



LAKE LURE

Classical Academy

A Challenge Foundation ✦ Academy

Student/Parent Handbook

2018-2019

Lake Lure Classical Academy-CFA

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Lake Lure Classical Academy-CFA's Mission Statement

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

In conjunction with this handbook Lake Lure Classical Academy: A Challenge Foundation Academy will also follow state and federal guidelines.

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Academic Program Overview

Elementary School

Our elementary school is Kindergarten through 6th Grade. We have two sections of each grade level. Our elementary curriculum is based on the Core Knowledge Sequence, and also follows the North Carolina Standard Course of Study. Our students take Measure of Academic Progress (MAP) tests three times each year to assess growth and guide instruction. At the end of each school year, students in grades 3-8 are required by North Carolina to take End-of-Grade (EOG) tests in math and reading. Students in 5th and 8th grade also take the science EOG test. At the beginning of the school year students in 3rd grade are required to take the Grade 3 Beginning-of-Grade (BOG) test.

Middle School

Our Middle School comprises Grades 7-8. All middle school students take four Core Classes daily: Math, English Language Arts, Science and Social Studies. Students also take a physical education class and two additional electives per year. Our middle school students take the Measure of Academic Progress (MAP) tests three times each year to assess growth and guide instruction. Students in 7th and 8th grade take the NC End-of-Grade (EOG) tests in Math and English Language Arts. In addition, 8th grade students take the NC EOG in science.

High School

- **Traditional High School Option:** Students will take classes required to graduate from Lake Lure Classical Academy in accordance with the state requirements. All of the classes will be offered on campus at LLCA.
- **Technical Prep Option:** Students will take classes required to graduate from Lake Lure Classical Academy in accordance with the state requirements. Junior and senior year they will have the opportunity to take some hands-on classes at ICC or online courses through ICC. These classes will be dual credit classes that count as elective credits at LLCA. Many of these courses could enable them to receive a certificate(s) from ICC, along with their High School Diploma.
 - *Examples of technical courses include:* welding, auto body, criminal justice and business administration.
 - Students taking Isothermal Community College courses will be responsible for purchasing any necessary textbooks. If purchasing textbooks presents an extreme hardship please contact the Secondary Dean.
- **College Prep Option:** Students will take LLCA courses in combination with dual credit courses through [Isothermal Community College](#) to meet high school graduation requirements. Potential to achieve Associate of Arts or Associate of Science degree at completion of high school along with a high school diploma. These dual credits could give them the opportunity to graduate with an Associate's of Arts or Associate's of Science Degree, along with their High School Diploma.
 - *ICC classes will be taught by the following methods:*

- 1. Online
 - 2. On the LLCA Campus by an ICC instructor.
 - 3. Minimal classes require you to be on the ICC Campus.
- Placement testing may be required for this option.
 - Students taking Isothermal Community College courses will be responsible for purchasing any necessary textbooks. If purchasing textbooks presents an extreme hardship please contact the Secondary Dean.

Content Area	College/University Prep
English	4 Credits I, II, III, IV
Mathematics	4 Credits Math I, Math II, Math III, and higher level math course.
Science	3 Credits Earth/Environmental Science, Biology, a Physical Science Course (Physical Science, Chemistry, or Physics)
Social Studies	4 Credits World History, Civics and Economics, American History I and II
Second Language	2 Credits In the same language
Health and Physical Education	1 Credit Health/Physical Education
Arts Education (Dance, Music, Theatre Arts and Visual Arts)	3 Credit Visual Arts, Music, Theatre, Chorus
Electives	7 Elective Credits
Total	28 Credits minimum

Credit Recovery: Recovery credit may be available to secondary students under certain conditions; please see the Secondary Dean for more information.

Graduation Project

Seniors will complete a graduation project that includes a Research Paper, a Project, a Portfolio, and a presentation. The graduation project is aligned to the NC state standards. The specific requirements of the project will help LLCA;CFA meet the goal of graduating responsible citizens that are prepared to be leaders in the world. A central piece of this project will integrate an aspect of the school's service learning requirements. The capstone of the project will be a presentation to faculty and community members of students' work towards a solution. It is our hope that these presentations will showcase the talent and vision that we feel characterize our student body. More information relating to the graduation project can be obtained from the Junior or Senior English teacher.

[North Carolina Virtual Public School \(NCVPS\)](#)

North Carolina Virtual Public School (NCVPS) provides online high school courses to supplement the curriculum offered at our school. A complete listing of course offerings can be found at www.NCVPS.org. Please see the guidance counselor in the spring if you are interested in taking an NCVPS course. Each school in North Carolina is allotted a limited amount of spaces to enroll students in NCVPS courses, so enrollment is not guaranteed.

Testing and Final Exams

The testing program assists in the continued refinement of the LLCA instructional program. LLCA administers the Measures of Academic Achievement (MAP) during the Fall, Winter, and Spring semesters to students in K-8. In addition, the Testing Coordinator along with the Executive Director shall develop security and administration procedures for the state testing program and other assessments that are consistent with State Board of Education requirements and relevant law. All annual assessments of student achievement adopted by the State Board of Education or other applicable law and all final exams for courses will be administered within the final ten instructional days of the school year for year-long courses and within the final five instructional days of the semester for semester courses.

End-of-Course (EOC) and North Carolina Final Exams (NCFE)

EOC's and NCFE's are tests required by the state in specific courses. EOC's and NCFE's count for 20% of the student's final grade in the course. The North Carolina End-of-Course Tests are used to sample a student's knowledge of subject-related concepts as specified in the North Carolina Standard Course of Study and to provide a global estimate of the student's mastery of the material in a particular content area.

[PreACT](#)

This assessment helps students measure their current academic development, explore career/training options, and make plans for post-graduation years. The PreACT is given at no charge to sophomores in North Carolina and helps prepare students for the ACT College Admission Test.

[ACT](#)

The ACT assessment is a college admissions test which measures skills in English, mathematics, reading, and science. The writing test measures skill in planning and writing a short essay. The test is given at no charge to all juniors in North Carolina during the Spring. Students may take the ACT multiple times but a test fee will be charged when takes at times other than the school-wide administration for juniors

Teacher-Made Exam Exemption Procedure

Any student that has not missed more than 3 days (excused or unexcused) in the semester and has at least an 80 grade average in the course is eligible to be exempt from teacher-made exams. The student will have an option to take the exam if they would like to enhance their final grade. We have decided to take a close look at the high school exam exemption policy. The intention of this policy is to encourage students to be present at school and work hard in class. With that said, we do not want students to return to school before their doctors note expires. Beginning Spring 2018, we will allow a student to accumulate up to five absences due to sickness and still be

exempt from the teacher-made exams. Students must not miss more than five days and must have a doctors note for all absences and a verified diagnoses.

Academic Integrity

Cheating in any form is not permitted, this includes copying work of others, plagiarizing-representing the work of others as your own, changing answers, forging parent signatures.

Consequences, can include parent notification/conference, requiring student to redo the assignment, loss of credit, etc. Students taking college classes, the student could be removed from the class and lose all credit.

Plagiarism is representing another's ideas or words as one's own, whether published or unpublished, as your own without proper citation of credit. Each student is responsible for working with teachers to learn and observe appropriate documentation of another's work to avoid plagiarizing.

Accidents

If you are injured during the school day, it is important that you report your injury to your teacher or coach immediately. If a student is injured or there is some type of emergency during the school day, every effort will be made to contact a parent. **It is of the utmost importance that the school has current home, work, mobile, and emergency numbers for each student.** Please keep the school informed of any change in telephone numbers or emergency contact(s).

Athletics

The Middle and High School athletic programs are considered integral parts of the total school experience for students in our system and contribute much to the individual students' positive growth and development. The athletic handbook contains rules and regulations and other information necessary for the school, the athletic director and coaches to run the programs effectively and efficiently. A complete knowledge of these rules and regulations is vital to ensure that the interscholastic athletic program shall be conducted, in accordance with existing state and local policies.

If you have specific questions about athletics please contact Mr. Tripp Searcy, LLCA-CFA Athletic Director or visit the athletics page on the school website: [Athletics](#)

Fall	Winter	Spring
Cross Country (male/female)	Boys Basketball	Baseball
Boys Soccer	Girls Basketball	Softball
Girls Volleyball		Girls Soccer
		Co-ed Golf

Athletic Eligibility

Athletes are expected to maintain a positive standing regarding behavior, grades AND attendance. Students assigned to In-School Suspension (ISS) or Out of School Suspension (OSS) will not be allowed to attend or participate in any athletic practices or competitions **UNTIL** the entire consequence has been served. Parents are also expected to pick up their student athlete at the end of practice as well as after a game by the designated time set forth by the coach. Failure to do so could lead to missing a sporting event or even dismissal from the team (based on the coach's expectations).

Student Athletic Handbook

Attendance

Attendance Records

School officials shall keep accurate records of attendance, including accurate attendance records in each class. Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina.

Definitions of Attendance and Tardiness

Absenteeism- missing school for any reason excused or unexcused, including tardiness and early checkout.

Chronic Absenteeism- missing 10% or more of the total instructional days/hours for any reason when calculated at any point in the school year, including tardiness and early check- out.

Truancy- absence from school without a valid excuse 3 full days in one school year.

Habitual Truancy- truancy has been reported 3 or more times in the same school year; valid excuses have not been provided for absences totaling 10 or more days.

Chronic Truancy- habitual truancy has been reported 2 of the last 3 school years.

