



A Challenge Foundation
✦ Academy

**Brevard Academy:
A Challenge Foundation Academy
Family Handbook
2017 – 2018**

Introduction

TeamCFA was founded in 1988. As a school community, we work as a team to ensure that each child benefits from his/her experiences as a student at Brevard Academy (BA-CFA). The experiences here serve as some of the finest opportunities available in any public school.

At BA-CFA, the overall atmosphere for learning is everyone's responsibility – staff, students, and families – working together. Learning can only take place when students, teachers, administrators, and families work together toward establishing a positive learning environment. The purpose of this handbook is to help each child and family become knowledgeable of the opportunities, benefits, and responsibilities as a member of this team. Please read through this handbook carefully, discussing the expectations and resources with your child(ren).

We are excited to have you as part of our team and look forward to working together for the success of each child.

Brevard Academy's Mission

The Mission of Brevard Academy is to prepare its students to achieve academic excellence through the Core Knowledge Sequence. Through a partnership involving students, teachers, and parents, the school strives to create citizens with strong moral character and active intellectual inquiry.

Brevard Academy's Vision

Brevard Academy: A Challenge Foundation Academy (BA-CFA), a K-8 public charter school, develops and encourages motivated, intellectually curious students who are skilled in critical thinking, individual expression, and problem-solving. From their diverse backgrounds, students accept our challenge to pursue personal and academic excellence. Through this pursuit, they become confident members of their community who lead by serving others.

School Contact Information

Brevard Academy
A Challenge Foundation Academy
1110 Hendersonville Highway
Pisgah Forest, NC 28768
Phone 828.885.2665
Fax 828.862.3497
brevard.teamcfa.school

Emailing Staff Members

All email addresses are the first letter of the first name and the full last name followed by @brevardacademy.school. You can also find each staff member's email address on their school webpage.

Note: Brevard Academy reserves the right to make changes in the *Brevard Academy Family Handbook* at any time and without notice.

Statement of Purpose

Brevard Academy will provide parents the choice of curriculum and higher expectations of involvement. Parents will be expected to be involved in their child's education and assist with class needs as able. The students and their families living in North Carolina will have the option of choosing a school that requires a commitment of students, parents and all staff members in the form of a contract. The Board feels it's sending an important message in that every stakeholder accepts and signs a contract of responsibility and commitment. The Core Knowledge Sequence, the main component of our curriculum, is aligned with the North Carolina State Academic Standards and was carefully chosen to enable parents to guide their children towards a higher level of academic achievement. We believe that if all children have a solid base of knowledge early on that the academic achievement level will be in place to attend college. Parents want the best for their children and rely on the local assigned school to fill this requirement, which is often not always the best match for their child. It is our goal to provide a school that accommodates parents' work schedules as well as a rigorous academic program for their children.

Statement of Beliefs

At BA-CFA: A Challenge Foundation Academy we believe that all children are valuable, have an innate curiosity, a willingness to learn, and that every child brings a unique gift to our school.

We believe that school should:

- Ensure a safe, nurturing environment
- Promote teacher/student relationships
- Foster whole-child education
- Be a setting that inspires high academic achievement
- Embrace cultural diversity
- Provide a socially, emotionally, and physically enriching environment
- Encourage and support teachers to use creative teaching methods
- Be a community of teachers, school director, parents, board members and students that support and respect each other
- Develop lifelong learners

We believe that teachers should:

- Respect and value the gifts of each student
- Be sensitive to the emotional and physical needs of students
- Foster a love of learning and curiosity
- Be committed to the success of each student
- Recognize and teach to the whole child
- Promote student responsibility through positive reinforcement and encouragement
- Continually seek professional development

We believe that students should:

- Be respectful and responsible members of the community
- Believe in the potential of each person, including themselves to learn
- Think globally and embrace the ideals of tolerance and fairness
- Be active, positive participants in their school communities and the community as a whole
- Approach and solve problems creatively and collaboratively
- Be self-motivated and confident in their abilities to achieve
- Value and respect themselves as well as others

Anti-Bullying Policy

BA-CFA believes that all students have a right to a safe and healthy school environment. The school has an obligation to promote mutual respect, tolerance, and acceptance. BA-CFA will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes direct physical contact defined as hitting or shoving, verbal assaults and/or teasing or name-calling as well as social isolation or manipulation.

