official records request from another school, your student will be automatically withdrawn.

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## ACADEMICS, INSTRUCTION, PROMOTION, and RETENTION

### Academic Honesty

Academic honesty is required at East Wake Academy and any form of academic dishonesty is a violation of the school's student code of conduct. Academic dishonesty is defined as cheating; working with another person(s) without permission; copying someone else's work; sharing your work with others; unauthorized use of notes, books, or electronic equipment on examinations; tests, or quizzes; giving or receiving information on exams, tests, quizzes, classroom assignments, lab assignments, homework assignments, or any other work without approval of the teacher; forging signatures; and plagiarism. Plagiarism is defined as the copying of the language, structure, idea, and/or thought of another and representing it as one's own original work.

East Wake Academy students are expected to be honest, have high moral standards of behavior, have good character and integrity. Students are expected to be respectful of all East Wake Academy community members and East Wake Academy property including all technology resources.

## Curriculum

East Wake Academy's academic program is designed to foster an excellent learning environment that meets and exceeds student performance standards adopted by the State Board of Education and the student performance standards contained in its charter. By law, East Wake Academy shall conduct, at a minimum, student assessments required by the State Board of Education. If a parent objects to the use of specific instructional materials, the parent may file a written request with the Principal stating the nature of the objection and requesting the material not be made available to the student. Specific grievance policies found in East Wake Academy Student Handbook Series 300.

## Evaluation, Progress Reports, and Report Cards

PowerSchool has a parent portal that allows for constant review of student progress. Notification will be sent to all families reminding parents of timely progress reports and quarterly report cards. Parents should log into the portal to review their student's progress.

## Honor Roll

In Grades **3 and 4** teachers will compile the names of students who qualify for honor roll as defined below:

- A Honor Roll = All A's in all core subjects
- A/B Honor Roll = A combination of A's and B's in all core subjects

## Homework

Homework is a part of the instructional experience at East Wake Academy. It is a purposeful continuation of the instructional program and should be accomplished by the student outside of the regular classroom setting. It is assigned for the following reasons:

- Reinforcement
- Completion/Continuation
- Enrichment
- Review

## Parent/Teacher Conferences

Communication between parents and teachers is essential to student success. To protect instructional time, parents/guardians are NOT permitted to their student's classroom unannounced for conferences. Parents/guardians are encouraged to contact their teacher directly to schedule an appointment for a conference.

## Testing

East Wake Academy will conduct standardized testing as required by state and federal law and provide remediation and intervention for students not scoring at required levels. A testing coordinator will monitor compliance with this policy. All licensed testing personnel, teachers, and school administrators are subject to the state Testing Code of Ethics regarding the statewide testing program.

## Promotion and Retention

East Wake Academy staff supports students being placed at the grade level to which they are best suited and providing additional years of education at the same level as necessary. Teachers at East Wake Academy will assess students throughout the school year in order to track their progress towards grade level material mastery. All students will be evaluated as completely as possible before a decision about promotion or retention is reached. The primary information used will include:

Achievement levels	Ability	Maturity (social, emotional, physical)
Observations by trained personnel	Classroom grades	Subjects mastered

Reading level mastered	Rate of absenteeism	Home environment
Standardized test scores (state mandated, psychological tests) Grades 3 & 4 must achieve Level III proficiency on EOG tests in Math and Reading		

Pursuant to state law, 3<sup>rd</sup> graders who fail to achieve reading proficiency may not be promoted unless a statutory exception applies. Parents of impacted students will be informed of the law’s application. Any parent who wishes to learn more about this law and its application should contact the Elementary School Principal.

East Wake Academy will place students at the grade level best suited to the student. Parents will be notified as soon as possible if their student may be retained. As provided by law, the final decision regarding placement rests with the administration.

### Field Trips

Field trips are an important part of the student’s learning experience. East Wake Academy provides field trip opportunities that provide academic value or community building time. Field trips will be reasonable in length, activity, and difficulty, considering the age and maturity of students and available resources. Teachers will send permission requests to parents several days before the date of the trip, indicating the date, time, and purpose of the trip.

### Chaperones

Parents that wish to chaperone students during field trips must complete all necessary paperwork as requested by the teacher. Every student being transported must use an appropriate seat belt and may not ride in the front seat of a vehicle equipped with air bags unless such students are of proper size, weight, and age. Drivers should arrive early, with their vehicles adequately fueled and with the vehicle in good and proper condition. Teachers will provide to each driver any necessary maps, directions and instructions, a roster of students being transported by the driver, and those students’ emergency contact information. All chaperones must be 21 years of age or older.

All field trips will typically begin and end at East Wake Academy.

## EAST WAKE ACADEMY UNIFORM POLICY

### Student Dress Code Grades K-12

The dress code at East Wake Academy is in place to enhance the learning environment. We understand that trends and fads do change. Our dress code expectations are the minimum standard of dress for all students. **The administration makes all final decisions about daily dress.**

#### School Approved Bottoms

All bottoms must be free of holes and fit appropriately, meaning not too tight and not too baggy. Belts are required for students in grades 2-4 who wear pants with belt loops. Elastic waist pants do not require a belt in grades K-4. Belts are required for students in grades 5-12 for pants. Tights, leggings, or modesty shorts are required under skirts and dresses. Solid white, navy blue, black, brown, gray, and tan colored tights, leggings, and modesty shorts are permitted.

