



LAKE LURE

Classical Academy

A Challenge Foundation * Academy

PARENT & STUDENT HANDBOOK 2015-2016

TABLE OF CONTENTS

Mission Statement.....	p. 3
Rights and Responsibilities.....	p.3
Policies and Procedures.....	p.8
Academic Accountability Policy.....	p.11
Field Trip Policy.....	p.14
School Uniform Policy.....	p.16
Medication Administration Policy.....	p.21
Grievance Policy.....	p.23

MISSION STATEMENT:

Lake Lure Classical Academy: A Challenge Foundation Academy (LLCA-CFA) provides an educational community with high academic and character expectations, creating life-long learners.

Our classical education builds the foundation that creates great learners.

Our students work hard, have fun, and get the support they need to become productive citizens in an engaged community of teachers and parents.

We hold our students to high academic and character expectations to ensure they have the tools necessary for success in life, whatever path they choose.

Basic Rights and Responsibilities

The maintenance of a positive school climate conducive to the individual pursuit of learning, working and living is shared by parent/guardians, students and all school personnel. Each is expected to work positively toward this goal and to respect the individuality and the rights of every person. Parent(s)/Guardian, students and school personnel are also expected to deal effectively with behavioral concerns. The regulations below are written in accordance with N.C. General Statutes 115C-390 and 391.

RESPONSIBILITIES**A. LLCA - CFA Board Responsibilities**

1. To adopt a fair and consistent discipline policy that establishes clear standards of student behavior.
2. To ensure, through the School Director and the Discipline Committee, that there is fair and consistent application of the discipline policy.

B. Parent(s)/ Guardian Responsibilities

1. To assume legal responsibility for the behavior of the child as determined by law and community practice and to ensure that the child is familiar with the discipline policy and regulations.
2. To teach the child self-discipline, respect for authority and for the rights of others.
3. To make sure that the child attends school regularly and that the school receives notification of the reason for absences when the child cannot attend.
4. To work to the best of his/her ability to provide the necessary materials and a positive home learning environment for the child to succeed in school.
5. To maintain communication with the school and provide the school with a current telephone number and email through which he/she may be reached during the school day.
6. To respond quickly to school to get the child when called upon.
7. To be available for conferences when requested.
8. To cooperate with the school staff to develop strategies to benefit the child.

C. Student Responsibilities

1. To be aware of and to abide by system wide policies, regulations and school guidelines regarding acceptable behavior.
2. To be responsible for one's own behavior.
3. To conduct oneself in a manner which is conducive to learning and does not interfere with the teacher's right to teach or the student's right to learn.
4. To respect the personal, civil, and property rights of all members of the school community.
5. To refrain from the use of physical force, verbal abuse or harassment, blackmail, stealing, vandalism, and other illegal activities.
6. To seek clarification from school personnel concerning the appropriateness of any action or behavior.
7. To attend school and classes regularly, on-time and to be prepared with the necessary learning materials.
8. To know and to follow the policies and regulations for every event considered part of the school program regardless of the time or place.
9. To immediately comply with any staff member's reasonable request to carry out school rules.

D. Teacher Responsibilities

1. To provide opportunities for all students to develop self-discipline and respect for the rights of others.
2. To accept shared responsibility for control and discipline of students throughout the school building and property.
3. To consider the physical, social, intellectual and emotional development of the students.
4. To establish and inform students of individual classroom behavior expectations, and to maintain discipline within the classroom.
5. To provide appropriate learning opportunities for all students.
6. To be aware of and to abide by system wide policies, regulations and school guidelines for discipline.
7. To confer with support personnel for possible solutions to inappropriate student behavior and to attend conferences upon request.
8. To use positive reinforcement, whenever possible, and not ridicule or use negative comparison when correcting a student.
9. To report to the parent/guardian at regular reporting periods and at other times, when appropriate, regarding the acceptability of a student's behavior.
10. To utilize all reasonable classroom strategies in addressing disruptive behavior prior to referring a student for out of class disciplinary action.
11. To refer, in writing, a disruptive student to the School Director when appropriate teacher- initiated strategies have been unsuccessful or the severity of the offense makes it necessary.