Excused Absences (Lawful Absences)

When a student must miss school, a written excuse signed by a parent or guardian must be presented to the student's teacher no later than two days following any absence. **Absences are listed as unexcused until documentation is received.** Documentation will not be accepted after thirty (30) days without prior approval from a school administrator or the attendance team. Absences due to extended illnesses generally require a statement from a physician if there is a history of chronic absences. As soon as a parent anticipates a student's extended absence because of a severe, prolonged, or chronic illness under a physician's care, the parent shall notify the Division Dean. In the case of excused absences and short-term out-of-school suspensions, the student will be permitted to make up any tests or other work missed. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

An absence may be excused for any of the following reasons:

1. Personal illness or injury that makes the student physically unable to attend school.
2. Isolation ordered by the local health officer or the State Board of Health.
3. Death in the immediate family.
4. Medical or dental appointment.
5. Participation under subpoena as a witness in a court proceeding.
6. At least two (2) days of excused absences must be allowed each academic year for religious observances required by the faith of a student or a student's parents.
7. Participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, with prior approval from the Division Dean.
8. Pregnancy and related conditions or parenting, when medically necessary.
9. A student whose parent or legal guardian is an active duty member of the uniformed Children of Military Families; and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting will be granted additional excused absences at the discretion of the Executive Director or designee to visit with his or her parent or legal guardian.

Unexcused Absences (Unlawful)

For students who are entitled to attend public school and who have enrolled in a public school, unlawful absence is defined as:

1. A student's willful absence from school with or without the knowledge of the parent

2. A student's absence from school for any reason other than those listed in Section B under "Lawful Absences"
3. When students are not permitted to attend school because they lack proper immunization.

The Division Dean or the Division Dean's designee must notify the parent, guardian, or custodian of his/her child's excessive absences after the child has accumulated **three** unlawful absences in a school year. After not more than six (6) unlawful absences, the Division Dean or the Division Dean designee must notify the parent, guardian, or custodian by mail that he or she may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies of the State and local boards of education. **(G.S. 115C-378)** In the case of unexcused absences, the student will be permitted to make up any tests or other work missed. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within a specified time period. Mandatory Attendance and Truancy Unexcused absences may include any reasons not covered above. Students are considered truant after the tenth (10th) unexcused absence. **Upon the tenth (10th) unexcused absence in K-8, and fifth (5th) unexcused absence in 9-12 a conference is required to develop an attendance improvement plan.** Truancy charges may be filed against the student, the parent, or both if unexcused absences continue. "After 10 accumulated unexcused absences in a school year, the Division Dean or the Division Dean's designee shall review any report or investigation prepared under G.S. 115C-381 and shall confer with the student and the student's parent, guardian, or custodian, if possible, to determine whether the parent, guardian, or custodian has received notification pursuant to this section and made a good faith effort to comply with the law. If the Division Dean or designee determines that the parent, guardian, or custodian has not made a good faith effort to comply with the law, the Division Dean may notify the district attorney and the director of social services of the county where the child resides. If the Division Dean or designee determines that the parent, guardian, or custodian has not made a good faith effort to comply with the law, the Division Dean may file a complaint with the juvenile court counselor pursuant to Chapter 7B of the General Statutes that the child is habitually absent from school without a valid excuse." (NCGS 115C-378(f)) This statute applies to students up to age 16.

SCHOOL-RELATED ACTIVITIES All classroom activities are important and difficult, if not impossible, to replace if missed. Division Dean shall ensure that classes missed by students due to school-related activities are kept to an absolute minimum. The following school-related activities will not be counted as absences from either class or school:

1. field trips sponsored by the Lake Lure Classical Academy
2. school approved job shadows and other work-based learning opportunities, as described in G.S.115C-47(34a), which are not to exceed two (2) days without prior principal approval
3. school-initiated and -scheduled activities
4. athletic events that require early dismissal from school
5. in-school suspensions/ completions of alternative to suspension program. Assignments missed for these reasons are eligible for makeup by the student. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

EXCESSIVE ABSENCES

Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement. Students are expected to be at school on time and to be present at the scheduled starting time for each class. Students who are excessively tardy to school or class may be suspended for up to two (2) days for such offenses. The Division Dean shall notify parents and take all other steps required by G.S. 115C-378 for excessive absences. Students may be suspended for up to two (2) days for truancy. Each Division Dean will establish a school attendance team to monitor school-wide attendance and design interventions to reduce individual student excused and unexcused absences. Lake Lure Classical Academy will collect and review data regularly to make decisions about individual interventions, targeted group interventions, and school-wide incentives for improved attendance. If a student is absent from school for five (5) or more days in a semester, the attendance committee shall **consider** whether a specific plan to improve attendance is necessary. The Division Dean or committee shall review other measures of academic achievement, the circumstances of the absences, the number of absences, and the extent to which the student completed missed work when developing a plan. Interventions could include:

1. parent education/counseling sessions;
2. individual/student counseling;
3. referral to appropriate community agencies;
4. positive behavior supports for students and parents;
5. assigned time to make-up missed work. Students may be required to attend after-school or summer school or Saturday Attendance Academy to make up missed days

Parents must receive notification (documentation required) when students have accumulated three (3) unlawful absences. Once a student has been absent for any unlawful reason for six (6) cumulative days, the Division Dean or designee shall notify the student's parents in writing, in accordance with the NC Compulsory Attendance Law. Subsequently an individual attendance intervention plan will be developed through the school based attendance committee in cooperation with the parent, guardian, or custodian. The principal shall recommend the revocation in writing to the Superintendent or designee.

Lake Lure Classical Academy will provide the opportunity for attendance make-up through an Attendance Make-up Program, which may include Saturday school, after school makeup tutoring sessions, Attendance Summer School, or other make-up requirements as identified by the Division Dean and attendance teams.

Occasionally unique or unusual situations arise which are not specifically addressed by this policy. The Executive Director, upon written recommendation from the Division Dean may authorize alternatives to the policy in order to achieve fairness to the student without weakening the effect of the policy.

Non-Promotion Pursuant to this policy, students failing to meet attendance requirements in any required course for promotion shall neither be promoted or allowed to participate in promotion exercises.

.Legal References: G.S. 115C-47, -84.2, -288(a), -375.5, -378 through -383, -390.2(d), -390.5, -407.5; 16 N.C.A.C. 6E .0102, .0103; State Board of Education Policies TCS-L-000 through -003; NC Board of Education School Attendance and Student Accounting Manual. August 15, 2016

All absences will be coded **unexcused** until the homeroom teacher receives communication from a parent/guardian explaining the absence.

Make-up Work due to Absences

Students should complete assignments missed due to absenteeism. The teacher will determine when work is due. Students shall be given a minimum of 2 days and a maximum of 5 days from the date he/she returns to school. The Executive Director or Deans may approve additional time for make-up work. The student is responsible for finding out what assignments are due and completing them within the specified time period.

Arrival and Departure

Car Riders should be dropped off only in the designated area at the school entrance each morning and picked up in the same location each afternoon. For *student safety*, and for **supervision purposes, car riders are not allowed to be dropped off until 7:30 each morning (All car riders are to be picked up no later than 3:30 each afternoon. Car Riders that are not picked up at 3:30 will be taken to Raptor Care.) We respectfully request parents in the car rider line to pay attention at dismissal. Being on cell phones while your car is moving places students in jeopardy.**

Tardy Policy Grade K-6

It is very important for students to learn the value and importance of being on time from a young age. When students arrive late or miss school he or she misses valuable face to face time with the teacher that can not be recovered. When students chronically arrive late the learning of others is disrupted and interrupts the flow of the school day.

We understand that there are occasional unforeseen events, and the need to schedule appointments. Please communicate with the classroom teacher in advance. The elementary dean will meet with parents of students who are chronically late.

Tardy Policy Grades 7-12 Secondary

Reasons why getting to school on time is important:

- Missing instructional time.
- Safety (all students are accounted for at 8:00 AM)
- Great life/work skill to develop.

Secondary students that are tardy more than twice in any single class during a **6 week** grading period will face the following consequences:

3rd Tardy - 1 Day Lunch Detention

4th Tardy - 2 Days Lunch Detention

5th Tardy - After-school Detention (1 hour)

6th Tardy - Required Parent Conference

School administration reserves the right to modify consequences if necessary.

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.

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 Executive 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 Executive 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 Executive 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.

Contacting LLCA:CFA Staff Members

Staff member emails can be located on the school's website. Staff may be contacted directly for information, to ask questions, and to express concerns or to make an appointment. If this important step is omitted, the school leadership will direct parents and students to the staff member, as the first step. In accordance with school policy, staff members have 24 hours to respond to email messages.

K-8 staff may also be contacted through the Class Dojo site. Parents may also leave phone messages for staff through the front office, or through a staff extension.

Early Dismissal

Parents are expected to carefully monitor the number of early dismissals for students so that they do not miss classroom instruction. **Students should not be picked up “early” to avoid the car rider line.** In the event an early dismissal occurs for a student that surpasses 5 times, the Division Dean will meet or speak directly with the parent. Please know that we realize emergencies do occur. We simply want to protect each child’s education to the greatest extent. Students will only be allowed to leave school early with parental permission. If parents request that someone else retrieve their student, the person doing so **MUST** be listed as a contact in our system and also must show ID for verification. Parents must also send a note ahead of time stating the time and reason for the dismissal, the name of the person who will be picking up the student, and a telephone number where a parent can be reached in case there is a question. The parent, or the person picking up the student, must come to the front desk and sign-out the student, must present a valid ID or license. Last minute changes to a student’s dismissal are discouraged, the end of the day is extremely busy in the office. Unless a true emergency please refrain from calling between 2:00 PM & 3:00 PM. No checkouts will be permitted after 2:45 PM. Please plan ahead. If your student must check out for a medical appointment we request documentation from your health provider.