**Shorts/Pants/Skorts/Skirts:** May be purchased anywhere but must meet the criteria set forth

Color: Khaki or navy blue

Style: Uniform pants or shorts; elastic waist pants are permitted; no capri pants, denim, cargo or skinny pants, corduroy or elastic bottoms. Fabric should be traditional khaki or twill.

Length: Shorts, skorts, and skirts should be no shorter than 4" above the knee(modesty shorts or tights/leggings required under skirts)

#### **K-4 ONLY:**

##### **Knit Polo Dresses: Must be purchased at Flynn O'Hara**

Color: Navy blue or burgundy with EWA embroidered logo

Length: No shorter than 4" above the knee (modesty shorts or tights/leggings required)

**Jumpers**: May be purchased anywhere but must meet the criteria set forth

Color: Khaki or navy blue

Shirt: Must wear short/long sleeve EWA K-4 Polo (navy, white, or burgandy) or solid white short/long sleeve shirt with collar

#### **School Approved Tops**

All collared shirts are required to be tucked in. Hoodies and sweatshirts are not to be worn alone. A polo shirt must be worn underneath.

##### **Collared Shirts: Must be purchased at Flynn O'Hara**

Polo Color Grades K-4: Navy blue, white, or burgundy with embroidered EWA logo

Polo Color Grades 5-8: Navy blue, white, burgundy, or light blue with embroidered EWA logo

Polo Color Grades 9-12: Navy blue, white, burgundy, light blue, or red with embroidered EWA logo

Style: Short sleeve or long sleeve style

#### **Hooded Sweatshirts**

With EWA Logo: Logos must be applied through school-approved vendors

Without EWA Logo: Solid navy only

#### **Outerwear**

Color: Solid navy with or without embroidered EWA logo

Style: Cardigans, fleece jackets, windbreaker jackets

##### **Vendor Information: <https://flynnohara.com>**

**Flynn O'Hara Uniforms - Raleigh**

8613 Glenwood Avenue

Raleigh, NC 27617

(919) 326-8000

*\*Green polo tops/dresses, crewneck sweatshirts, plaid skirts/jumpers, peter pan style blouses, oxford button down shirts, sweater vests, are no longer available for purchase; however, they can continue to be worn. \**

## General Student Dress Code for K-12

### **Footwear:**

All footwear must be closed-toe and closed heel. No sandals, flip flops, clogs, high heels, or platform shoes are allowed. Shoes must be correctly laced and tied at all times. Students may wear boots year-round.

### **Hair and Accessories:**

**Belts:** Belts must be worn with bottoms that include belt loops in grades 2-12. Plain black or brown belts are required. No oversized belt buckles or buckles with designs or writing are permitted.

**Piercings/Tattoos:** No facial piercings are allowed. Tattoos cannot be visible (tattoos cannot be covered with bandages or makeup).

**Jewelry:** No excessively large, gaudy, inappropriate, or distracting jewelry permitted. For safety reasons, large dangle earrings, necklaces, chains, and chokers will be removed during PE and recess.

**Hats:** Students may wear hats, caps, toboggans, earmuffs, etc., on campus but must be removed when in the building.

**Bookbags:** Soft-sided backpacks or book bags are acceptable, but hard-shell backpacks are not allowed. Rolling book bags are only permitted with a physician's order.

**Hair:** Students' hair should not be in the face (not covering the student's eyes). No mohawks or scalp designs are allowed. Non-natural hair coloring is not permitted for any students. Hair cannot be a distraction to any educational activities. A student may be asked to pull their hair up during certain activities due to safety (ie. gym, labs, etc...)

**Undergarments:** Undergarments may not be visible when students are in uniform. Undergarments should be white, navy, and burgundy in color and should be tucked in appropriately.

### **Physical Education Classes:**

School PE uniforms are **only** required for all PE classes for students in grades 5-12. The school PE uniform consists of any plain navy bottom (excluding leggings) and an EWA t-shirt. The only appropriate footwear for PE is closed-toed sneakers or tennis shoes that can be laced up.

### **Dress Down Days:**

Students may pay to dress down on school-approved dates. Students may wear non-uniform clothing, but the length, fit, style, and all other criteria listed in the dress code policy applies—no spaghetti straps, strapless, or off-the-shoulder shirts. Students should not wear clothing that displays political affiliations,

drugs, controversial or inappropriate phrases, or pictures. If leggings are worn, they must be worn with a shirt covering their bottom. Footwear must also meet dress code guidelines. **East Wake Academy administration has the authority to determine whether or not an item is acceptable to dress down day attire.**

### **Field Trip and Off-Campus Event Attire:**

Grade level teachers will inform students of the expected attire for class field trips or off-campus events.

### **Athletic Wear:**

Team athletic outerwear may not be worn alone. Students must wear a tucked in EWA Polo under the team athletic outerwear. Only school approved uniform bottoms may be worn with team athletic outerwear. Athletic t-shirts should only be worn on game days if a team has all agreed on this apparel in place of dressing up.