E. School Director's Responsibilities

1. To consistently apply the Code of Conduct guaranteeing clear standards and consequences for student behavior.
2. To maintain order at LLCA-CFA. The School Director has primary responsibility for maintaining order on the campus.
3. To discipline students and the School Director shall have authority to exercise discipline over the pupils of the school pursuant to the policies adopted under these provisions.
4. To report certain acts to law enforcement. When the School Director has personal knowledge or actual notice from school personnel that an act has occurred on school property involving assault resulting in serious personal injury, sexual assault, sexual offense, rape, kidnapping, indecent liberties with a minor, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a weapon in violation of the law, or possession of a controlled substance in violation of the law, the principal shall immediately report the act to the appropriate local law enforcement agency.

5. To assign duties and responsibilities to the Discipline Committee in reviewing the grievances.
6. To assume the overall responsibility for the implementation of procedures and rules that are necessary to establish standards of acceptable student behavior in the school.
7. To be readily available to handle disruptive behavior, discipline and emergency situations.
8. To communicate effectively to parents the expectations of the school discipline program and the role of the parent/family in supporting the efforts of the school in providing a safe school environment.
9. To utilize resources/agencies that can provide additional services and support to the school discipline program if needed.
10. To provide assistance to teachers and parents on issues related to a sound disciplinary program, establishing effective rules and consequences, legal issues, etc.
11. To develop a viable communication network that informs the community, parents, and staff of the status and modification of the school's discipline policies and procedures.
12. To continuously monitor and assess current data in order to make modifications to the program and provide alternative disciplinary strategies to fit the needs of the school.

Privacy Act: The Privacy Act of 1974 forbids the dissemination of personal information of individuals without their authorized permission or, in the case of a minor, the parent or guardian's written permission, except internally where the information is necessary to effectively conduct school business. In accordance with the Privacy Act, no individual member of the community, whether or not he/she is affiliated with LLCA-CFA, has the right to receive personal information concerning any individual associated with the school, whether it is a student, staff member, or board member, except in cases where the information is critical to the job requirements of the individual and is approved by the School Director. Personal information includes, but is not limited to, the individual's health, academic, or discipline records, religion, marital status, political party affiliation, and grades. This does not restrict individuals from discussing their own private information freely, nor does it interfere with any other form of free speech.

Freedom From Harassment: If an unauthorized individual, whether or not he is affiliated with the school, approaches a staff member for personal information concerning another staff member or student, the request will be denied, the individual will be informed that he/she is seeking private information, the person receiving the request will record the details of the incident and submit a copy of the information to the School Director. Likewise, if a student or staff member feels threatened by another individual concerning demands that are not duty-related, he should record the incident and immediately submit the concern to the School Director, who will take appropriate action. If it occurs again, the School Director will investigate it, and determine whether or not harassment charges should be pursued against the individual. Parents, of course, have every right to seek and obtain private information concerning their own child/children, but not the private information concerning others.

Lake Lure Classical Academy Protocols and Procedures

This section of our handbook will detail the daily procedures and policies that the school operates under.

INCLEMENT WEATHER:

In case of inclement weather, LLCA-CFA will announce school closings or delays by local radio and television (FOX, WLOS), the Bright Arrow Alert System via phone and post on the LLCA-CFA website and our LLCA Facebook page. Please be certain to have up to date contact information on file with the school.

MORNING DROP OFF:

- Drop off begins at 7:40 am. No students are permitted on campus before this time without explicit permission from a staff member or administration.
- Families are asked to proceed carefully during carpool and watch for students as they are unloading.

AFTERNOON PICK UP:

- Carpool begins at 3:00 pm on normal school days
12:00pm for noon release
- Buses load and depart before car riders are called.
- Please remember to have your carpool number prominently displayed.

AFTER SCHOOL PICK UP:

- Students should be picked up no later than 4:00pm unless an extracurricular event ends later.
- LLCA-CFA is not responsible for unsupervised students after 4:00pm.
- If students are not picked up promptly, after the third offense, they will not be permitted to take part in after school activities.