Lake Lure Classical Academy believes that regular school attendance is of crucial importance for educational achievement, that learning experiences that occur in the classroom are essential components of its learning process, that time lost from class tends to be irretrievable in terms of opportunity for instructional interaction, and, therefore, that each student should attend school every day. The State of North Carolina requires that every child in the State between the ages of seven (7) (or younger if enrolled) and sixteen (16) attend school. Lake Lure Classical Academy believes the primary responsibility for regular attendance resides with the parents/guardians and the individual student. Students are expected to arrive on time and remain in school the full day. Tardies and early dismissals cause students to miss important information and are strongly discouraged. The school attendance team will develop appropriate interventions for students who are chronically tardy or who leave early. Tardies and early dismissals will be considered excused for the same reasons allowed for excused absences listed below in section B. II. Lake Lure Classical Academy shall adhere to the North Carolina General Statutes pertaining to student attendance except to the extent this policy imposes stricter regulations. Furthermore, LLCA is committed to the implementation of a student attendance policy that is nondiscriminatory, discourages dropouts, and encourages regular attendance.

- A. ATTENDANCE RECORDS-Lake Lure Classical Academy shall keep accurate records of attendance, including accurate attendance records in each class. Attendance records will be used to enforce North Carolina’s compulsory attendance statutes (G.S. 115C-378 through -383).
- B. ABSENCES- Attendance Requirements by Grade Level

1. **Elementary Grades K-5** have a maximum combined total of sixteen (16) excused and unexcused absences in a school year. Students must be in school one half of the day to be counted as present. Any absences over 16 must be made up in accordance with the school's Attendance Make-Up Program which will be held after school.
2. **Middle School Grades 6-8** may only have a maximum combined total of sixteen (16) excused and unexcused absences per school year. Any absences over sixteen (16) must be made up in accordance with the school's Attendance Make-up Program which will be after school or Saturday Make Up Academy. Students must be in attendance one half (1/2) of the day to be counted present for the day. For students taking any courses resulting in high school credit, students taking those classes must follow attendance rules for High School.
3. **High School Grades 9-12:** If a student has missed more than two class periods in a six week grading period (excused or unexcused) the student must make up each period hour for hour. If the time is not made up before report cards the student will receive an incomplete. Absence appeal forms can be filled out to give the student up to two additional weeks to make up time. These appeal forms will be reviewed by school administration before approval. Time can be made up during a teacher's after school tutoring session. Absences are considered for each class and students must be present two thirds (2/3) of the class to be counted as present.

Bullying

Lake Lure Classical Academy-CFA strives to foster a climate of respect and personal responsibility among students, and does not tolerate bullying in any form. We strive to have a safe, supportive school climate for all of our students. Bullying can include behaviors such as:

- Physical violence and attacks
- Extortion and theft
- Taunts, name-calling and put-downs
- Peer group exclusion
- Threats and intimidation
- Cyberbullying

Any student that believes he or she has been harassed or bullied should report it immediately to a teacher, guidance counselor or school administrator. Any school employee made aware of bullying shall report it to the Executive Director. Anyone with knowledge of a situation involving bullying can either report the incident to school officials, or if preferred, may report the situation anonymously by completing the online form below or by contacting the Executive Director, Tom Keever, at 828-625-9292. Mr. Keever will return your call as soon as possible unless you wish to remain anonymous.

Report Bullying [Here](#)-- Click on link

All calls or completed forms will be addressed by school officials within two business days. Thank you for your concern and assistance in providing our students with a positive learning experience.

Is it bullying or conflict? Bullying has 3 components.

1. Intent to harm
2. Imbalance of Power
3. Including race, color, religion, ancestry, national origin, gender, sex, age, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, pregnancy, physical development or sensory disability or by association with a person who is perceived to have one or more differences.
4. Repeated over a period of time (or one time and extremely severe).

How you can help if your child is being bullied:

- Be supportive.
- Listen, get the facts, and assess your child's feelings.
- Let your child know that it's not his or her fault.
- Praise your child for discussing the bullying.

- Find out what your child feels he or she needs to feel safe.
- Communicate with your school.
- Let them know the who, what, when and where.
- Let school officials contact the other child's parents.
- Talk regularly with your child and school to assess whether the bullying has stopped.
- Encourage and support your child in making friends.

[NC Law Regarding Bullying](#)

Bus Transportation/Regulations

Our primary concern is to transport students to and from school safely. Bus safety and emergency evacuation drills will be regularly conducted to ensure students understand emergency procedures. **School bus service is a privilege, not a right. Students must follow the rules of proper conduct or bus suspension may result and parents will have to provide transportation to and from school. Depending on the severity of the incident, students may also be subject to school disciplinary consequences.** Please understand that bus stops and school buses are considered an extension of the school campus and all Lake Lure Classical Academy rules, policies, and procedures apply.

The following bus safety rules are to be followed at all times:

- Students should wait for the bus to come to a complete stop before getting on or off the bus
- Students must enter and leave the bus at the front door, except in cases of emergencies
- Students must keep their entire body inside the bus window at all times
- Students are expected to obey the driver or bus monitor promptly and respectfully
- Students may talk quietly to their friends seated near them
- Students must remain seated, facing forward, while the bus is in motion
- Students may not fight, play, throw objects, talk loudly, shout, or otherwise distract the driver's attention
- Pens, pencils, and other sharp objects must be stored in book bags or pockets
- Water in plastic bottles or closed non glass containers is the only drink permitted on the bus.
- No eating on the bus.
- Students may not delay the bus schedule
- Students may not tamper with the bus or any bus equipment
- **Students are not allowed to ride a bus other than their assigned bus or exit their assigned bus at any stop other than their own unless the student has a note signed by a parent/guardian, turned in the office, and approved by an administrator. If a bus is already at maximum ridership, these requests may be denied. Any alternate arrangements must be approved before 2:30 pm. NOTE: If a parent/guardian “calls” the school and requests that their child ride the bus home with another student, the request will be denied. A signed parent/guardian note must be provided to the the office (email or fax will be acceptable as well).**

The following infractions may result in suspension from the bus:

- Delaying the bus schedule
- Fighting, possession/use of tobacco products, using profanity, or refusing to obey the instructions of school authorities including the bus driver
- Tampering with the bus
- Throwing objects from the bus.
- Unauthorized departure from the bus when in route from home or school.
- Playing, throwing objects, or otherwise distracting the driver’s attention.
- Failure to observe established safety rules and regulations made by the State Department of Public Instruction.

Discipline Plan for Bus Incidents

1st offense – Conference with student, written warning, parent contact, and other consequences deemed appropriate to avoid or eliminate the problem such as community service, mediation with other student(s), and assigned seat on the bus.

2nd offense – 1 to 3 days Bus Suspension and Parent Conference

3rd offense – 3 to 5 days Bus Suspension and Parent Conference

4th offense – 5 to 10 days Bus Suspension, Parent Conference, and possible further consequences or actions.

****Severe incidents, after investigation may result in more severe consequences.**

Cell Phones/Other Electronic Devices Policy

(NOTE- Bringing any of these items on campus is a decision that LLCA students “choose” to make; students are responsible for all forms of electronic devices).

From 7:30 am -3:00 pm, all student cell phones/other electronic devices/electronic gadgets must be turned off and locked in lockers. If students need to call home, they should follow protocol (with a pass from the teacher, report to the front office). Failure to adhere to the electronics policy will result in the device being taken by a staff member with various consequences to be enforced (i.e., student may receive the device at the end of the class, at the end of the day, or the parent/guardian may be required to come retrieve the device that day or the next day, students may be asked to refrain from bringing the device back to school).

Character Education, Elementary & Secondary

LLCA, together with home and community support systems, help develop citizenship, courage, good judgment, integrity, kindness, perseverance, responsibility, self-discipline, and respect for our country and for all people and their culture and beliefs. This expectation is directly related to the Board’s educational objectives for students to learn to be responsible for and accept the consequences of their behavior and for establishing and maintaining a safe, orderly, and caring environment.

The school’s guidance department follows the NC Character Education mission to provide curriculum that addresses “moral, ethical, and academic issues that are of growing concern about our society and the safety of our schools...Character education may address such critical issues as student absenteeism, discipline”

The [guidance department](#) also utilizes the support of the Character.org organization as a basis for teaching and learning about character.

Clubs/Extracurricular Activities Elementary (K-6)

Students are expected to maintain a positive standing regarding behavior, grades **AND** attendance. Students assigned to In-School Suspension (ISS) or Out of School Suspension (OSS) will not be allowed to attend or participate in Clubs/Extracurricular events **UNTIL** the entire consequence has been served. Students who have two failing grades will not be eligible to attend until grades are improved. Parents are also expected to pick up their student at the designated time after club/extra-curricular events or meetings. Students not picked up on time will report to Raptor Care and a fee will be charged.

Clubs and Extracurricular activities are offered in the Fall and Spring. Some of the options for elementary clubs/extracurricular activities include: yoga, arts and crafts, book club, gardening, music, STEM, and outdoor clubs. These are a few of the offering each semester for elementary students.

Clubs/Extracurricular Activities Secondary (6-12)

In order to participate and remain eligible for clubs/extracurricular activities:

Students are expected to maintain a positive standing regarding behavior, grades **AND** attendance. Students assigned to In-School Suspension (ISS) or Out of School Suspension (OSS) will not be allowed to attend or participate in Clubs/Extracurricular events **UNTIL** the entire consequence has been served. Students who have two failing grades will not be eligible to attend until grades are improved. Parents are also expected to pick up their student at the designated time after club/extra-curricular events or meetings. Failure to do so could lead to dismissal from the team (based on the coach's expectations).

*School administration reserves the right to remove students from participating in extracurricular activities due to excessive or severe disciplinary issues.