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## **Student Discipline Procedures**

### **Student Code of Conduct**

The Student Conduct Code (“Student Code” or “Code”) governs student behavior occurring on East Wake Academy property, at school-sponsored activities, plus all off-campus activity that threatens East Wake Academy student/staff safety or property, or that substantially disrupts or is likely to disrupt school operations. Administration reserves the right to amend or add to the Student Conduct Code as unique situations arise. The administration further reserves the right to deviate from the state disciplinary action(s) based on unique or aggravating factors. This Student Conduct Code shall apply to any student:

- In any school building or on any school premises before, during, or after school hours;
- On any vehicle on which the student is being transported as part of any School activity;
- Present during any school function, activity, or event;
- At the time when he/she is subject to the authority of school personnel;
- Whose conduct at any time or place has a direct and immediate effect on maintaining order and discipline at the school.

Violation of Board policies, rules, or regulations, the Student Conduct Code, or the North Carolina General Statutes may result in disciplinary action including termination of the student from East Wake Academy pursuant to Board policies. All expulsions will be for the remainder of the school year. Re-entry will be based on a case-by-case basis at a review hearing before the Board of Directors. Students cannot re-register for the next school term at East Wake Academy until a hearing is held by the Board and written approval by the Board for re-entry is granted.

When a school official learns or suspects that any student has violated any board or school policy, rule, or regulation that may also be a criminal violation of the laws of the United States or the State of North Carolina, he/she shall promptly report such violation to the proper law enforcement agency. In such cases, school officials shall cooperate fully with the law enforcement agency; however, internal disciplinary proceedings shall proceed independently from any criminal investigation and prosecution.



The Board believes that vitalized teaching and proper guidance will minimize the need for various types of punishment. It does recognize that in some cases reasonable punishment or even suspension may be necessary. The teacher is charged with the responsibility of maintaining student control and proper conduct for all students. Administration shall be ready and willing to give the teacher any assistance he/she may need. However, the most effective control is that which is maintained by the teacher.

## Generally Prohibited Behavior

### Disrespect/Noncompliance

Students shall comply with all school- and safety-related directions of school administrators, teachers, substitute teachers, student teachers, teacher aides, and all other school personnel who are authorized to give such directions. Inappropriate conduct includes but is not limited to verbal, non-verbal, or physical conduct showing disrespect, repetitive tardiness, skipping class/school, leaving campus without permission, or being in an unauthorized area. Failure to comply may result in short-term suspension.

### Class/Activity Disturbance

Any physical or verbal disturbance which occurs within the school environment and which interrupts or interferes with teaching or orderly conduct of class/school activities/school transportation is prohibited. In addition to other disciplinary measures available, a student who is disruptive may be excluded from participating in extracurricular school programs, including graduation.

No student shall engage in or urge any other student to engage in passive resistance, noise, threats, fear, intimidation, coercion, force or violence for the purpose of causing the disruption or obstruction of any lawful function, mission or process of East Wake Academy.

While this list is not intended to be exclusive, the following acts, when done for the purpose of causing a disruption or obstruction of any lawful function, mission or process of the school, illustrate the kinds of offenses prohibited by this policy:

- Occupying any school building, school grounds or part thereof with the intent to deprive others of its use;
- Blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to the room, or use of the building, corridor or room. Blocking normal pedestrian or vehicular traffic on school premises;
- Falsifying an emergency situation that disrupts normal school operations;
- Making noise or acting in any manner so as to intentionally interfere with any teacher's ability to conduct class or to carry on any school activity, use of devices causing noise, including but not limited to radios, compact discs, cell phones, tape recorders, pagers and beepers;
- Preventing or attempting to prevent the convening or continued function of any school, class, activity, or of any lawful meeting or assembly on the school premises;
- Cursing or using vulgar or abusive language including remarks intended to demean a person's race, religion, sex, national origin, handicapping condition, or intellectual ability;
- Conducting oneself in an uncivil manner at any school extracurricular activity. In addition to other disciplinary sanctions provided in the policy or sanctions within the discretion of teachers and Administration, the Administration may bar the student from attending any school extracurricular activity and may require the student not to be on school property before, during, or after extracurricular activities;

- Dress - Appearance or clothing which violates the adopted dress code and publicized by the school, by the school, and/or which is disruptive, provocative or obscene or which endangers the health or safety of the student or others;
- Possessing literature or illustrations which significantly disrupt the educational process or are obscene;
- Engaging in behavior, which is immoral, indecent, lewd, and disreputable or of any overly affectionate or sexual nature in the school setting.

### Misconduct on Transportation Service Vehicles

School transportation service is a privilege, not a right. Students at all times while riding a school authorized transportation service or other school vehicle shall observe the directives of the driver. This includes parent vehicles being used for the purpose of transporting students to and from school functions. The following conduct is specifically prohibited and may result in temporary or permanent suspension from school transportation services and/or from school:

- Delaying the transportation schedule;
- Fighting, smoking, using profanity or refusing to obey the driver's instructions;
- Tampering with or willfully damaging the school vehicle;
- Possessing or using unauthorized drugs or intoxicating beverages on a school vehicle;
- Getting on or off at an unauthorized stop or riding in a vehicle without permission;
- Distracting the driver's attention by participating in disruptive behavior while the vehicle is in operation;
- Failing to observe established safety rules and regulations;
- Willfully trespassing upon a school authorized vehicle;
- Violating any other rule of the code of student conduct while on the school authorized vehicle.