STUDENT DRIVERS:

- Freshman are not permitted to drive on campus.
- Students with a valid drivers license may be permitted to drive to school.
- Students must register their vehicles with the school. Proof of insurance is required.
- Students may only park in designated areas and parking spots are available on a first come, first serve basis.
- Students must maintain a C average to be able to drive to school. Driving privileges will be suspended if grades drop.
- Driving privileges may be suspended or revoked if students receive more than one ISS or any greater suspension.
- Students are not permitted to return to their vehicles once they arrive on campus. Any student that needs something in their car, must be escorted by administration to retrieve it.
- Students who violate the above mentioned guidelines will have their privileges revoked.

VISITOR POLICY

No matter the purpose of the visit nor the duration, all visitors must check in at the office and obtain a visitors badge which must be worn throughout the stay on campus. Classroom speakers and volunteers must be approved by administration. Volunteers being left alone with students (including parents that carpool to field trips) must have a background check before being permitted to interact with students.

DELIVERIES TO THE SCHOOL

Due to limited space in the office and the potential of distraction from academics, we ask that the delivery of flowers or any other non-school related objects to students during the school day is avoided.

TARDY POLICY

Attendance at school is extremely important. Being tardy also results in a loss of instructional time.

Arrival at school tardy: After 3 tardies to school, students will receive a warning. 5 tardies to school will result in ISS and 7 will result in 1-3 days in OSS. Counts on tardies will reset after each quarter.

A tardy log will be maintained in all classes, including homeroom. A student is permitted only 2 late arrivals to a class per quarter. The third tardy and each successive tardy will result in an in-school suspension. All students are expected to be in class on time.

ABSENCE POLICY

Students must attend school until 11:30 for it to be considered attendance for a full day. However, individual classes will also keep attendance and excessive absences from class can result in the failure of a class.

When a student is absent from school, parents/guardians will receive a phone call from the school, regardless the reason for the absence. The school must be informed by telephone or email of a student's absences before 11:00am on the day of the absence. If the absence was due to a medical appointment, a doctor's note confirming treatment should be sent to the office as well.

A student's absence without a telephone call or written excuse will be marked unexcused. Please note that ten consecutive days of unexcused absence must be reported to the Department of Social Services by state statute.

The school attendance policy is as follows:

Monday through Friday classes: Students may not miss more than 20 classes to earn a passing grade.

Three day a week classes: Students may not miss more than 12 classes to earn a passing grade.

Two day a week classes: Students must not miss more than 8 classes to earn a passing grade.

Extraordinary circumstances will be taken into consideration at the discretion of the Director.

Make up work policy: A student will have one day to turn in missed work for each day of excused or unexcused absence. It is the responsibility of the student to arrange make-up tests or exams with the teacher. Projects or papers that are due on a specific date, that have been assigned more than one week prior to the due date, are due on the day the student returns to school.

Teachers are **not required** to provide work for students going on vacation or planned unexcused absences during the school year. It is entirely up to the teacher if they choose to give work prior to the planned absences. These absences are unexcused and it is the responsibility of the student to make up the work that is missed. LLCA highly discourages missing class during the school year for personal vacations. Please schedule around the school calendar so students do not miss valuable class time.

ACADEMIC ACCOUNTABILITY POLICY**Communication:**

Parents are encouraged to contact their child's teacher whenever they have questions or concerns about their child's academic progress.

Email tends to be the most convenient form of communication; parents are encouraged to check their email regularly when they have provided the email address to teachers. Parents who do not have home computers or Internet access are strongly encouraged to use free computers at the public library.

Parents are not permitted to directly call a teacher during instructional time. A message will be taken in the office and passed on to the teacher. Please give 24 hours for teacher to respond to your call or email. Conferences can be scheduled with 24-hour notice.