Dances-Middle School

Middle School Dances will be held throughout the school year. All school rules will be in effect. Students will not be allowed to attend the dance if they were assigned ISS or OSS (including bus suspension) from the opening of school to the first dance, and from then on until the next dance. Any student that would require excessive supervision or removal from a dance will not be allowed to attend future dances. Only current Lake Lure Classical Academy students may attend. All students are expected to be picked up at the designated time. Exceptions can be made in the Attendance category in the case of extended illnesses, hospitalization, death in the family, or other extenuating circumstances. Exception decisions will be made by the administration.

Dances-High School

Guests are welcome to attend the LLCA Prom / Homecoming if they meet the following criteria:

- fill out a form to bring a guest. (See Secondary Dean for form.)
- is a Junior or Senior at LLCA (Prom only) (underclassmen can attend with the invitation of a Junior or Senior)
- are 20 years of age or under (Guest 18 years of age or older require a background check - \$10 Fee)
- are at least in High School
- are currently in good academic and disciplinary standing with their school
- agree to abide by the dance dress code
- agree to abide by the school rules of Lake Lure Classical Academy

Guests who fail to abide by the above will not be permitted to enter or remain at the dance and will not be eligible for future events.

- agree that should these rules be broken the guest will be asked to leave and potentially reported to law enforcement if necessary
- guests must be able to produce ID to enter the dance.

Deliveries to Students

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.

Discipline

Minor Infractions

Minor infractions will be addressed by teachers. Minor infractions include classroom disruptions, failure to follow instructions, off-task behaviors or lack of preparedness. (This is an example list only, other infractions could also fall into this category.)

- Warning
- Parent Contact - by email, phone call or DOJO
- Loss of Break
- Lunch Detention (Secondary)
- After School Detention (Secondary)

Additional disciplinary action could be issued if deemed necessary by the teacher.

Major Infractions

Major infractions will be addressed by administration immediately. Major infractions include safety violations, fighting, disrespect to a staff member or visitor, tobacco use or possession, prescription or over-the-counter drug use or possession, weapons possession, communicating threats, sexual harassment, theft or bullying. (This is an example list only, other infractions could also fall into this category.)

A thorough investigation will take place. Consequences will include but are not limited to the following:

- Parent Contact (Conference)
- In or after school suspension
- Out-of-School Suspension (up to 10 days)
- Long Term Suspension (anything beyond 10 days-this is a formal process and the Board of Directors will be informed)
- Report to Law Enforcement

Additional disciplinary action could be issued if deemed necessary by the administrator.

Aggressive Physical Actions:

A Student will not exhibit any form of aggressive physical action against another student, staff member or any other adult at school.

A. Hitting, Biting, Spitting, Shoving, Kicking or Throwing Objects:

Minor incidents of hitting, biting, spitting, shoving, kicking or throwing objects at a student or adult for the purpose of harassment.

B. Fighting:

The exchange of **mutual aggressive physical contact** between students, with or without injury, is prohibited. The first incident of fighting that occurs will result in the minimum consequence. Subsequent incidents will result in more restrictive consequences.

C. Threatening/Intimidating a Student:

A student will not threaten to strike, attack, or harm any student or to make one fearful by intimidation.

D. Threatening/Intimidating a Staff Member or Other Adult on School**Property:**

A student will not threaten to strike, attack or harm any adult or to make one fearful by intimidation.

E. Assault on a Student:

An assault is viewed as one person physically attacking another when there is a clear victim. The victim usually has not retaliated beyond a possible action attempting to get the assailant to stop the assault (not mutual fighting).

F. Assault on a Staff Member or Other Adult on School Property:

An assault is viewed as one person physically attacking another when there is a clear victim. The victim usually has not retaliated beyond a possible action attempting to get the assailant to stop the assault (not mutual fighting).

G. Multiple Assault:

Physically attacking a student by two or more students acting together. This violation will include students who take an active part in gang initiations involving assault.

H. Inciting to Riot/Chaos:

Behavior of a violent or aggressive nature that generates aggressive actions, verbal and/or physical, and the response of students involved in the incident or witnessing the incident has the potential for widespread chaos and/or inciting to riot.

I. Refusing to Disperse:

Any student who witnesses an incident and refuses to comply with the request of staff members to disperse. The response of students involved in the incident has the potential for widespread chaos and/or inciting to riot.

Alcohol/Drugs/Tobacco/E-Cigs/Vapes:

A student will not use, purchase, sell, distribute, be under the influence of or possess any kind of alcoholic beverage or any kind of controlled substance as defined by state law. This prohibition includes, but is not limited to, e-cigs, vapes, tobacco products, anabolic steroids, counterfeit or imitation controlled substances, and drug paraphernalia.

Alcohol:**A. Use or Under the Influence of Alcohol:**

Drinking any alcoholic beverage or the use of any substance containing alcohol, in school, on school grounds, to and from school, on school bus, at any school function, or coming on school grounds or to any school activity after consumption.

B. Possession of Alcohol:

Possessing any alcoholic beverages in school, on school grounds, to and from school, on school bus, or at any school function.

C. Sale or Distribution of Alcohol:

Distributing or attempting to distribute any alcoholic beverage in school, on school grounds, to and from school, on school bus, or at any school function. Under N.C.G.S. 20-11(n1) this violation can result in the loss of a driver’s license.

Drugs (Illegal Substances)

A. Use or Under the Influence of Drugs (Illegal Substance):

Using any narcotic, illegal or controlled drug, anabolic steroid or any illegal substance, on school grounds, to and from school, on school bus, or at any school function, or coming to school or school activities after consumption.

B. Possession or Attempting to Possess Drugs (Illegal Substance):

Possessing, or attempting to possess any illegal, counterfeit or controlled substance or any action that contributes to the possession of any illegal or controlled substance. Quantity must be small enough to indicate personal use by only one individual. Under N.C.G.S. 20-11(n1) this violation can result in the loss of a driver’s license.

C. Paraphernalia:

Possessing, distributing or using any drug related paraphernalia.

D. Inhalants:

Possessing, distributing or inhaling any substance/product (off-the-shelf, controlled, or illegal) for mind-altering effects. White out prohibited at school.

E. Sale/Distribution (Attempt or Actual):

Distributing or selling any illegal, counterfeit or controlled substance (including prescription medication given or sold to an individual other than the one for whom the prescription was written) attempting to sell or distribute any illegal or controlled substance or any action that contributes to the sale or distribution of any illegal or controlled substance or the giving or offering to give any illegal or controlled substance to another individual. This prohibition will include sale/distribution of tobacco products to underage student(s). Under N.C.G.S. 20-11 (n1) this violation can result in the loss of a driver’s license.

Tobacco and Vapes:

A. Possession or Use of Tobacco Products:

A student may not possess or use tobacco products on school premises.

B. Sale or Distribution of Tobacco Products:

Distributing or selling any tobacco products to underage student(s). Under N.C.G.S. 20-11 (n1) this violation can result in the loss of a driver’s license.

Tobacco and Vaping use is defined as the use of any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, and any component, part or accessory of a tobacco and vaping product. This includes the use or sale of e-cigs.

Bomb Threat:

Any notification, false or otherwise (verbal or written), indicating the presence of a bomb or explosive on school grounds, school bus, or at any school activity. **N.C.G.S. §115 C-391(d3) requires an automatic suspension of 365 calendar days for any student who makes a false report or perpetuates a hoax relating to a bomb. This law also requires that the Division of Motor Vehicles revoke the permit or**

the license of a person convicted of making a false threat.

Computer and/or Internet Inappropriate Use

Students must refrain from inappropriate use of school system computers or from utilizing the Internet site without proper authority.

Lake Lure Classical Academy: A Challenge Foundation Academy Acceptable Use Policy

Use of Computers

STATUTORY

Legal Reference: 17 U.S.C. 101, 102, 106, 107,108, 110, 117; G.S. 115C-523, -524

In accordance with goals established in Board policy, the Board and School Director will strive to make computers available to all students and to personnel who would be assisted by them.

All computers are under the control of the Board, including hardware, software and data and word processing files stored on the computer. No personal software or files are to be kept on the computers. Personal software or files are not to be used on the computer unless sufficient steps, as defined by the School Director or designee, have been taken to protect the computer from viruses or any other potential damage.

All laws, including copyright laws, will be complied with in the use of computers. Under no circumstance may software purchased by the school be copied for personal use.

To encourage the effective use of computers in the classroom, the School Director is encouraged to work with teachers in developing administrative procedures for making computers available to teachers for training purposes. Such administrative procedures may provide for allowing teachers to take computers home as a regular part of instructional planning or professional development.

Lake Lure Classical Academy: A Challenge Foundation Academy Internet Safety Policy/Acceptable Use Agreement

Introduction

Internet access providing vast, diverse, and unique resources to both students and staff is available to Lake Lure Classical Academy: A Challenge Foundation Academy (LLCA-CFA). The goal of LLCA-CFA is to promote educational excellence by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting millions of computers all over the world as well as millions of individual subscribers. Students and staff have access to the following:

1. Electronic mail communication
2. Information and news from worldwide resources and research institutes
3. Public domain software and shareware of all types
4. Discussion groups and material on virtually any subject
5. Access to many university library catalogs, the Library of Congress and the Educational Resources Information Center (ERIC).

With worldwide access comes the availability of material that may not be of educational value. On a global network it is impossible to control all materials, and despite the use of safeguards users may on occasion encounter objectionable material. However, LLCA-CFA believes that access to valuable

information and interaction available through the network outweighs this possibility.

Internet access is coordinated through an association of government agencies and regional and state networks. Smooth operation of the network relies upon the proper conduct of the users as they adhere to the guidelines and responsibilities noted in this agreement. In the event a user violates any terms or conditions, their account may be terminated, and future access to the network may be denied.

A signature at the end of this document is legally binding and indicates that the signatory has carefully read the terms and conditions and understands their significance.

Access to Inappropriate Material

To the extent practical, LLCA-CFA has taken precautions to restrict access to inappropriate materials by using technology protection measures or “Internet Filters” to block or filter inappropriate Internet content, inappropriate electronic communications, and other access to inappropriate information.