BA-CFA expects students and staff to immediately report incidents of bullying to the school director or his/her designee or designee. Staff who witness such acts must take immediate steps to intervene. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity. To ensure bullying does not occur on school campuses, BA-CFA will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment.

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

Discrimination

It is the role of BA-CFA to provide a safe and secure learning environment for all its students without distinction based on race, religion, ethnicity, disability, gender, or sexual orientation. Discrimination, sexual and bias-motivated harassment and violations of civil rights disrupt the educational process and will not be tolerated and will result in disciplinary action.

Equal Education Opportunities

BA-CFA provides equal educational opportunities for all students and does not discriminate on the basis of race, gender, disability, nationality or religious affiliation. The school adheres to the legal obligations and requirements under Section 504 of the Rehabilitation Act of 1973 and the Individuals with Disabilities Act, as amended, of 1997, including the provisions for identification, evaluation and a free and appropriate education. Compliance with Other Laws BA-CFA complies with all applicable federal and North Carolina laws and regulations, including (but not limited to) such laws and regulations relating to employment, environment, disabilities, civil rights, safety, children with special needs and student records. The school shall comply with all applicable health and safety laws and regulations, whether federal, state or local. Neither the State Board of Education nor the County Board of Education assumes the duty to oversee the operation of BA-CFA except as may be needed to monitor the charter school for compliance with applicable laws and regulations. BA-CFA is required to notify students, parents, faculty, and staff of the provisions of this paragraph. In compliance with federal and state laws, BA-CFA administers all educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability, or gender, except where an exception is appropriate and allowed by law.

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, and the person receiving the request will record the details of the incident and submit a copy of the information to the school director or his/her designee. 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 or his/her designee, who will take appropriate action. If it occurs again, the school director or his/her designee 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/ren, but not the private information concerning others.

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 BA-CFA, has the right to receive personal information concerning any individual associated with the school. This applies except in cases where the information is critical to the job requirements of the individual and is approved by the school director. Personal information includes, but is not limited to an 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.

BA-CFA Families: Partners for Success

To accomplish its mission and make its vision a reality, BA-CFA needs the help and cooperation of the parents and guardians. Parental presence in the school contributes to student learning in many ways through the example of committed and caring parents/ guardians. BA-CFA has the following expectations of its students and their parents/guardians:

Parent Volunteers

BA-CFA is founded on the concept that education is a joint, shared experience between the school, its staff, and the families. We feel that direct parent involvement with the school creates a much more effective environment for learning and development. As a result, BA-CFA asks that parents volunteer as much as possible. Volunteer opportunities exist on- and off-campus. Some suggested areas are PTO, classroom support, administrative support, general school services, academic and enrichment services, athletics, campus maintenance, curriculum resource, special events, and public relations. Our Volunteer Coordinator is Trudy Pierron, and she can be reached at tpierron@brevardacademy.school.

Classroom Visitation Procedure

BA-CFA operates an "open campus" and encourages visitations; however, we require that visitors sign in at the office at the time of arrival. Where possible, visitations to a particular classroom should be scheduled in advance with the office and the teacher involved. Parents and other visitors are reminded that they are very visible role models while on campus.

Safe & Orderly Classroom Visits Parents and visitors are welcome at BA-CFA and encouraged to actively participate in their children's education. In the interest of maintaining a safe and orderly environment for students, we request that all visitors check in with the school's secretary, arrive five minutes before the beginning of the class they wish to observe, and remain in the class until all students have been released.

Visitor Procedures

ALL visitors and volunteers (this includes parents/guardians) must sign in and out at the school office. Volunteers in the buildings will receive special name tags designating them as building volunteers.

Communicating With the School

Messages and Phone Calls

Personal messages will be given to students in cases of emergencies. Students may not use cell phones during the school day. Email communication is the most effective way to communicate with school staff in a non-emergency situation.

Email is the best way to communicate with staff members during the day. However, email is not regularly checked by teaching staff during the school hours. It is our practice to return all messages by the close of the following school day. If you have an emergency situation, please call the front office.

You will also find information regarding classes and assignments on our website. Each teacher maintains a website with information on grading, assignments, and contact information.