### Trespassing

No student shall be on the campus of a school to which he/she is not assigned during the school day without the knowledge and consent of the officials of the school he/she is visiting. Students who loiter at school after the close of the school day including exam and other days without specific need or supervision will be considered trespassers and may be prosecuted if they do not leave when instructed to do so. Any student who has been suspended from school shall be considered trespassing if he/she appears on the school property during the suspension period without express permission of the administration and may be prosecuted.

### Hazing

No student shall engage in hazing another student by playing abusive or ridiculous tricks upon him/her; by frightening, scolding, beating, or harassing him/her; or by subjecting him/her to personal indignity. In addition to other disciplinary sanctions, any student who has been criminally convicted of hazing will immediately be expelled from school, as required by law.

### Tobacco

No student shall possess, display, or use any tobacco product. This restriction applies even when the student is on school system property or at any school-sponsored activity as a visitor or spectator. For the purpose of this policy, the following definitions shall apply:

- **Tobacco Product:** cigarettes, cigars, pipes, chewing tobacco, snuff, and any other items containing or reasonably resembling tobacco or tobacco products.
- **Tobacco Use:** smoking, chewing, dipping, or any other use of tobacco products.

- **Display:** having any tobacco product in a location or position that is visible to students or school personnel.

The display of tobacco products does not extend to a display that has a legitimate instructional or pedagogical purpose and is approved by a teacher or the principal. The principal may permit tobacco products to be included in instructional or research activities in the school building if the activity is conducted or supervised by the faculty member overseeing the instruction or research and the activity does not involve smoking, chewing, or otherwise ingesting the tobacco product

#### Controlled Substances, Alcohol, and other Chemicals

No student shall possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, or an alcoholic beverage, malt beverage, or fortified wine or other intoxicating liquor not shall a student possess, use, or transmit drug paraphernalia or counterfeit drugs, e-cigs, vape, or inhale or ingest any chemicals or products with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student's mood or behavior.

Use of a drug authorized by a valid medical prescription from a registered physician shall not be considered a violation of this rule when the drug is taken by the person for whom the drug was prescribed and in the prescribed manner.

#### Theft, Damage to Property

No student shall steal, attempt to steal, aid in or conceal stealing, or knowingly possess stolen property if not attempting to return or turn in such property. No student shall intentionally damage or attempt to damage any school property or private property while under school jurisdiction.

#### Unacceptable Use of Electronic Technology

Students shall comply with the School's Acceptable Use Policies, included in Appendix 5, Series 300.

#### Threatening Acts

No student shall direct towards any administrator, teacher, other school employee, other student, or other person, any language which threatens force, violence or disruption, or any sign or act which constitutes a threat of force, violence or disruption.

#### Assault, Injury

No student shall assault, cause, or attempt to cause physical injury to, or intentionally behave in such a way as could reasonably cause injury to any other person. Assault includes engaging in a fight.

#### Weapons, Dangerous Instruments

The school strives to maintain an environment free of all weapons not legally possessed by law enforcement officials or otherwise authorized by the Superintendent or the Board. No student, employee or other agent of the school shall carry or encourage another person to carry, whether openly or concealed, a weapon as defined below, onto school property at any time.

A "weapon" includes a gun, rifle, pistol, or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine, powerful explosive, fireworks, incendiary device, knife, BB gun, air rifle, pellet gun, air pistol, sling shot, blackjack, metal knuckles, bludgeon, bowie knife, switchblade, dirk, dagger, leaded cane, stun gun or other electronic shock weapon, ice pick, mace, pepper gas, razor or razor blade, or any sharp pointed or edged instrument, nail files and clips, or a facsimile of a gun or other weapon or object that can reasonably be considered a weapon or other dangerous instrument. Instructional supplies and tools used

solely for preparing food, instruction, and maintenance of school property or otherwise authorized or necessary to support the operations of the school are appropriate.

Any person who is aware that an unauthorized weapon has been carried onto school property or possessed at a school function shall immediately notify a teacher or the principal.

### Harassment and Bullying

The school is committed to providing an environment that is conducive to learning, free from harassment and bullying based on race, religion, gender, ethnicity, national origin, disability, or any other illegal conduct. Other forms of harassment and bullying are also prohibited, including those based on other distinguishing characteristics such as, but not limited to, physical, social, academic or emotional and socio-economic status, or simply based on personal differences or conflicts. All conduct prohibited by this policy includes behavior that occurs directly or indirectly, by personal or electronic communication or action.

North Carolina law (G.S. §115C-218.75(c)) encourages charter schools to adopt a policy against bullying or harassing behavior, including cyber bullying. Charter schools that do so shall, at the beginning of each school year, provide the policy to staff, students, and parents as defined in G.S. 115C-390.1(b)(8).

Harassment is an unwelcomed offensive verbal, nonverbal or physical conduct that is sufficiently severe, persistent or pervasive as to significantly affect the conditions of one's employment or a student's learning. Harassment includes, but is not limited to, abusive jokes, insults, slurs, name-calling, threats, bullying or intimidation, unwelcome sexual advances, or the exchange of benefits for performance of sexual or other favors.