The following academic requirements apply to grades 3-10:

Midterm failures: Whenever a student who is not on academic probation has a grade of 76 (76-70=D) or below in any class at mid-quarter, the student is required to attend the teacher's weekly after school tutoring session. Weekly tutoring will continue until the end of the quarter. Failure to attend tutoring will result in ISS or other disciplinary action. A student having two or more D's or F's must attend weekly tutoring for each of those classes. Tutoring takes precedence over all other activities including clubs, athletic teams, etc. Apart from a death in the family, an illness attested with a doctor's note, or other grave reasons, attendance at after school tutoring is mandatory.

Students are not placed on academic probation at mid-quarter.

End of quarter grade of a D: Whenever a student not on academic probation has a grade of D in any academic class at the end of a quarter, the student is required to attend the teacher's weekly after school tutoring. Weekly tutoring will continue until the mid quarter. Failure to attend tutoring will result in ISS or other disciplinary action. Tutoring takes precedence over all other activities including clubs, athletic teams, etc. Apart from a death in the family, an illness attested with a doctor's note, or other grave reasons, attendance at after school tutoring is mandatory.

End of quarter failures (one class only): Whenever a student not on academic probation is failing one class at the end of the quarter, the student is required to attend the teacher's weekly after school tutoring session. Weekly tutoring will continue until the midterm. Failure to attend tutoring will result in ISS or other disciplinary action. Tutoring takes precedence over all other activities including clubs, athletic teams, etc. Apart from a death in the family, an illness attested with a doctor's note, or other grave reasons, attendance at after school tutoring is mandatory.

Academic probation (two or more end-of-quarter failures):

Students who are failing two or more classes at the end of first, second or third quarters are placed on academic probation. Students on academic probation need to maximize time spent on school work and are not allowed to participate in any after school activities including clubs, athletics, school dances, field trips etc. Students must attend mandatory tutoring. Apart from a death in the family, an illness attested to by a doctor's note, or other very grave reasons, attendance at tutoring is mandatory. Failure to attend the after school tutoring may result in ISS or other disciplinary action.

Academic probation begins when report cards are issued, and ends when midterm reports are issued, if the student is in good academic standing in all of their classes.

Grade level team conference: Whenever a student is failing two or more classes at the midterm or at the end of a quarter, a grade-level parent conference will take place.

K-2 Academic Policy:

Students who are failing one or more academic areas will not be able to attend field trips or participate in after school clubs until the grade improves. Students must attend tutoring and can miss no more than 2 sessions in a grading period.

Homework Policy:

Homework is a valuable tool to help students practice skills they have learned during the school day. Students are expected to complete homework assignments punctually and to the best of their ability.

In grades K-4: If a student does not complete a homework assignment, it will be sent home the next night to be completed and points will be deducted from the assignment. More than 3 missing homework assignments will result in a parent conference.

In grades 5-10: If a student does not complete a homework assignment, the student will receive a 0 for the assignment. Habitual issues with homework not completed will result in a parent conference.

Retention:

Students in grades K-4: Students may be retained at the discretion of the grade level teachers and the director. Students in grades 5-8 who fail two or more classes will be retained in the same grade the following year. Students in grade 9-10 who fail more than 3 classes will be retained in the same grade the following year. High school students who fail a required class must repeat the course even if they are not retained in the same grade.

FIELD TRIP POLICY

Lake Lure Classical Academy provides students the opportunity to participate in many field trips throughout the school year. All field trip permission slips must be signed by the student's parent or guardian. A parent that is approved to be a chaperone on a field trip may not bring other siblings or non-LLCA students on the trip. Parents asked to carpool to an event must present valid insurance on their vehicles and a copy of a valid drivers license before being allowed to participate. All volunteer drivers must also have a background check done.

Refunds are not possible once deposits/payments are remitted to the field trip companies. As per our code of conduct, students with severe discipline issues will not be allowed to participate in field trips and will forfeit all fees paid.

TEXTBOOK POLICY:

Students are expected to take good care of and bring to class the textbooks that have been assigned to them. Teachers will do periodic checks to make sure textbooks are in good condition. If students fail to bring their assigned textbook to class for more than 5 days, their textbook will be assumed lost and their parents will receive a bill to recover the cost of the lost textbook. Students are also responsible for all damage that occurs to a textbook assigned to them. Parents may

be billed to recover the cost of a damaged textbook.