Transportation Changes

To assure that your child gets home safely, we ask that all transportation changes are made in writing and given to the homeroom teacher each morning. If transportation changes must be made during the day, please call the front office to make changes prior to 2:30 p.m. After 2:30 p.m., we will only release children early in the event of an emergency. We cannot guarantee that transportation changes sent in via email will be read by staff during the day and therefore we discourage this practice. Our number one goal is the safety of your children.

Legal Custody

If a parent has a custody agreement or a current restraining order against a person, it is imperative that the school have copies of these orders immediately. According to North Carolina law, both parents have legal custody of minor children unless a court has decreed otherwise, and either can pick up the child or remove the child from school.

Academic Information

Academic Year

The length of the school year is 179 days. The school year is divided into four grading periods. Report cards are issued at the end of each nine-week grading period.

The school calendar, which shows the last day of school as May 31, 2018, does not include days for inclement weather. If additional days are used for inclement weather, the last day may be later depending on the number of additional days required. North Carolina school calendar law requires that public schools have 1025 hours of scheduled instructional time each year. Our calendar can be found on our website and in the office.

Grading Scale for Grades 2 – Grade 8

Letter Grades	Grading Scale
A	100 – 90
B	89 – 80
C	79 – 70
D	69 – 60
F	59 or lower

Kindergarten and First Grade used standards based grading. Please refer to your child's classroom teacher for specific grading information.

Attendance

Truancy Policy

North Carolina Compulsory Attendance law requires that every person from seven (7) to eighteen (18) years of age attend school every day unless otherwise excused by statute or other legitimate authority. Attendance plays a vital role in education. Students who attend school on a regular basis are better able to keep up with their classes and complete assignments in a timely manner.

Being absent from school for one day, or even from one class period, without acceptable cause is truancy. Acceptable cause may include, with appropriate documentation, but is not limited to: service as a page in the North Carolina General Assembly, service on a precinct election board on an election day, subpoena to appear in court, incarceration, in-school or out of school suspension, required religious observations, hospitalization, doctor's written order for home stay, death in the immediate family.

Evidence of habitual truancy includes, but is not necessarily limited to:

- Failure of parent/guardian to ensure that his/her child attends school or classes as required by law
- Five (5) or more absences/tardies from classes in one grading period
- Seven (7) or more absences/tardies from school during one school year

When children are not in the classroom, consistent and sustainable learning is impeded. BA-CFA staff and administration have made intentional attempts in bringing the importance of regular attendance to your attention. Our policy is as follows:

- When a child has accumulated five (5) or more unexcused absences and/or tardies in a school year, parents/guardians receive a phone call home
- When a child has accumulated seven (7) or more unexcused absences and/or tardies in a school year, parents/guardians receive a letter in the mail stating our attendance policy

- When a child has accumulated ten (10) or more unexcused absences and/or tardies in a school year, the parent/guardian must meet with the school administration to complete an attendance contract to work on improving attendance
- When a child has accumulated fifteen (15) or more unexcused absences and/or tardies in a school year, a formal letter is sent home stipulating that a referral to the Child Protective Services is pending and that the child is in jeopardy of repeating the grade.

Please notify the school as soon as you know your child will be absent. **When your child returns to school, a note signed by the parent/guardian must be sent with your child stating the reason and dates for the absence to ensure your child's absences are recorded appropriately.** The note should be turned into the front office. If your child is tardy, please walk him/her to the front office and sign in. The student will then be given a pass for admittance into class.

Early release from school is only approved in the event of your child's illness, a medical appointment or a family emergency. Students will not be released early from school after 2:45 p.m.

The director and administrative team will follow-up and investigate all unexcused absences, including late arrivals and early dismissals. If a student is habitually late or absent, a conference with the parent/guardian will be scheduled with the appropriate member(s) of the administrative team to resolve the attendance problem.

Excused Absences

An excused absence or tardy is one for which no negative consequence is assessed against the student. Students who are absent from or late to school for a valid reason (medical or other emergency) are required to provide documentation from the doctor's office. Supporting documents may be required by the school and requested from the parent/guardian. Students must bring to the school a written excuse on the day that he or she returns to school. The note must include the date or time and a legitimate reason for the absence. Approval of excused absences is made by the administration, but the student's record is marked as absent per North Carolina law.