Harassment is prohibited at all levels: between students, between employees and students, between coworkers, between supervisors and subordinates, between nonemployees and employees and/or students, and between any other school representatives or members of the school community while at the school or involved in school activities.

In addition, no student or staff member shall retaliate against anyone who reports or seeks remedies against harassment or bullying or otherwise aids or supports someone who aids in the enforcement of this policy.

All staff members are required to report instances or reasonable suspicions of harassment and bullying to a supervisor and to aid in investigations under, and the enforcement of, this policy. Any report of alleged harassment or bullying shall be taken seriously and responded to fully and promptly by appropriate school staff. Students are urged to also report and assist in carrying out this policy.

### Sexual Harassment

Of the various types of harassment, sexual harassment is worthy of special considerations in addition to those applicable under the School's General Harassment Policy. No employee shall engage in sexual harassment against any student, other employee, or another person in the school community.

Sexual harassment includes any unwelcome sexual advance, request for sexual favors, or sexually suggestive comments when:

- Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.

- Submission to or rejection of such conduct by an individual is used as a basis for student or employment decisions affecting such individuals.
- Such conduct has the purpose or effect of interfering with an individual's academic or work performance or creates an intimidating, hostile, or offensive working or educational environment.

Examples of sexual harassment include, but are not limited to, deliberate, unwelcome touching; suggestions or demands for sexual involvement accompanied by implied or overt promises or threats; pressure for sexual activity; continued or repeated offensive sexual flirtations, advances, or propositions; continued or repeated verbal remarks about an individual's body; sexually degrading words used toward, or in the presence of, an individual or to describe an individual; or the display of sexually suggestive objects, signals, or pictures.

A hostile environment exists if the conduct of a sexual nature is sufficiently severe, persistent, or pervasive to limit a person's ability to participate in or benefit from the educational program or creates a hostile or abusive educational or work environment.

Romantic or sexual advances toward students by employees or romantic or sexual relationships between School system employees and students are always prohibited in all circumstances. School employees are prohibited from engaging in inappropriate relationships with students and are required to report such relationships or reasonable suspicions thereof to the Principal or other appropriate supervisory official. Procedures for reporting suspected harassment or sexual harassment are outlined in the School's personnel policies.

### Student Searches

To promote safe and orderly operations, school officials may conduct reasonable searches of persons and materials as necessary, in accordance with students' constitutional rights. A student may be subject to a search either based on reasonable suspicion that the student has violated law or policy, or as a result of reasonable, random searches not requiring individualized suspicion. Reasonable suspicion to search an individual student is not required when a student voluntarily and knowingly consents to such search.

If an authorized school official reasonably suspects that the student has on his or her person or in his possession, any item or material that poses a risk of serious harm to persons or property, an authorized school official may perform a more intrusive search of a student's person, including a strip search, as necessary to avoid a threat of imminent and serious harm or damage. In such instances, any bodily invasive search shall, to the extent feasible, be conducted in private by an authorized school official of the same sex, with an adult witness of the same sex present.

### Use of Dogs to Aid in Searches

School officials may use trained dogs to aid in inspections for materials that may be in violation of law or policy. Thus, without notice, the School may use trained dogs to sniff lockers, student motor vehicles, and other objects. Dogs will not be used, however, in random searches of individual students.

### Disciplinary Policies and Procedures for Serious Offenses

North Carolina state law requires the School to follow specific rules and due process relating to serious disciplinary matters, including the use of reasonable force, short- and long-term suspensions, and expulsions under Article 27 of Chapter 115C of the General Statutes. The School will follow these rules in such instances.

At the date of adoption of these policies, Article 27 is available online at [http://www.ncleg.net/EnactedLegislation/Statutes/HTML/ByArticle/Chapter\\_115C/Article\\_27.html](http://www.ncleg.net/EnactedLegislation/Statutes/HTML/ByArticle/Chapter_115C/Article_27.html)

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## EMERGENCY AND SAFETY PROCEDURES

### Building and Grounds

Maintaining safe and attractive school grounds and facilities requires everyone's support. All students, staff and parents should make every reasonable effort to preserve and protect school property.

### Delayed Openings

The Executive Director may delay the opening of or close the school when there is a threat or potential safety threat due to inclement weather, mechanical failure, or other circumstance. In such instances, the school will notify members of the school community as promptly as possible via local news media, (WRAL & WRAZ, WTVD, WNCN, wral-tv.com), electronic mail, school voice message system, the school website (eastwakeacademy.org), or other reasonable means.

Television and radio announcements will be provided to the stations above as soon as a decision is made, generally no later than 6:30 a.m.

Makeup days for time missed will be determined as the need arises. Parents will be notified in a timely manner.

### Fire, Severe Weather, and Lock-Down Drills

The Executive Director will conduct a fire drill during the first ten days of the opening of school and at least one fire drill each month thereafter. The route of egress and alternate routes will be posted in each classroom in each building. Tornado and lock-down drills will also be conducted at minimum on an annual basis. Students and staff will be instructed on the procedures to follow.