LOCKER POLICY

Students in grades 6-12 may be issued a locker. Students issued a locker can have this privilege revoked at any time for any reason. Lockers are property of the school, as such they offer no level of personal privacy to the user and may be searched at any time. The school assumes no responsibility for loss or damage to any item in a locker, locked or unlocked.

HEALTHY SNACKS AND LUNCHES

Proper nutrition is an important part of a child's development. Please keep this in mind as lunches are prepared. Parents are encouraged to send healthy snacks and lunches with their child as no lunches are provided at the school. Energy drinks (such as Red Bull or Monster) are prohibited not only on campus, but on buses and field trips as well.

UNIFORM POLICY (REVISED AS OF 2015-16 School Year)

LLCA-CFA students are expected to dress in proper uniform attire at all times.

Reasons for requiring a uniform policy:

- Reduces peer pressure**
- Helps break down socio-economic barriers**
- Lowers cost**
- Helps improve student conduct**
- Assists in the ease and convenience of choosing wardrobe**
- Helps with quick identification of students on field trips.**
- Creates a more serious classroom atmosphere.**
- Promotes a positive student and school image.**
- Promotes pride and sense of belonging.**

It is the responsibility of the parents or guardians to ensure compliance with the uniform dress code. **The parent or guardian will (MAY) be called to bring proper uniform items to school for any student arriving out of uniform.**

The school director reserves the right to determine appropriateness of dress in cases not covered by the dress code or in other cases that may arise.

Please put your child's name on all uniform items so they can be returned if found.

Shirts:

1. Students may choose from either Land's End or Casper's Closet for royal/cobalt blue or white knit polo shirts, long-sleeved Oxford (boys) or short/three-quarter sleeve blouse (girls) with collar of their choice.
2. Shirts purchased from any other vendors **must be pre-approved** by the administration **before** being worn to school.
3. All shirts **must** have the pre-approved school logo embroidered on the left chest pocket and no other visible brand logos.
4. Only solid white or solid blue or solid black short or long sleeved

shirts may be worn under shirts. (Flesh tone camis should be worn under girls white blouses.)

- High school students only may wear black knit polo shirts, long-sleeved Oxford (boys) or short/three quarter sleeve blouse (girls) with collar of their choice from the above mentioned pre-approved vendors.



Bottoms:

- Students may wear khakis (shorts, capris, pants, skorts, knee length skirt) in the **uniform line** of approved vendors.
- Bottoms must be traditional, plain front and not cargo or other style of khaki.
- Pants, shorts or capris must not have holes and be in good condition.
- Skirts/skorts: (regardless of vendor) skirts or skorts must be knee length (top of the knee or lower)

Pre-approved vendors for bottoms: UNIFORM LINE ONLY

Land's End

Sears

Old Navy

Wal-Mart

K-Mart

Target

JC Penny

Belk

Casper's Closet

Shoes:

1. Students may wear brown, black, white or gray shoes or combination thereof of their choice. Shoe laces and soles must be black, brown, white or gray as well. No other colors are permitted.
2. Shoes must have a heel of 1 inch or less and have non-marking soles.

3. Shoes may be worn with any combination of uniform choice (with the exception of boots, see below)
4. Students must wear athletic shoes for physical education class.
5. Boots are permitted with skirts and pants only.
6. Boots must be worn under pants. They may not be worn outside the pant with pant legs tucked inside the boot.
7. Boots worn with skirts must also be worn with tights or leggings.



Students may not wear sandals, flip flops or mules. Shoes must completely cover the foot, must be securely tied at all times and must fit properly.

Alternate shoes may be required for some sports team memberships. Coaches will make this decision.

Belts:

- Students must wear belts, which may be brown or black belts or a combination thereof or school plaid
- Buckles may be silver, gold, brass, black and may not have any pictures, words, logos, or symbols. Buckles must be modest in size.