Students can be excused for the following reasons:

- Injury or Illness*
- Local or state board of health orders child to stay home from school (i.e. Lice, etc.)
- Death of immediate family member
- Medical or Dental appointment
- Witness in the proceedings of a court or administrative tribunal
- Educational leave (this can be used once per academic year and must be approved by administration)
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*Parents are able to excuse a child for sickness with a note.

- After 3 consecutive absences, a doctor's note will be required to excuse any subsequent absences.
 - After 9 total absences (excused or unexcused), a doctor's note must accompany a parent note in order to excuse a child for sickness.
 - All notes must be turned in to the school within 2 days of the end of the grading period in which the absence occurred.

Make-up Work

Students are expected to complete all work before leaving or immediately upon their return from an absence. In the case of illness or other unexpected absence, students or their families should contact their teachers as soon as they return to school to obtain their missed assignments. It is the responsibility of the student and parent to ensure make-up work is completed.

Tardies

All students arriving after 7:50 a.m. must enter the main entrance and are listed as tardy as of 7:50 a.m. Parents must park and sign children in at the main office after 7:50 am. Students will receive a late pass at the administrative office.

Student Drop-Off

- A drop-off zone has been designated on the curb in front of the school. This zone is for drop-off only. Vehicles are not permitted to be left unattended in this zone. All other vehicles are to park in the designated lot and within the identified parking spots.

Lost and Found

Lost and Found items are placed in racks and bins in the 3rd- and 5th-grade breezeways. Lost and Found is emptied each month. Items not claimed are donated to PTO consignment sales or charitable organizations. Please be certain you label your child's clothing and belongings.

Lunch/Recess

Lunch can be purchased online during ordering windows. Please refer to our website for ordering information. Lunch orders do not include a snack.

All students in grades K-6 get recess daily for at least 20 minutes. In addition to regularly scheduled PE and Outdoor Education.

If a child forgets his/her lunch, we will provide the child with a lunch. School provided lunches cost \$3.50.

We welcome parents/guardians/relatives to come have lunch with their child. Lunch time every day is 11:30-12:00. Classes will resume after this time, so please be courteous of instructional time.

Morning/Afternoon Supervision

Before School Care

We offer early drop-off beginning at 7:15 am. Please do not drop off earlier than 7:15 am as we may not have supervision in place. There is a small fee for dropping off before 7:30 am. This fee can be found on our website.

Once students arrive at school, they are not allowed to leave the school grounds for any reason without being escorted by their parent/guardian and without being signed out.

After School Care

We offer after school services. A full description of the program and associated fees can be found on our website. Students who are not picked up by 3:30 PM will be sent to after-school and parents will be billed accordingly.

We also partner with a number of different after-school providers. Please see our website for the most up to date list.

Student Progress

Assessment

Continuous evaluation of student learning is an integral part of the instructional process at BA-CFA. Assessment of student learning is done in many ways depending on the subject area. Following is a short description of various types of assessment tools used at the school.

NC State Assessments

Students in 3rd-8th-grade will take NC State Assessments - Beginning-of-Grade (3rd grade only)End-of-Grade/End-of-Course Assessments during the last 10 days of school as part of our North Carolina standardized assessment. These are required assessments by the state. It is essential that all students are present during these exams.

NWEA/MAP Assessment

BA-CFA administers MAP (Measures of Academic Progress), an online national assessment, three times each school year to students in all grade levels. The assessment provides online data to teachers for use in benchmarking the growth of individual children and allows important resources in planning for the needs of every child ensuring continuous academic achievement.

Interim Progress Reports

Interim Progress Reports are issued to all students at the midpoint of the grading period. These reports inform parents of their child's academic developments and any potential problems the child may be experiencing.

Student Learning Contracts (Parent-Teacher-Student Conferences)

Mandatory parent-teacher conferences are held twice each year. Information will be sent home to schedule times with teachers. Conferences with teachers and/or members of the administration can also be arranged as needed throughout the school year.

PEP (Personalized Education Plan)

Personalized Education Plans may be created by the teacher, in association with parent(s). PEP's are used to identify students who are at risk for academic failure and who are not successfully progressing toward promotion and graduation. Identification shall occur as early as can reasonably be done and can be based on grades, observations, diagnostic and formative assessments, State assessments, and other factors, including reading on grade level, that impact student performance that teachers and administrators consider appropriate, without having to await the results of end-of-grade or end-of-course tests.