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## STUDENT HEALTH AND WELLNESS

East Wake Academy employs a full-time school health professional. The school health professional manages the school health services, assesses student health and development, helps families determine when medical services are needed, and serves as a professional link with physicians and community resources. **The school health professional cannot diagnose health problems.** The goals of the school health services are:

- Maximize the quantity of in-class time by reducing the incidence of health-related absenteeism;
- Eliminate or minimize health problems that impair learning;
- Help students achieve the highest degree of independent functioning.

### Communicable Diseases

East Wake Academy aims to provide a safe and secure environment free of infection from communicable disease for all students and employees. To balance the need to protect the privacy rights of students and employees and to control the spread of communicable diseases and conditions, decisions concerning necessary action shall be made on a case-by-case basis in accordance with this policy, sound judgment, and applicable legal requirements.

A communicable disease or condition is defined as an illness due to an infectious agent, or its toxic products, which is transmitted directly or indirectly to a person from an infected person or animal.

This policy applies to all legally reportable communicable diseases, including HIV and AIDS, as set forth in state regulations.

In order to prevent the spread of communicable diseases, universal health and safety precautions, which include regulations regarding the cleanup of all bodily fluids (including blood), shall be distributed by the Executive Director or his/her designee and shall be followed by all East Wake Academy employees.

In accordance with state law, the Executive Director or his or her designee shall report suspected cases of reportable communicable diseases or conditions to the county health director for investigation and shall provide available factual information to substantiate the report. Such reports shall remain strictly confidential and may be shared only with other staff members as necessary to prepare and file a report.

All staff members who are made aware of any such report shall keep such information confidential. Without releasing any information that would identify the affected student when not required, the Executive Director shall report suspected cases of reportable communicable diseases or conditions to the Board.

Any student suffering from a communicable disease or condition shall follow all control measures issued by the county health director and shall take all necessary precautions to prevent the transmission of the disease or condition. Any East Wake Academy employee who has reason to believe that a student is suffering from a reportable communicable disease and failing to follow safe practices shall report this to the Executive Director, Principal, supervisor, or school health professional. Failure to follow control measures may result in disciplinary action. The parent(s) of a student suffering from a communicable disease should inform the Principal so that appropriate accommodations and precautions may be put in place.

If the county health director notifies the Executive Director that a student with a communicable disease or condition may pose a threat to public health, the student and his or her parents shall cooperate with the health director to eliminate the threat. It is the responsibility of the health director to determine when the school community must be notified of the outbreak of a contagious disease. School officials shall cooperate with the health director in issuing such notification.

It is the responsibility of the county health director to notify the school if a student infected with the HIV virus is enrolled or scheduled for admission to the school, and if there is a serious risk of transmission of the virus by the student.

### Communicable Illnesses

- Chicken Pox: Student is excluded from school for 6 days after the rash appears or until all blisters have formed scabs.
- Measles: Student is excluded until physician's written approval is given and the student is no longer contagious.
- Ringworm: Student is excluded from school until seen by a doctor and treatment is started.
- Pink Eye: Student is excluded if: eyes are severely red, swollen, there is yellow discharge, the student excessively rubs the itching eye, or it appears that cases are being transmitted from one student to another. Students should not return to school until prescription medication has been applied for up to 24 hours.
- Impetigo: Student is excluded from school if he/she has more than 3 or 4 sores and until seen by a physician and treated with prescription antibiotic for 24 hours. Proof of medication is required.

- **Streptococcal and Staphylococcal Infections:** Student is excluded from school until treated with prescription antibiotic. Students with a confirmed case of MRSA (Methicillin-resistant Staphylococcus aureus) will be treated on an individual basis. The student's physician, the School health professional, and Principal will decide when a student identified with MRSA infection may return to school.
- **Head Lice:** East Wake Academy will take prompt action to eliminate the threat of head lice. Head lice do not represent a disease or infection, and can therefore be readily treated. Since lice are transmittable, any student East Wake Academy officials suspect of having head lice will be sent home promptly for treatment. The student may not return to the school until treatment has been received and the school health professional or other designated school official has determined that no head lice or live nits are present. A seven (7) day follow-up examination by the school health professional shall follow readmission. Any member of the School community who knows of a manifestation of head lice should report this to a responsible staff member. A written notice will be sent to the parents of all students in a classroom where a confirmed case of head lice occurs. In classrooms where an outbreak (three or more cases) of head lice occurs, all students will be examined by the school health professional.

### Illness and Injury

When a student is injured or becomes ill at East Wake Academy, the student will be sent to be assessed by the school health professional. The school health professional will notify the parent(s) if the child needs further assistance or must leave the School when they have the following symptoms:

- Fever of 100.0 °F or higher (child should remain home until fever-free for 24 hours without fever reducing medications);
- Nausea, vomiting;
- Severe headache;
- Red, watery eyes with yellow drainage;
- Undiagnosed rash.

Students should not be sent to school if they are experiencing any of the above symptoms.

No underage student may leave the school unsupervised. Any significant injury or accident occurring during the school day or during a School activity will be reported to a parent. The school will treat minor injuries or contact a parent to take the student for medical attention.