Specifically, as required by the Children’s Internet Protection Act (CIPA), blocking shall be applied to visual depiction of material deemed obscene or pornographic, or to any material deemed harmful to minors.

Technology protection measures may be disabled, or in the case of minors, minimized only for bona fide research or other lawful purposes and only when subject to staff supervision.

It is the policy of LLCA-CFA to strive to:

- A. Prevent user access to, or transmission of inappropriate material via Internet, electronic mail, or other forms of direct electronic communications over its computer network
- B. Prevent unauthorized access and other unlawful online activity
- C. Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors
- D. Comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254 (h)].

Internet Terms and Conditions

I. *Privileges*

The use of the LLCA-CFA network is a privilege, not a right. Inappropriate use will result in disciplinary action.

II. *Acceptable Use*

LLCA-CFA’s networks are to be used in a responsible, efficient, and legal manner that supports the educational objectives and employee guidelines of LLCA-CFA. To the extent practical, steps shall be taken to promote the safety and security of users of the LLCA-CFA online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Unacceptable uses include, but are not limited to, the following:

- Transmission of any material in violation of any federal or state regulation
- Unauthorized access, including so-called ‘hacking,’ and other unlawful activities
- Unauthorized disclosure, use, and dissemination of personal identification information regarding minors
- Violation of copyright/trademark laws

- Creation of and/or transmission of threatening or obscene material, child pornography, or information deemed harmful to minors
- Forwarding of confidential communications without the author's prior consent
- Plagiarism or copyright violations through use of the network
- Distribution of material protected by trade secret
- Utilization of the network for personal profit
- Promotion of political and/or campaign information
- Use of offensive or harassing statements or language, including profanity, vulgarity, and/or disparagement of others based on race, national origin, sex, sexual orientation, age, and/or disability
- Use of materials/e-mail espousing personal, political, or religious beliefs
- Sending or soliciting receipt of sexually oriented messages or images
- Sending/forwarding of chain letters
- Solicitation of money for any reason other than educational purposes
- Installation of or downloading of unauthorized files/software
- Accessing of LLCA-CFA's network without appropriate authorization
- Changing of the settings on computers unless deemed appropriate by the system operator
- Disruption of the network
- Damage of or alteration of the school's hardware and/or network design
- Access of chat rooms except those set up and/or approved by the school's administration
- Access of programs not appropriate for educational use
- Unauthorized use of password-protected programs (e.g., NC WISE, and other administrative software)

III. *Network Etiquette Rules*

Users must abide by network etiquette rules. These rules include, but are not limited to, the following:

- Be polite. Rudeness is never acceptable
- Do not provide any personal information (such as address/telephone number, social security number, or checking/savings account numbers)
- Follow chain of command procedures

Netiquette rules apply chiefly to electronic mail (e-mail), mailing lists and newsgroups. Following netiquette rules makes the Internet a civil place to communicate and share ideas.

IV. *Disciplinary Action*

The following measures may be taken in response to unacceptable use:

- Disciplinary action as defined by LLCA-CFA's Code of Conduct
- Restitution of costs incurred through damage, including loss and/or repair
- Limitation or cancellation of user privileges
- Refer to Law Enforcement if indicated by severity.
- Reprimand/Suspension/Dismissal of staff member

V. ***Education, Supervision and Monitoring***

- It shall be the responsibility of all members of the LLCA-CFA staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet, including educating students regarding cyber bullying awareness and response and appropriate behavior when using chat rooms or social networking websites, in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act.
- Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Technology Coordinator or designated representatives.

VI. ***Security***

Security on any computer system is a high priority, especially when that system includes many users. Attempts to log in to the system as any other user, share a password, or allow a security breach may result in cancellation of user privileges. If a security problem is identified, notify the system administrator. Do not demonstrate the problem to other users. Messages relating to or in support of illegal activities may be reported to the authorities.

VII. ***E-mail Accounts***

Students will be assigned individual e-mail accounts. E-mail accounts are to be used only by the owner unless written permission is obtained from the owner of the account. Impersonation and anonymity are not allowed. Electronic mail is not guaranteed to be private; system operators have access to all electronic mail. E-mail accounts, including free accounts and those provided by outside vendors (e.g., Hotmail, Gmail, et al.) may be monitored if those accounts are accessed through the school network. Upon leaving the school, the employee’s account will be terminated.

VIII. ***Privacy***

Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Files stored on LLCA-CFA’s servers and hard drives of individual computers are not private. Confidential files (e.g., personnel files, Exceptional Children’s records, and other similar electronic data repositories) are to be accessed only by authorized personnel.

IX. ***Vandalism***

Vandalism may result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any part of the LLCA-CFA network. This includes, but is not limited to, the uploading or creating of computer viruses.

X. ***Disclaimer***

LLCA-CFA will not be responsible for any damages suffered, including loss of data resulting from delays, non-deliveries, service interruptions, or inaccurate information. The user accepts personal responsibility for any information obtained or sent via the network, including the sharing of personal information such as home address, checking account and credit card information.

Gambling:

A student will not play games of skill or chance for money or property will on school property. Students participating in this activity are subject to disciplinary action

Generally Disruptive Behavior:

Students are expected to be respectful, and cooperative and should refrain. Examples are:

A. Chronic Talking:

Repeated talking in the classroom without permission.

B. Throwing Objects:

Throwing any object in any part of the school or on school grounds, unless directed by a staff member pursuant to instructional purposes.

C. Horse playing, Harassing or Teasing:

Rough or noisy play or pranks that serve to pester or torment another student, to include willfully throwing anything that could serve to harass, but could not injure, another student or staff member.

D. Refusing to Remain in Seat:

Getting out of seat or moving seat without permission of staff member.

E. Rude Noises:

Making any unnecessary noise.

F. Leaving without Permission:

Leaving the classroom, building, or assigned area without obtaining approval of the teacher and/or administrator.

Insubordination:

A student is expected to obey the direction of any authorized staff member during the time the student is in school, participating in a school activity, or on school property. All students are expected to behave in a respectful manner.

A. Walking Away or Talking Back:

Leaving while a staff member is talking to a student, or talking back to a staff member in a rude manner.

B. Failure to comply with proper and authorized direction or instruction of a staff member:

Failure to follow any authorized direction given by a staff member.

C. Refusal to work in class:

Failing to do assigned work during class.

D. Refusal to report to the office:

Failure to report to the administrative office as directed by a staff member.

Search and Seizure

Students are subject to reasonable searches of a student's person, locker, cell phones, vehicles and other personal belongings within the school premise. When it is determined by a school administrator that a search should be conducted on a student, a reasonable effort shall be made to contact a parent or guardian after the search has been conducted.

Refusal to Allow Search:

In an effort to address the Safe Schools Mandate, the school administration has the right to conduct a search reasonable in scope of a student or his/her possessions if the administration has a reasonable suspicion that the student may be in possession of a weapon, illegal substance, or another item prohibited by law or the Code of Conduct.

A. Search of an Individual or his/her Possessions:

A student must cooperate with and may not obstruct or interfere with a reasonable search of the student, his/her desk, locker, bookbag, purse or other possessions, which are present on school property or at a school activity.

B. Random Search of Student Desks/Lockers:

Student desks/lockers are the property of the school and are assigned to the student with the understanding that he/she is responsible for all property placed in the locker or desk. Desks/lockers shall be used only for storage of those items that are reasonably necessary for the student's school activities such as books, coats, school assignments, etc. A student must cooperate with and may not obstruct or interfere with a random search of his/her desk.

C. Random Law Enforcement Canine Searches:

The school system may use Law Enforcement canines for random searches of lockers, desks, vehicles and possessions of students, such as book bags that do not require a search of the student. A student must cooperate with and may not obstruct or interfere with a canine search conducted in accordance with this provision.

Selling / Trading:

Students are not to sell or trade unapproved items such as candy, cards, etc. during school hours. Students participating in this activity are subject to disciplinary action

Sexual Harassment: Elementary & Secondary

LLCA intends that all students and employees should be free of unlawful sexual harassment as a part of a safe, orderly, caring, and inviting working and learning environment. The school expressly prohibits sexual harassment in the educational and work environment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, academic progress or completion of a school-related activity; submission to or rejection of such conduct is used as the basis for employment decisions affecting such individual, or in the case of a student, submission to or rejection of such conduct is used in evaluating the individual's performance within a course of study or other school-related activity; or such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with an employee's work or performance or a student's educational performance;

limiting a student's ability to participate in or benefit from an educational program or environment; or creating an abusive, intimidating, hostile, or offensive work or educational environment. Examples of sexually harassing conduct include, but are not limited to, deliberate, unwelcome touching of a sexual nature or that takes on sexual connotations; suggestions or demands for sexual involvement accompanied by implied or overt promises of preferential treatment or threats; pressure for sexual activity; continued or repeated offensive sexual flirtations, advances or propositions; continued or repeated verbal remarks of a sexual nature; sexually degrading words used toward an individual or to describe an individual; sexual assault or violence; the display of sexually suggestive objects or pictures; or use of personal or school electronic communication to convey sexually inappropriate words, pictures or images. Electronic communications include, but are not limited to, digital imagery, email, text messaging, instant messaging, chat rooms, blogging, websites and social networking websites (i.e. Instagram, SnapChat or Facebook). When a student believes that he or she has been sexually harassed by another student, he/she should bring the matter to the attention of the Dean, or to a teacher or counselor who then shall immediately report it to the Executive Director. The Dean or Dean's designee will investigate the matter and may impose disciplinary sanctions on the harassing student in accordance with disciplinary policies. Any student reporting sexual harassment who is not satisfied with the Dean's response or who continues to be sexually harassed may follow the sexual harassment complaint procedures. However, student discipline records remain confidential and may not be revealed by any school personnel to the student reporting sexual harassment. Sexual harassment of a student by an employee or a non-employee such as a visitor, also is prohibited. Any student who believes he/she may have been sexually harassed by an employee should refer to the definitions and procedures found in the Board's Sexual Harassment Policy. Employees, other than student employees, are also prohibited from being in any type of romantic or sexual relationship with a student as described in School Board Policy

Legal References: **Title IX of the Education Amendments of 1972, as amended: G.S. 115C-391.**

Sexual Offenses:

A student will not engage in sexual behavior.

