



LAKE LURE

Classical Academy

A Challenge Foundation  Academy

Student/Parent Handbook

2017-2018

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.

Academic Program Overview

Elementary School:

Our elementary school is Kindergarten through Grade five. We have two sections of each grade level. Our elementary curriculum is based on Core Knowledge 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. All students, in Grade three-five also take North Carolina's End of Grade (EOG) tests in Math and Reading. Grade five also has a Science EOG. These test are given in the Spring. Grade three students also take a Beginning of Grade Three reading test to assess reading.

Middle School:

Our Middle School comprises Grades 6-7-8. All middle school students take four Core Classes daily: Math, Language Arts, Science and Social Studies. Students also have a daily physical education class and two additional electives.

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, autobody, 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 ICC 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.

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.

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:

If you have specific questions about athletics please contact Mr. Tripp Searcy, LLCA-CFA Athletic Director.

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:

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-5 :

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 6-12 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 - 1 Day ISS

7th Tardy - OSS

*School administration reserves the right to add additional consequences if necessary.

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.

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.

LAWFUL (EXCUSED) ABSENCES

When a student must miss school, the parent or legal guardian must supply documentation regarding the reason for the absence to the school upon the student's return to school. **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.

UNLAWFUL (UNEXCUSED) ABSENCES 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 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 nor 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.

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.

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 Executive Director Tom Keever at 828-625-9292 extension 1 to leave a message. Mr. Keever will return your call as soon as possible unless you wish to remain anonymous.

Report Bullying Here-- Click on link

<https://goo.gl/forms/loWxgijSjRCV7qEv1>

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.)

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.

****Depending on the severity, suspension from the bus for the remainder of the semester or year may be implemented at any time.**

Cell Phones/Other Electronic Devices/Electronic Gadgets 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).

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/Extra-curricular 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.

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.

Selling / Trading / Gambling

Students are not to sell or trade unapproved items such as candy, cards, etc... during school hours. There is also no gambling or betting of any kind allowed on the school property/school events. Students participating in this activity are subject to disciplinary action

Any student assigned to In-School Suspension (8:00AM – 3:00PM) or Out of School Suspension may not attend or participate in any school-sponsored activities until the consequence has been served in its entirety (i.e., sporting events, practices, dance, club/organization meetings, programs, field trips, etc.). They are ineligible to attend the next school dance as well. Students must be allowed to make up any academic work missed while under suspension.

Dress Code:

UNIFORM POLICY (REVISED AS OF 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 JB Designs, 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. http://johnbenjamindesigns.com/lake_lure
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 classroom)

- Students may wear approved items from JB Designs, Casper's Closet or Land's End.
- Approved hoodies from LLCA sports team or extracurricular organizations may also be worn.
- Approved royal blue or white sweatshirt from PTO.
- Solid hoodies (black, royal blue or grey only), cardigan sweaters, sweater vests, and pull over crew or v-neck sweaters without logo would be permitted.
- Lands End and Caspers also have a black fleece jacket with logo that can be worn in the classroom. Caspers also has a blue windbreaker that is permitted in the classroom.

****All other jackets are not permitted in the classroom but can be worn outside when 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 from Casper's.
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 book bags or lockers. (Stick or roll-on deodorant is allowed)

Emergency / Crisis Plan

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.

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.

Grading:

Grade reports are sent home in the form of:

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

Grading Scale

A	B	C	D	F
90-100	80-89	70-79	60-69	59-below

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. **Note:** Attendance summer school may be required before promotion occurs.

Inclement Weather Plan:

During Inclement weather, please listen and/or look for an announcement from Lake Lure Classical Academy stating:

“School Closure”

”That day will be made-up according to LLCA-CFA policy.

“Schools are on a two-hour delay.”

The school building will open at 9:30 AM-School begins 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-School begins 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, website and 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/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
- Electronic – Class Dojo, Email and Teacher Websites
- Each faculty member has an email account and a website linked through the LLCA-CFA website

Conferences

Parent conferences with the deans, counselor, teachers, specialists, and others are welcomed. Please email the teacher or dean to schedule. If you are scheduled for a conference and are delayed or cannot attend, please call to reschedule.

Photographed / Videotaped / Interviewed:

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.**

Public Display 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.

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 counselor has 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.

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.

Student Drivers:

- Parking passes are \$10 and must be displayed on the lower back glass on the driver side.
- Any additional parking permits are \$5 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 responsible for keeping textbooks in good condition. If a student's textbook is lost, stolen, destroyed or damaged, that student will be required to pay a prorated share of the full purchase price to replace or repair that 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.

Theft / Vandalism / Forgery:

NOTE: Discipline for theft, vandalism, or forgery is at the discretion of administration after a thorough investigation. Depending on the incident as well as whether or not the offender is a repeat offender, examples of "not limited to" consequences are as follows: ISS assignment, up to 10 days of OSS with a maximum of 365 days suspension from the date of the incident, filing of criminal charges, etc.).

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 strongly 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.

Weapons:

Lake Lure Classical Academy-CFA will not tolerate the presence of weapons or destructive devices, bomb or terrorist threats, or actions that constitute a clear threat to the safety of students or employees. Any student who violates this policy will be removed from the classroom or school environment (i.e., in or on any school building, school bus, school campus, school grounds, school recreation area, or school athletic field) for as long as is necessary to provide a safe and orderly environment for learning.

A. PROHIBITED BEHAVIOR

1. Weapons and Weapon-Like Items Students are prohibited from possessing, handling, using or transmitting, whether concealed or open, any weapon or any instrument that reasonably looks like a weapon or could be used as a weapon. Weapons include all of the following: a. loaded and unloaded firearms, including guns, pistols and rifles; b. destructive devices as described in subsection B.2 of this policy, including explosives, such as dynamite

cartridges, bombs, grenades and mines, incendiary devices; c. knives, including pocket knives, bowie knives, switchblades, dirks and daggers; d. slingshot; e. leaded canes; f. blackjacks; g. metal knuckles; h. BB guns; i. air rifles and air pistols; j. stun guns and other electric shock weapons, such as tasers; k. icepicks; l. razors and razor blades (except those designed and used solely for personal shaving); m. fireworks; and n. any sharp pointed or edged instruments except unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance. Examples of other objects that may be considered weapons are box cutters and other types of utility blades and blowguns. No student may knowingly or willfully cause, encourage or aid another student to possess, handle or use any of the weapons or weapon-like items listed above. A student who finds a weapon or weapon-like item, who witnesses another student or other person with such an item, or who becomes aware that another student or other person intends to possess, handle or use such an item must notify a teacher, Division Dean and Director immediately. This section does not apply to board-approved and authorized activities for which the board has adopted appropriate safeguards to protect student safety.

It is illegal to possess or carry (openly or concealed) weapons of any kind on school property or to a school-sponsored event or activity. A weapon is defined as any device deemed by the administration to be used to subject a person to physical harm.

NOTE: Discipline is at the discretion of administration (up to 10 days Out of School Suspension with a maximum of 365 days suspension from the date of the incident, potential criminal charges. Student may be referred to Hearing Board to consider Long Term Suspension, etc.).

Yearbooks:

The yearbook is sold on a pre-sale basis. Students place their order for the yearbook by paying an advertised amount before the book is published. The pre-sale indicates exactly how many copies the yearbook staff needs to have printed. Very few extras are ordered. **It is important that students place orders in the fall for their individual copies of the yearbook which is distributed in late spring.** **Special Note to Parents:** We have a payment plan for yearbooks. This will be divided up into 4 payments and paid in full by December. No refunds available.

August 25, 2017