### Immunizations

No child may attend school unless a certificate of immunization is provided to East Wake Academy indicating that the child has received the immunizations required by state law. If on the first day of attendance the child does not present such a certificate, the child's parent shall be notified. The parent shall normally have thirty calendar days from the date of first attendance to obtain the required immunizations for the child. If a vaccine reasonably requires more than thirty calendar days to complete, and a suitable physician reliably verifies this fact, a reasonable extension of time may be granted. At the end of the thirty calendar days or extended period, if the student has not received the required immunizations, East Wake Academy shall release the student from the school.

East Wake Academy shall maintain, in a separate medical file for each student, the student's immunization records. These records may be inspected by officials of the county or state health departments upon request and without notification to parents. When a child transfers from or to another school, arrangements will be made to transfer the immunization records. East Wake Academy will file an



immunization report with the Department of Environment, Health and Natural Resources within sixty calendar days after the commencement of a new School year.

### Medications

East Wake Academy officials may administer medication to students if one of the following criteria are met:

- The Parent Request and Physician's Order Form for Medication is completed and in the possession of the school. School staff members are not to administer "over the counter" medicines that are not ordered by a physician.
- If a doctor orders a non-prescription medicine, it must be received in the original container and will be administered according to the doctor's written instructions.
- Students may need to take short-term (2 weeks or less) medication after an acute illness. If a child is symptom free and a doctor recommends they can return to school, they may do so and have the medication administered as indicated on the pharmacist's label.
- In the case of long-term medications, requests and physician's orders should be updated at the beginning of each school year and any time there is a change in the dosage prescribed.
- No medication will be given by a school official unless it is in a container dispensed by a pharmacy with the student's name, name of the medication, the date the prescription was filled, and directions for administration clearly marked. The medication label must match the name and dose of medication list on the physician order form.

At all school levels, students may self-medicate with emergency prescription medicine (i.e. asthma inhalers, epi-pens) if they have permission to do so documented on the Parent Request and Physician's Order Form for Medication. At the elementary level, no other self-medication, including over-the-counter medicines, is permitted.

At the secondary level, students may self-medicate with over-the-counter medications. Should there be concern or question about the appropriateness of self-administration, school personnel should notify the school health professional. The school health professional will then consult with the student's parents.

The storage of self-administered medications is determined by the school health professional, as directed by the principal, based on the nature of the medication, age of the child, and the child's ability to maintain safe use, including a child keeping the medication on their person. Under no circumstances should a child be denied easy access to emergency medications such as asthma inhalers.

It is the responsibility of the parent to bring the medication to school. The school health professional will receive the medication at school. Separate containers for school and home should be provided so that one container may stay at school. Pharmacies will provide two containers if asked to do so.

### Diabetes Plans and Compliance Reports

East Wake Academy shall implement rules and procedures for students with diabetes in accordance with State Board of Education requirements and G.S. 115C-375.3. This includes making available necessary information and staff development to teachers and school personnel in order to appropriately support and assist students with diabetes in accordance with their individual diabetes care plans.

### Compliance with Other Health Requirements

East Wake Academy shall regularly determine and comply with any federal, state and local requirements pertaining to other safety threats such as dangerous chemicals and blood-borne pathogens. It shall also comply with all requirements as to food inspections and safety.

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## PARENTS AND THE COMMUNITY

### Open Communications

East Wake Academy recognizes the need for clear and open communication between the Board, staff, and parents concerning issues of mutual interest. Parental suggestions, concerns, and questions regarding school policy and practice are encouraged and are most effectively and efficiently channeled directly through a teacher, the principal or his or her designee, or any other person or group assigned to receive such information. Parents are urged not to communicate directly with board members on such matters to preserve the integrity of their policy-making role, the proper channels of administrative response, and board neutrality.

The Board represents and serves the entire East Wake Academy community. For this reason, the Board recognizes the value of public awareness and, when necessary, public input on educational issues. The Board, in its discretion, may provide opportunities for the public to express interest in and concern about school matters. Any citizen may attend all open meetings of the Board.

### Grievance Rights and Procedures

Students and parents are entitled to pursue their grievances according to the *Grievance Process and Appeals of Administrative Decisions Policy* found in Series 300, Appendix 4. These procedures, in their Board-approved form, are officially contained in Series 400; in case of any discrepancy between versions, the Series 400 edition shall prevail.

### Parent Organizations

The Parent-Teacher Association (PTA), booster clubs, and other parent organizations perform a valuable service to East Wake Academy. The Board supports these organizations and expects and encourages cooperation from the whole school community, including students and employees.

The Board shall approve all organizations affiliated with the East Wake Academy. The Board, or by delegation, the Executive Director, may establish additional rules governing such organizations. The Executive Director, or his or her designee shall be an ex officio member of any such organization.

Each parent organization affiliated with East Wake Academy must establish bylaws setting forth the purpose of the organization and the rules and procedures by which it shall operate. A copy of the bylaws, and any subsequent revisions, shall be given to the Superintendent and a copy shall be kept on file in the school office.

Parent organizations shall secure the advice and approval of the Executive Director or his designee prior to planning any function or activity in which students are to participate while under supervision of East Wake Academy.

Unless otherwise determined by the Board, any item purchased by a parent organization for East Wake Academy or a School activity becomes the property of East Wake Academy.