Blue/Gold Plaid:

- All LLCA plaid clothing (i.e.: jumpers and skirts) can only be purchased from Casper's Closet



Hoodies: (These items may be worn in the classroom)

- Students may wear a school-approved hoodie available at Casper's Closet.
- Approved hoodies from LLCA sports team or extracurricular organizations may also be worn.
- Approved royal blue or white sweatshirt from PTO.

Jackets/Sweaters/Vests: (These items may be worn in the classroom)

- Students may wear approved items from Casper's Closet or Land's End.
- Solid black hoodless cardigan sweaters, sweater vests, and pull over crew or v-neck sweaters without logo would be permitted.
- Lands End and Caspers also have a black fleece jacket with logo that can be worn in the classroom. Caspers also has a blue windbreaker that is permitted in the classroom.

****All other jackets are not permitted in the classroom but can be worn outside when changing classes or participating in outdoor PE activities.****

Socks: Socks must be worn at all times. Socks may be up to knee high in length. Socks must be matching solid white or solid black.

Tights/Leggings: Girls may wear solid white or solid black tights or leggings. There should be no patterns.

Stockings: Middle and high school girls may wear suntan or flesh tone stockings. Knee high stockings are only allowed under pants or calf length skirts.

Other uniform requirements:

1. All shirts must be worn tucked in at all times with the exception of the girls $\frac{3}{4}$ sleeve oxford button up shirt from Casper's.
2. Students may only wear fingernail polish that is tidy, clean, and non-offensive. (School Director's discretion)
3. Students may not wear Mohawks or similarly unusual hairstyles; trees; spikes; bandanas or other non-approved head coverings at school. (Exception: religious observance; medical reasons or spirit days where hats are allowed.)

4. Hair accessories must be modest. No feathers, clip-in hair or excessively large hair accessories will be allowed.
5. Boys may not wear cosmetics with the exception of theater performances.
6. Students may not wear visible "body piercing" jewelry.
7. Students may wear earrings but are limited to two pair in the lobe area only. Two pair of studs or 1 pair of studs and one hoop or dangling (not more than 1" in diameter or length)
8. Students may only wear 1 single strand necklace not to exceed 18" in length and it may not have any offensive imagery on it. Students may wear a maximum of 2 bracelets and a maximum of 2 anklets.
9. Jewelry may be required to be removed for P.E.
10. Backpacks, lunch boxes, and purses may not have inappropriate writing (subject to School Director's discretion), dangling keys, chains, etc. on them.
11. Students are not allowed to draw or write on themselves.
12. Body art may not be visible.
13. Appropriate hats, scarves, and gloves are allowed during winter while students are outside.
14. Blankets and wraps may not be brought to school except for Kindergarten naptime.
15. Colognes, perfumes, and body spray/splashes must be worn in moderation. These items are to be left at home and not in book bags or lockers.
16. Mild or unscented deodorant is recommended and may be used after P.E. or recess.
17. Boys facial hair must be well maintained (to School Directors discretion)
18. No unnatural hair colors. Colors permitted: black, brown, natural shades of red or blonde. No unnatural colors: blue, purple, green, neon red, neon orange, neon yellow, neon green, neon blue, neon purple, or any other colors deemed distracting by administration.

Physical Education Class: Grades 7-12 Only

Students may be permitted to wear an approved LLCA t-shirt only during physical education class.

Medication Administration Policy

Our school has a policy to assure the safe administration of medication to students during the school day. Medication is defined as any drug, treatment, or remedy administered to treat an illness or medical condition. Medications include, but are not limited to: prescription drugs, over the counter medicine (including Aspirin, Ibuprofen, Tylenol, and Benadryl), creams, lotions, ointments, homeopathic remedies, vitamins, herbs, inhalants, injections or tonics. If your child must have medication of any type given during school hours, you have the following choices:

- 1) Parent/Guardian or designated adult may come to school and give the medication to your child at the appropriate time(s).