Report Cards

Report cards are distributed four times a year after the end of the grading term. Parents are required to review, sign, and return a copy of the report card. Report cards list a student's proficiency for each of the standards identified for mastery during that term, his/her attendance records, and a discussion of the student's behavior and social developments.

Books and School Supplies

Books

Books, which belong to the school, are assigned to each student during the course of the school year. These include hardcover and soft cover books as well as workbooks.

It is expected that students will treat all books with respect and will keep them in good condition for return at the end of the year. Students may not write in books unless explicitly instructed to do so by a teacher.

If a student loses or damages a book/supplies, parents/guardians are responsible for the cost of the replacement book. A bill will be mailed to the student's home address. Reports cards will be held until the fee has been paid.

Financial Assistance

Limited financial assistance may be available for field trips, uniforms, and supplies. Please contact the School Director for additional information.

Supplies

Before the beginning of the school year, a student supply list will be posted on BA-CFA website. Students are expected to bring basic supplies, which differ by grade level, to school.

Curriculum

Curriculum Overview

BA-CFA curriculum promotes academic, physical, social, emotional, and ethical growth. Our dedicated faculty nurtures the building of self-esteem at every opportunity – inside or outside the classroom, encourages learning and achievement, and fosters a positive, caring attitude toward others by nurturing the values of cooperation and diversity.

The Core Knowledge Curriculum Series will be the basis for core instruction in all of the academic components. Each student will be given the opportunity to master the standards in all content areas. The objective of the school curriculum is **to equip students with the knowledge necessary to master life, prepare students for success in college, inspire a lifelong love of learning, and foster responsible citizenship.** The skills of reading, writing, abstract reasoning, and math are emphasized. The curriculum is designed to establish a balanced, well-rounded education in the following areas:

Homework

BA-CFA uses a rigorous curriculum that requires time and effort outside of the classroom. Homework is an extension the day's lesson and is used to reinforce skills necessary for academic success. If your child is struggling with homework, please contact your child's teacher and discuss options and support.

Your child's teacher will communicate homework expectations and due dates via websites and in written form. Please review these materials and work with your child to plan effectively.

Emergency Procedures

A school wide crisis management plan is reviewed each year with all staff. Staff, in cooperation with the school district, is responsible for the implementation of any needed procedures related to crisis in the school building.

Accidents

If your child is involved in an accident while at school or involved in a school activity, we will contact you immediately. If we cannot reach you, we will call emergency services if needed. Please make sure your emergency contact information is up to date.

Child Abuse Protocol

North Carolina law requires immediate reporting of suspected child abuse to the authorities and to the appropriate individual in charge of the school. Failure to do so is a violation of the law.

Emergency Cards

In emergency situations, the school calls the numbers listed on the card. **It is essential that parents update these cards if their address, phone number, or emergency contact person changes.**

Fire, Lockdown, and Inclement Weather Drills

Fire drills are conducted monthly according to a schedule set by the Fire Prevention Office of the Brevard Fire Department. Fire exit directions and procedures are posted in all rooms and teachers review fire exit procedures with students on a regular basis.

In the event of a fire, everyone is evacuated from the building immediately. If students are unable to return to the building because of smoke or fire conditions, the school follows emergency evacuation procedures.

Inclement weather drills are conducted each semester. Procedures are reviewed by teachers, and practiced by children. Exit directions and procedures are posted in all rooms.

School Closings or Late Starts

In the event of bad weather prior to the start of the school day, please use the following information sources for broadcasts regarding closing or delayed schedules for opening:

WLOS Channel 13
WYFF Channel 4
WSPA Channel 7
WSQL AM 1240
Blackboard Connect
School Website: brevard.teamcfa.org
www.facebook.com/brevardCFA

Please note: Brevard Academy is not part of the Transylvania County School System and may make different decisions about closings or delays. However, if we Transylvania County Schools are on a delay, we will be delayed as well.

In the event of weather related delays, we will not have bus service in the morning as we cannot guarantee the safe conditions in the private parking lots we use for student pick up. Delaying the start of school allows families time to transport students to school. We will update families using our website, Blackboard Connect and Facebook if we are able to run buses in the afternoon

If we have school, lunch will be served. If we need to close for the day, all families who ordered lunch will be given a credit.