A. Consensual Inappropriate Behavior: Consensual behavior that is not appropriate on school grounds which includes Public Displays of Affection.

- Students should not kiss, embrace, or demonstrate inappropriate behavior while on the school campus, school bus or school activities. Students participating in this activity are subject to disciplinary action and parents will be notified.

B. Offensive Touching: Improper touching of an offensive or inappropriate nature.

C. Sexual Harassment: Verbal or physical conduct of an inappropriate nature, which may reasonably be regarded as intimidating, hostile or offensive.

D. Consensual Sex: Inappropriate activity involving willing participants. (Both parties must be charged at the same level)

E. Indecent Exposure: Intentional exposure of private parts of one's body.

Theft:

A student will not steal or possess stolen property, or participate with others (either by presence or action) to do so.

A. School, Staff or Student Property: Taking and/or carrying away property belonging to LLCA-CFA, any staff member or any student without prior permission.

B. Possession of Stolen Property: Having in one's possession property obtained without the permission of the owner, to include items stolen in the community and brought onto school grounds.

Trespassing:

A student will not enter any school property or school facility without proper authority, to include entering the school during a period of suspension or exclusion. No student that is sent home for any reason may attend after school activities, award ceremonies, sports events, and other school sponsored events.

Vandalism:

A student will not willfully, with or without malice, damage or destroy property belonging to another, or participate with others (either by presence or action) to damage or destroy property; i.e., school property, at a school sponsored or school-related activity on or off school property, or property belonging to a school employee. A student or parent/guardian will be held financially responsible, as allowed by North Carolina Law, for willful or malicious destruction of property.

A. School Property: Defacing or damaging doors, windows, walls, mirrors, desks, computers, or any other school equipment, to include graffiti.

B. Damaging Another Person's Property: Damaging any property belonging to another student or staff member to include clothing, books, class projects, automobiles, etc.

Note: Damages must be reimbursed in each situation.

Weapons and Dangerous Instruments or Objects:

A student will not possess, handle, transport, or use any weapon, dangerous object, object that can be reasonably considered a weapon, or substance that could cause harm or irritation to another individual. **All items will be confiscated and will not be returned.** Under N.C.G.S. § 20-11(n1) possession of a weapon on school property or at a school related activity can result in the loss of a student's driver's license/permit.

Special Note: Any student who inadvertently possesses or finds a weapon or substance that may subject a student to punishments may or may not be recommended for this sanction if the student voluntarily surrenders the property to a school staff person prior to discovery by another person. This should be done as soon as the student realizes that he/she is in possession of the weapon or substance.

A. Toy Knife:

Possession of any size or shape toy knife.

B. Possession of an instrument or device that resembles or looks like a pistol, revolver or any type of weapon not capable of propelling a missile:

May include, but not be limited to a cap pistol, water pistol or any look-alike gun.

C. Laser lights: Pointing devices that can cause serious injury to the eyes.

D. Knife:

Simple Possession – Blade 2 ½ inches or smaller: A knife brought accidentally, without intent, will result in the knife being confiscated and a suspension imposed. Any subsequent incident will result in confiscation and progressive discipline.

E. Simple Possession – Blade greater than 2 ½ inches: Possession of any knife longer than 2 1/2 inches, regardless of intent.

- F. Razor Blade/Box Cutter:** Possession of a razor blade, box cutter or similar device for cutting.
- G. Camouflaged Weapon:** Knife blades, or other sharp devices camouflaged as tubes of lipstick, ink pens, hair combs, etc.
- G. Object Thrown From a School Bus:** Any object thrown from a school bus will be considered a missile and will be treated as a weapon.
- H. Ammunition:** Possession of any bullets or shells or any objects that could be considered to be ammunition or which resemble ammunition.
- I. Fireworks, Small Explosives:** Possession of firecrackers or small explosive devices including caps and snapper pops.
- J. Explosive:** Any device containing combustible material and a fuse.
- K. Antipersonnel Spray:** Possession of chemicals such as Mace or pepper sprays.
- L. Bomb:** Any device brought to school that contains combustible material.
- M. Other:** Possession of any object or substance that could cause injury including but not limited to, slingshots, ice picks, multi-fingered rings, metal knuckles, nunchucks, Bowie knife, dirk, dagger, leaded cane, switchblade knife, razors and razor blades, clubs, stun guns, fire extinguisher and/or the use of any object or any substance that will potentially cause harm, irritation, or bodily injury to students or any other persons. This will include chemical or biological agents or counterfeit versions of chemical or biological agents.

Firearms:

A student will not possess, handle, or transport any handgun, rifle, shotgun or any other weapon, which will or is designed to or may readily be converted to expel a projectile by action of an explosion, to include camouflaged guns. (Class 1 Felony Weapon). **Under N.C.G.S. § 20-11(n1) possession of a weapon on school property or at a school-related activity can result in the loss of a student's driver's license/permit. Any student found in possession of a weapon on school grounds or at school related activities that is suspended for more than 10 days or is assigned to an alternative educational setting for more than 10 consecutive days will lose his/her driver's license.**

A. Possession of a pistol, revolver, or any other firearm (loaded or unloaded):

N.C.G.S. §115C-391 (d1) requires the total cessation of all educational services for a period of 365 days unless the headmaster decides otherwise on a case-by-case basis. A complete psychological evaluation will be required for any student found to be in possession of a firearm on school grounds, on school bus, or at any school function and the results must be released to the LLCA- CFA counselor.

B. Possession of any other weapon or device other than a firearm:

Examples may include but are not limited to starter pistol, BB gun, flare gun, air rifle, air pistol or stun gun.

Dress Code

UNIFORM POLICY (REVISED 2017-18 School Year)

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

Reasons for a uniform policy:

- Reduces peer pressure
- Helps break down socioeconomic 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 and students to ensure compliance with the uniform dress code.

The parent or guardian 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 and t-shirts, long-sleeved Oxford (boys) or short/three-quarter sleeve blouse (girls) with collar of their choice.
[Land's End Online Ordering](https://www.landsend.com/pp/SchoolSearch.html?action=landing&selectedSchoolNum=900158288)
(<https://www.landsend.com/pp/SchoolSearch.html?action=landing&selectedSchoolNum=900158288>)
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.)
5. High school students **only** may wear black knit polo or t-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.
- Skirts/skorts: (regardless of vendor) skirts or skorts must be knee length (top of the knee or lower)
- All bottoms should be without rips or holes.
- No cargo shorts or pants.
- All LLCA plaid clothing (i.e.: jumpers and skirts) can only be purchased from Caspers.

Jumpers:

- For k-5 students **ONLY!**
- Must be solid khaki or school plaid.
- Must wear shorts or leggings underneath.

Skorts:

- Must be solid khaki or school plaid.

Shoes:

- Students may wear brown, black, white, gray or royal (school blue) shoes or combination thereof of their choice. Shoe laces and soles must be black, brown, white, gray or royal (school blue) as well. No other colors are permitted.
- 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.

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.

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

- Approved hoodies from LLCA sports team or extracurricular organizations may also be worn.
- Approved royal blue or white sweatshirt from LLCA sports team
- Solid hoodies, cardigan sweaters, sweater vests, and pull over crew or v-neck sweaters without logo are permitted in the following colors black, royal blue or grey only.
- Lands end has a black fleece jacket with logo that can be worn in the classroom. blue windbreaker is permitted in the classroom.

****All other jackets are not permitted in the classroom but can be worn outside when 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 and solid in color. Acceptable colors are white, black, brown or gray.

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

Other uniform requirements:

1. All shirts must be worn tucked in at all times with the exception of the girls ¾ sleeve oxford button up shirt
2. Students may not wear hats, ballcaps, bandanas or other non-approved head coverings at school. (Exception: religious observance; medical reasons or spirit days where hats are allowed.)
3. Backpacks, lunch boxes, and purses may not have inappropriate writing (subject to School Director’s discretion)
4. Blankets, wraps and pillows may not be brought to school.
5. Colognes, perfumes, and body spray/splashes must be worn in moderation. These items are to be left at home and not in backpacks or lockers. (Stick or roll-on deodorant is allowed)

Emergency / Crisis Plan

At Lake Lure Classical Academy, we have developed and continue to refine procedures, policies, and drills that comprise our Safe School Plan. If a crisis should arise, it is our goal to do everything necessary to maintain the safety of all students. A crisis could be defined as any situation or event that affects the functioning of the regular school day; when normal procedures become impossible to maintain. All teachers have a primary responsibility for the welfare of our students (NC GS 115C-325).

Lake Lure Classical Academy has developed a Safety/Crisis Plan. Safety drills are required at regular intervals by law and are important in maintaining a safe school environment. Throughout the school year, we will conduct:

Fire/Evacuation drills	Lock-down drills	Tornado drills	Other safety drills as needed
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The classroom teacher will give instructions during drills according to our established safety protocols.