- 2) Parent/Guardian may obtain a copy of a medication permission slip from the office or the website. Take the form to your child's physician and have him/her complete the form by listing the medication(s) needed, dosage, and number of times per day the medication is to be administered. This form must be signed by the physician and by you, the parent or guardian. Prescription medicine must be brought to school by a parent or guardian in a pharmacy-labeled bottle, which contains instructions on how and when the medication is to be given. Over-the-counter medicine must be brought to school by a parent or guardian and must be received in the original container and will be administered according to the physician's written instructions. If your child is attending a school sponsored overnight or extended field trip, the medication permission form must be completed and returned to the main office at least one week prior to the field trip along with the medication required.

- 3) Parent/Guardian may discuss with your child's physician an alternative schedule for administering medication outside of scheduled school hours or school sponsored activities.

School personnel will not administer any medication to students unless they have received a medication permission form properly completed

and signed by both physician and parent/guardian, and the medication has been received in an appropriately labeled container. In fairness to those giving the medication and to protect the safety of your child, there will be no exceptions to this policy.

Throat Lozenges/Cough Drops: Students may bring lozenges and cough drops with a signed note from parents/guardian.

Medicine Form can be found on the LLCA website.

GRIEVANCE PROCEDURES

The following procedure is to be followed when a parent/guardian disagrees with a discipline decision, is dissatisfied with staff, curriculum, school facilities, policies, etc., or is upset with teacher or staff behavior. **All efforts should be made to resolve the said disagreement at the LLCA-CFA School Administrative level prior to following this procedure.**

GRIEVANCE COMMITTEE - STRUCTURE AND GUIDELINES:

- A Parent Grievance Committee has been established in compliance with NC Charter School Governance requirements. The Board of Directors approves the following guidelines for the said committee.
- A member of the Board of Directors of LLCA-CFA will be elected by the board at the annual meeting for Board elections in September to chair the committee. At least one other Board Member, but no more than four, will be members of the committee.
- One to three members of the faculty will be appointed to the committee at the beginning of each school year by the school Director. An alternate faculty member will be chosen in the event that the particular grievance may involve an appointed member.
- One parent will be selected by the school director to serve on the committee.
- Beginning in school year 2015-2016 the Grievance Committee will have five members, including three board members, one faculty member, and one parent.
- Committee members will agree to keep all matters presented to the committee in strict confidence to preserve the privacy of all involved parties.

- The school director will make every effort to resolve any issues (grievances) before they are brought to the committee. He/She will detail all events and what action(s) were taken. A summary will be available to the committee should it not be resolved.
- The main bulletin board at the entrance to the school will display the above procedure for parents to follow if they wish to bring a grievance to the committee. All grievances must be dated and submitted in writing to the Chairperson of the Grievance Committee. The Chairperson shall call a meeting of the committee within one week of receipt of the grievance, if possible. At the initial meeting, the committee will meet with the named faculty and school director. The second meeting will be with the parent(s) and student.
- The parent(s) who submitted the grievance will be notified by email, phone or letter as to the decision of the Grievance Committee within a reasonable amount of time that would be required for resolution of the grievance.
- If the parent(s) are dissatisfied with the committee's decision they may request the grievance be submitted to the LLCA Board of Directors for resolution.

GRIEVANCE FORM

To be submitted to the School Director at the time of dissatisfaction with a discipline decision, staff, curriculum, school facilities, policies, etc., or upset with teacher or staff behavior.

Date: _____

Parent (s)/Guardian(s) Name:

Student Name:

Brief Description of Grievance:

I have reviewed the LLCA Parent/Student Handbook and I am requesting a review from the LLCA Grievance Committee. In regard to a disciplinary action, this appeal form must be submitted to the School Director upon notification of the discipline or the decision becomes final. After receipt of the Grievance Form, the School Director will arrange a hearing date and time with the Grievance Committee to review only the issue. At that hearing, the Dean of Students, School Director, staff member and the student charged will present their information to the members of the Grievance Committee.

I have read and understand the rules regarding this appeal.

Parent/Guardian signature: _____

Student's signature: _____

School Director signature: _____