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# STUDENT RECORDS

## Regulations

The federal Family Education Rights and Privacy Act (FERPA) affords parents of students, legal guardians, and emancipated students the right to inspect their own or their child's records. Furthermore, FERPA prohibits, with limited exception, other persons from accessing such records without the prior consent by a parent or emancipated student.

A parent or eligible student must normally submit a written notification at least five days in advance to the School records office to inspect the student's file.

East Wake Academy may disclose appropriately designated "directory information" without written consent, unless the parent or emancipated student has directed the School not to disclose such information. Such information allows East Wake Academy to publish certain useful information such as an athletic roster or a program bulletin, a yearbook, honor rolls or other recognition lists or graduation programs. The School considers the following information as directory information: a student's name, address, phone number, activity or athletic photograph, dates of attendance, grade level, participation in activities and sports, and weight and height of sports team members. Each year East Wake Academy will notify parents of the School's "directory information" and parents' right to opt out of such disclosures.

In addition, East Wake Academy is required to provide military recruiters, upon request, with three directory information categories: names, addresses, and telephone listings of students, unless parents request that East Wake Academy not provide any such information without their prior written consent. The School will also make parents aware of their rights to withhold this information from military recruiters upon written request.

The Executive Director or his or her designee shall compile and maintain an official record for each student that contains information including a birth certificate, dates of admission and departure, attendance data, standardized test results, and grading and promotion data. Each student's official record shall also include notice of any suspensions for a period of more than 10 days or of any expulsion. The notice of suspension or expulsion shall be expunged from the record if the student graduates from high school or is not expelled or suspended again during the two-year period commencing on the date of the student's return to East Wake Academy after the expulsion or suspension.

Official student records shall be permanently maintained. The Executive Director is authorized to order the storage of official student records at a central location.

Student records do not include individual notes and records made by teachers and administrators that are in the sole possession of their maker and that are not accessible or revealed to any other person except a substitute teacher or supervisor.

## Student Record Confidentiality

Student educational records are confidential. Access to the official student record and any other student record shall be strictly limited in conformance with state and federal law and Board policy.

A confidential folder shall be maintained for each child evaluated for or receiving exceptional children's services.

Apart from directory information, personally identifiable information about a student shall not be released from a student's record without the prior written consent of the parent, legal guardian, or emancipated student, except to the following persons:

- School employees when a legitimate educational purpose exists for accessing the information, including professionals contracted to provide services for a student;
- Authorized government or educational officials, or others with legitimate reasons for reviewing a student's records;
- Appropriate persons in connection with an emergency, if the release of the information is necessary to protect the health or safety of the student or other persons;
- Authorized state and local officials with authority to review student information if the disclosure relates to the juvenile justice system's ability to serve, before adjudication, the student whose records are released. The official must certify in writing that the information will not be disclosed to any other party, except as provided by state law or with prior written consent of the student's parent or an emancipated student;
- Officials of other schools where the student has enrolled or plans to enroll, unless the Parent or an emancipated student has specifically requested in writing that the information not be released to the requesting institution;
- Persons acting under court order or subpoena, as long as the parent or an emancipated student shall be notified of the request prior to its execution;
- Accrediting organizations, to the extent necessary to enable them to carry out their functions; and
- Financial aid organizations if related to a student's application for receipt of financial aid.

Prior written consent for any other release of personally identifiable information must be signed and dated by the parent, legal guardian, or an emancipated student and must specify the records that may be disclosed, the purpose of the disclosure, and the party or class of parties to whom the disclosure may be made.

### Children with Special Needs

The school admits and serves special needs children under the Individuals with Disabilities Education Act (IDEA) (20 U.S.C. 1400 et seq.), state legislation (G.S. 115C-106 et seq.), and pursuant to the State Board of Education's rules and policies.

Students with special needs shall receive a free appropriate public education (FAPE) in the least restrictive and appropriate environment. The school will provide every student suspected of having special needs with a multidisciplinary diagnosis and evaluation.

For each student entitled to special education services, the school will:

- provide testing and evaluation in a nondiscriminatory manner, administered in the child's native language as necessary;
- provide to the parent, in writing, the results, findings, and proposals based upon an evaluation;
- develop an Individualized Education Plan (IEP) for qualified students;
- provide special education and related services in the least restrictive appropriate environment to each qualified student based upon the IEP; and
- provide written notice to the parent reasonably in advance of when the school proposes to initiate or change the identification, evaluation, or educational placement of a student with special needs. The written notice will give a full explanation of all of the procedural safeguards available to parents.

A confidential folder shall be maintained for each child evaluated for and/or receiving exceptional student services. Access to such files shall be limited to appropriate personnel and parents in compliance with state and federal law. A handbook on special needs procedures and rights is available to parents of children with special needs.

#### Moment of Silence and Pledge of Allegiance

As required by state law, the school shall (i) display the United States and North Carolina flags in each classroom when available, (ii) call for the recitation of the Pledge of Allegiance on a daily basis, and (iii) provide age-appropriate instruction on the meaning and historical origins of the flag and the Pledge of Allegiance. The school shall not compel any individual student to stand, salute the flag, or recite the Pledge of Allegiance. If flags are donated or are otherwise available, flags shall be displayed in each classroom.

#### Religion and Free Speech

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