Exceptional Children

The Exceptional Children Division at LLCA is to ensure that students with disabilities develop mentally, physically, emotionally, and socially through the provision of an appropriate individualized education in the least restrictive environment. LLCA provides special education services and related services according to the federal mandates of the Individual with Disabilities Education Act. This department also consults with the counseling department as needed on 504 plans that are written for students with a medical or mental impairment that significantly impairs a major life activity. This plan is part of the Rehabilitation Act of 1993. LLCA also provides support and training to the regular education teachers as needed to implement interventions, accommodations and modifications in the regular education classroom setting. The Public Schools of North Carolina, Exceptional Children Division provides local units with detailed policies for the delivery of special education services. These rules and regulations are detailed in the Policies Governing Services for Children with Disabilities.

To determine if a child qualifies for EC services the staff at LLCA abides by the Policies Governing Services for Children with Disabilities (Department of Public Instruction). These are detailed procedures that outline the rules and regulations that NC public schools must follow for the delivery of special education services. Services are provided under the following areas of identification:

- Autism Spectrum Disorder (AU),
- Deaf/Blindness,
- Developmental Delay (DD),
- Serious Emotional Disability (SE),
- Hearing Impairment (HI),
- Intellectual Disability (ID),
- Multiple Disabilities (MD),
- Other Health Impairment (OHI),
- Orthopedic Impairment,
- Specific Learning Disability (SLD),
- Speech or Language Impairment (SLI),
- Traumatic Brain Injury (TBI),
- Visual Impairment including Blindness (VI).

Families New to LLCA

If you are new to LLCA and have a child who has been receiving special education services, contact Mimi Kyres, EC Director, for information regarding your child's IEP. Be prepared to provide documentation of your child's special needs (i.e., a copy of the student's Individual Education Plan).

Exceptional Children Contact Information:

EC Coordinator: Mimi Kyres

EC Teachers: Mimi Kyres, Jennifer Kruseman, and Kimberly Hutchins

Section 504

An impairment as used in Section 504 may include any disability, long-term illness, or various disorder that “substantially” reduces or lessens a student’s ability to access learning in the educational setting because of a learning-, behavior- or health-related condition. [“It should be emphasized that a physical or mental impairment does not constitute a disability for purposes of Section 504 unless its severity is such that it results in a substantial limitation of one or more major life activities” (Appendix A to Part 104, #3)]. 504 Accommodation Plans are developed for students with disabilities who qualify under section 504 of the American Disabilities Act. For more information click on this [link](#)

Families New to LLCA: If you are new to LLCA and have a child who has been services under a Section 504 Plan contact Kristen Collette Elementary Guidance Counselor or Morgan Poff Secondary Guidance Counselor for information regarding your child’s 504 Plan. Be prepared to provide documentation of your child’s special needs (i.e., a copy of the 504 Plan or medical documentation).

Child Find

Please click on this [link](#) for additional information about Child Find. LLCA:CFA provides information about Child Find to parents during our Open House. In addition, posters are placed in the school lobby and near the EC department, and information is located on the school website.

FERPA

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

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

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and

- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Student’s cumulative academic records are kept on file and can be reviewed by parents/legal guardians in the presence of school personnel by making an appointment with administrator or counselor.

Field Trips

A [permission form](#) including parent contact information and insurance information is required for each trip.

Students may also be offered the chance to go on some overnight trips. Specific eligibility requirements and detailed information will be made available regarding each trip. The following situations may affect the eligibility for a student to participate: Students assigned to In-School Suspension (ISS) or Out of School Suspension (OSS), a student with attendance concerns. Students must understand that on any school-sponsored trip, the same policies and procedures are in place and they will be held to the same high expectations as they are while on our campus.

General Student [Information Packet](#)

Click on the link to access the Student Information Packet.

Grading

Grade Reports are posted on PowerSchool, and also available in paper format by:

1. Mid-Term Reports every 3 to 4 weeks
2. Official Report Cards every 6 weeks

Grading Scale

Grade	Weighted Regular (Secondary Only)	Weighted Honors (Secondary Only)
90-100 = A	4.00	5.00
80-89 = B	3.00	4.00
70-79 = C	2.00	3.00
60-69 = D	1.00	2.00
59 or below = F	0	0

Promotion Standards

To be promoted to the next grade level, students must meet Lake Lure Classical Academy’s local promotion standards by attending and passing their academic classes. The Executive Director reserves the right to make recommendations for promotions. **Note:** Attendance for summer school may be required before promotion occurs.

Inclement Weather Plan

During Inclement weather, information regarding school openings, closing, or delays will be sent via text messages, phone calls, Facebook, and local news stations. Please listen and/or look for an announcement from Lake Lure Classical Academy stating one of the following announcements:

“School Closure”

When school is closed due to inclement weather, that day will be made-up according to LLCA-CFA policy and will be posted on the school website.

“Schools are on a two-hour delay.”

The school building will open at 9:30 AM and School will begin at 10:00 AM. Buses will pick up two hours later than normal pickup time.

“Schools are on a three-hour delay.”

The school building will open at 10:30 AM and School will begin at 11:00 AM. Buses will pick up three hours later than normal pickup time.

“Lake Lure Classical Academy is releasing early.”

Parents will be notified using the Bright Arrow School Messenger phone system., we will post on [Facebook](#), the [school website](#), [WLOS TV](#), and [WSPA TV](#). Students and parents must have a plan in place and on record so that parents, students, and the school know what is expected.

Lockers/Backpacks/Book Bags

Middle and High School students are assigned a hall locker for textbooks, school supplies, book bags, coats, sweaters, and other personal items. ***Backpacks, book bags and drawstring bags are to be left in the lockers during the school day unless teachers designate otherwise.*** Students have sufficient time to visit lockers and retrieve books needed for each class. Lockers remain the property of Lake Lure Classical Academy and will be searched if there is a reasonable suspicion that the student has an item which is illegal to possess on school grounds.

Lost and Found

We strongly suggest that parents or students write student names on or in personal items, so if they are lost, they can be returned. Items found on the bus and at school should be turned in to the office or placed in the Lost and Found cart in the gym lobby. Smaller items are kept at the front desk. Unclaimed items will be donated to a local charitable organization after a reasonable period of time.

Medication

Sometimes it is necessary for students to take prescription and/or non-prescription medicine during the school day. Please remember:

- Students are not allowed to be in possession of any medication at any time, prescription or non-prescription
** Only exceptions are Epi-Pens and Inhalers. MUST be prescribed and ordered by Physician if to be kept in student's possession.**
- Non-prescription/over-the-counter medications must be turned in to the front office with a "Parental Request to Administer Medication" form

- Prescription medications must be turned in to the front office with a “Parental Request to Administer Medication” form which must also be signed by a doctor
- We do not have medication in the office other than that which is brought from home along with the proper paperwork
- Medication must be in the original packaging or prescription container
- We cannot accept medication in baggies or without original label
- Athletes who must take medication prescribed by a physician at any time during the year **MUST** bring a copy of a signed note of explanation from the physician. One copy will be given to the coach and another copy will be filed in the office.

[Medication Form](#)

Parent-Student-Teacher Communication

We believe that communication between parents, teachers, and students is a vital component of success. We provide several forms of communication:

- Parent-Teacher Conferences with or without students. Conferences can be set up by emailing the teacher directly, or by calling the school.
- Parents or guardians are also welcomed to set up conferences with the Executive Director, Dean, or guidance counselor by emailing the request or calling the school to set up a conference.
- Electronic communication – Class Dojo, Email and Teacher Websites
- Each faculty member has an email account and a website linked through the LLCA-CFA website

Photographs / Videotapes / Interviews

Lake Lure Classical Academy does not require parental permission for students to be photographed, videotaped, and/or interviewed by system employees or media on routine school topics, activities for public information, awards and honors, instructional and promotional purposes. Parental permission must be given, however, to photograph, videotape, and/or interview students with physical or mental disabilities if they will be identified as such. **Parents, guardians, or eligible students may request not to be photographed, videotaped, and/or interviewed by notifying the school in writing within ten (10) days of publication of this policy in the Student Code of Conduct (or by the 10th day of the start of school each year). If parents submit such a request, the school encourages parents to follow-up with administration to ensure that the request was indeed received.**

School Counseling Program

The [Lake Lure Classical Academy Counseling Program](#) strives to assist all students with educational, personal, social, and career development goals. Our School Counseling services and activities are of a developmental nature in that they contribute to the school’s mission of educating the whole child. We offer a comprehensive program of services that is preventive and confidential in nature, while also responding to individual needs and situations. The counselors have a mailbox on each division’s hall for students to leave notes or request a meeting with the counselor. The LLCA Counseling Program includes the following components:

Individual Counseling for students - The counselor focuses on developing a relationship with the student, problem solving, decision-making, peer and family relationships, and other issues. School Counseling is brief in nature and students with more intense needs will be referred to a community agency or therapist. Counseling sessions are a legally privileged form of communication and include techniques and approaches based on the counselor’s training and professional judgment.

Small Group Counseling - A very effective and time-efficient way of helping middle school students is small group counseling. It is our belief that students learn important lessons from group interaction with their peers. The groups are psycho-educational in content and counselors will share their curricula, if asked. Topics for small groups may include: Anger Management, Grief/Loss, Social/Interpersonal skills, Changing Families, Self-esteem, Academic Motivation, and Substance Abuse.

Consultation - Counselor assists parents, teachers, administrators, and community agency representatives by offering consultative services to help understand and respond to the developmental needs of students.

Program Planning - Counselor works as part of a team to develop and meet yearly goals. Evaluations are used to determine accomplishments and areas to address in the future.

Student Appraisal - Counselor helps interpret student records, as well as cognitive, aptitude, and achievement test results and other student data.

Coordination - Counselor advocates for all students and coordinate their program to respond to their needs. This may include making referrals to community agencies, assisting in integrating guidance activities into the school curriculum, being participants on the Crisis Team, Care Team, and other school-based programs.

Professional Practice and Development - Counselor adheres to the ethical standards established by the American School Counseling Association and seek to enhance skills and knowledge through professional development workshops and conferences.

Student Drivers

- Parking passes are \$20 and must be displayed on the lower back glass on the driver side.
- Any additional parking permits are \$10 each.
- Parking passes must be displayed on any student vehicle in order to park on campus.
- Freshman are not permitted to drive on campus.
- Students with a valid driver license may be permitted to drive to school.
- Students must register their vehicles with the school.
- Proof of insurance and a valid driver license 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. (Checked on a semester basis.)
- Driving privileges may be suspended or revoked if students receive more than one ISS or any greater suspension.
- Reckless vehicle use will result in loss of driving privileges.
- 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.
- If administration has reasonable suspicion contraband or illegal items/substances are in a student's vehicle the vehicle is subject to search, and law enforcement may be notified.

All students parking on campus must have to following turned into the Secondary Dean in order to park on campus:

- The bottom of this form signed and dated.
- Copy of a valid driver license and proof of insurance.
- Make, Model, Color and Tag # of the vehicle(s) you will be driving on campus.
- Payment for the parking permit(s).

Textbooks

Students may be assigned textbooks in some classes. 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. If payment is not received Lake Lure Classical Academy will hold the final report card until fee is paid.

Students taking Isothermal Community College courses will be responsible for purchasing any necessary textbooks. If purchasing textbooks presents an extreme hardship please contact the Secondary Dean.

Title I Parent Involvement Policy

Lake Lure Classical Academy: A Challenge Foundation Academy, Inc. (LLCA:CFA) believes that the education of children is an ongoing cooperative partnership between the home and the school. Parents are their children's first teachers; therefore, the continued involvement of parents in the educational process is most important in fostering and improving educational achievement. School system officials shall strive to support parents and provide parents with opportunities to become involved in the programs offered by the Title I schools. The board encourages parents to participate in the design and implementation of the programs and activities in order to increase the effectiveness of the school system's Title I program in helping students meet state local achievement standards.

A. Definition of Parental Involvement

For the purposes of this policy and the Title I program, the term 'parental involvement' means the participation of parents and guardians in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring the following:

1. that parents play an integral role in assisting their child's learning;
2. that parents are encouraged to be actively involved in their child's education at school;
3. that parents are full partners in their child's education and are included, as appropriate, in the decision making and on advisory committees to assist in the education of their child; and
4. that the school district engages in activities to support parental involvement in the Title I programs.

B. Purpose and Operation of Title I Program

The Title I program is a federally supported program that offers assistance to educationally and economically disadvantaged children to help ensure they meet the school system's challenging academic standards. The Title I program provides instructional activities and supportive services to eligible students over and above those provided by the regular school program. When applicable, students must be selected to receive Title I services based on objective criteria that are consistent with federal and state requirements, such as standardized test scores, teacher judgment, and results of pre-school screening and home-school surveys.

Qualified Title I schools will operate as school-wide programs or targeted assistance programs based upon federal eligibility criteria. School-wide programs will utilize a comprehensive school improvement process enabling schools to serve all students in the school. Targeted assistance programs will provide services to eligible students in the school having the greatest need for assistance.

Both schoolwide and targeted assistance programs shall be based on effective means of improving student achievement and shall include strategies to support parental involvement.

C. Annual Meeting

Each year, Title I parents must be invited to an annual meeting, at which time parental rights will be explained, programs and activities provided with Title I funds will be discussed, and input will be solicited. In addition, all parents will have an opportunity to evaluate the effectiveness of the Title I programs and the parental involvement policies and plans. Data collected from these findings will be used to revise Title I programs and parental involvement plans.

D. Parental Involvement Efforts

The board believes that the involvement of Title I parents in the design and implementations of the Title I program will increase the effectiveness of the program and contribute significantly to the success of the children. The Title I staff and all school system personnel shall strive to involve parents in activities throughout the school year.

The superintendent shall ensure that this system-level parental involvement policy is developed with, agreed upon with and annually distributed to parents of participating students. In addition to the system-level parental involvement policy, each school participating in the Title I program shall jointly develop and annually distribute to parents a school-level written parental involvement policy that describes the means for carrying out school-level policy, sharing responsibility for student academic achievement, building the capacity of school staff and parents for involvement and increasing accessibility for participation of all Title I parents, including parents with limited English proficiency, parents with disabilities and parents of migratory children. School-level plans must involve parents in the planning and improvement of Title I activities and must provide for the distribution to parents of information on expected student proficiency levels and the school's academic performance.

School officials will invite appropriate school personnel from private schools to consult on the design and development of its programs in order to provide equitable services to students enrolled in private schools. The superintendent or designee will establish procedures to achieve timely and meaningful consultation with private school officials in accordance with federal law.

In addition, the school system officials and Title I school personnel shall do the following:

1. involve parents in the joint development of the Title I program and the process of school review and improvement by including parents on the school advisory committee and committees that review the Title I program;
2. provide coordination, technical assistance and other support from various central office departments necessary to assist participating schools in planning and implementing effective parental involvement activities that are designed to improve student academic achievement and school performance;
3. build the schools' and parents' capacity for strong parental involvement by collecting and disseminating information on effective parental involvement techniques;
4. coordinate and integrate parental involvement strategies with parental involvement activities in other programs, such as Head Start and similar programs;
5. with the involvement of parents, conduct an annual evaluation of the content and effectiveness of the school system parental involvement policies and program in improving the academic quality of the school;
6. strive to eliminate barriers to parental participation by assisting parents with disabilities and parents who are economically disadvantaged, have limited English proficiency, are migratory or have other backgrounds or characteristics that may affect participation;
7. provide assistance to parents of participating Title I children in understanding the state's testing standards, the assessments used, Title I requirements and all national, state and local standards and expectations through such efforts as community based meetings, sending information home, newsletters, workshops and newspaper articles;
8. design a parent-student-school staff compact that sets out the respective responsibilities in striving to raise student achievement and explains how an effective home/school partnership will be developed and maintained;
9. with the assistance of parents, ensure that teachers, pupil services personnel, principals and other staff are educated in the value of parents as partners in the educational process and understand how to work with, communicate with and reach out to parents as equal partners in education;
10. distribute to parents information on expected student proficiency levels for their child and the school's academic performance, and provide materials and training to help parents monitor their child's progress and work with educators to improve achievement through such methods as technology or literacy training;
11. coordinate and integrate parental involvement programs with pre-school programs and conduct other activities in the community that encourage and support parents to more fully participate in the education of their child;
12. strengthen the partnership with agencies, businesses and programs that operate in the community;
13. ensure that parents are involved in the school's Title I activities; and

14. provide such other reasonable support for Title I parental involvement activities as requested by parents.

E. Notice Requirements

School system officials and Title I school personnel shall provide effective notice of the following information as required by law. The notice must be in an understandable and uniform format and, to the extent practicable, in a language the parents can understand.

1. LEP Program

a. Each year the principal or designee shall provide notice of the following to parents of limited English proficient (LEP) children identified for participation in a Title I, Part A-funded language-instruction educational program;

- the reasons for the child's identification;
- the child's level of English proficiency;
- methods of instruction;
- how the program will help the child;
- the exit requirements for the program;
- if the child has a disability, how the language instruction educational program meets the objectives of the child's individualized educational program (IEP); and
- any other information necessary to effectively inform the parent of the program and the parental rights regarding enrollment, removal and selection of an LEP program.

b. The principal or designee of a school with a Title I, Part A-funded language instruction program that has failed to make progress on the annual achievement objectives for LEP students, shall notify the parents of such failure no later than 30 days after the failure occurs.

2. System Report Card and School Progress Review

a. Each year, school system officials shall disseminate to all parents, schools and the public a school system report card containing aggregated information, including, but not limited to, student achievement (disaggregated by category), graduation rates, performance of the school system and teacher qualifications.

b. Each year, school system officials shall disseminate to all parents, schools and the community the results of the LEA's yearly progress review of each school.

3. Teacher Qualifications

a. Each year, school system officials shall notify parents of Title I students of the right to request certain information on the professional qualifications of the student's classroom teachers and paraprofessionals providing services to the child. (see policy 7820, Personnel Files).

b. The principal or designee of a Title I school shall provide timely notice informing parents that their student has been assigned to or has been taught for at least four consecutive weeks by a teacher who is not 'highly qualified' as defined in the No Child Left Behind Act.

4. Parental Rights and Opportunities for Involvement

a. Each year, the principal or designee of a Title I school shall provide notice to parents of the school's written parental policy, parents' right to be involved in their child's school and opportunities for parents to be involved in the school.

F. Website Notification

When a Title I school is identified for improvement, corrective action or restructuring, the school system will display on its website the following information in a timely manner to ensure that parents have current information regarding supplemental services and public school choice, unless the requirements to provide such options have been waived by the U.S. Department of Education: beginning with data from the 2007-2008 school year and for

each subsequent school year, the number of students who were eligible for and the number of students who participated in public school choice; for the current school year, a list of available schools which students eligible to participate in public school choice may transfer; beginning with data from the 2007-2008 school year and for each subsequent school year, the number of students who were eligible for and the number of students who participated in supplemental educational services; and for the current school year, a list of supplemental educational services providers approved by the state to serve the school system and the locations where services are provided.

The Executive Director or designee shall develop administrative procedures to implement the requirements of this policy.

Visitors

All visitors must sign in at the front office and wear a visitor's badge while on school campus. Students are not allowed to have visitors other than their parents or guardians for any reason.

Volunteering / PTO / Parental Involvement

We encourage parents to stay involved in their child's education. We have many opportunities for parents to be a part of the program and activities at Lake Lure Classical Academy-CFA. Our Volunteer Program is a vital part in the success of our students. More information will be made available on our website regarding specific opportunities for parents to remain involved.

This Student/Parent Handbook was submitted to the Board of Directors for approval.