In the event that the weather forces us to close during the day, we use the same media outlets listed above and we will not have bus service.

Parent-Teacher Organization (PTO)

The school encourages an atmosphere in which parents, administration, and faculty join in a partnership to foster the mission of BA-CFA. This partnership offers an environment for collaboration and exchange of information between the school and parents.

All parents are invited to attend our PTO meetings, and to join committees or volunteer for activities. Meetings are held monthly and provide an opportunity to dialogue with school administrators about issues of common concern.

Health Policies and Procedures

Administration of Medication Permission to Administer Over-the-Counter Medication

Over the counter medications (such as Tylenol, non-aspirin pain relievers, cough syrups) at school should be restricted to only when necessary. These are to be provided by the parent directly to the office. The office **DOES NOT** keep any medications of any type on hand.

Parents must sign a permission form from the school office authorizing dispensing over-the-counter medication for headaches or other common ailments.

Prescription Medication

The front office staff administers prescription medications when the following specific requirements are met.

1. A signed consent form is on file to give the medication
2. Medications are to be given to the front office staff in a pharmacy or manufacturer-labeled container.
3. The label must state:
 - a. Student's name
 - b. Name of the drug
 - c. Dosage
 - d. Directions for use
 - e. Physician's name
 - f. Expiration date of a time-dated drug

All medications (prescription or over the counter) brought to school must be stored in the office, with the current supply kept to a 30-day minimum. The front office staff will work with the instructional staff to maintain consistency in the child's medication schedule.

Transporting of Medication

It is strongly recommended that Primary students (K-5) **DO NOT** transport their medications. It is always best that a parent or guardian bring medications directly to school. The medicine will need to be given to the nurse's office in accordance with the medication policy. Students not following this procedure may be subject to disciplinary action.

Communicable Diseases

Parents must notify the school immediately if a student has contracted a communicable disease. The school will then notify parents of other students in the grade level homeroom. If more than one case of a communicable disease occurs in a single homeroom or area of the school, the school may contact a Public Health officer. In the event of an epidemic, special precautions or exclusion policies will be initiated.

BA-CFA follows isolation and quarantine regulations as prescribed by the North Carolina Department of Public Health. In the chart below are guidelines that apply to how long a child should stay at home if common childhood diseases and conditions should occur.

Doctor/Dentist Appointments

All appointments are strongly urged to be after school hours. If this is not possible, a parent or a designated guardian must come to the school office to pick up a student for a medical or dental appointment. **Students cannot be released unless an authorized person listed on the emergency card is present.**

Illness and Exclusion Policy

If a student shows any symptoms of illness, such as a temperature, nausea, diarrhea, sore throat, or a rash, he/she should not come to school until a diagnosis has been determined or the symptoms have disappeared. This helps reduce the spread of infections at school.

If a student shows symptoms of a serious illness while at school, the student is excluded from the regular school program, and the following procedures are followed:

1. The student is asked to report to the office.
2. Parents are notified to make arrangements to have the student picked up at school. If parents cannot be reached, the person designated on the emergency card is called. **It is essential that parents list people on the emergency card who are able to pick up the student if the parents cannot be reached.**

Items of Interest or Concern

- A limited amount of clothing is available in the nurse's office for the children when accidents occur. If your child needs to use these items, they need to be **laundered and promptly returned to the nurse's office.**
- If your child becomes ill or injured, it is imperative that the office has **three (3)** legitimate contact numbers on file. The nurse's office must be able to reach parents, guardians, or someone who will be responsible for the child and pick them up in a **timely** manner.
- BA-CFA has a no nit policy. Any student diagnosed with lice must be nit free before returning to school. A signed form from the Health Department or a doctor's office stating the child is nit free is required to return to school.
- DO NOT send your child to school if they had a fever above **100 degrees or more** within the last **24 hours**. If they complain of feeling ill, please check their temperature before sending them to school.
- DO NOT send your child to school if they have had **diarrhea or vomiting in the last 24 hours.**
- If your child has **any** type of infection, they must have been on an antibiotic for **24 hours** before returning to school.

Screening Tests

BA-CFA works with the State and local health agency to conduct age appropriate health screenings. These tests are carried out under the supervision of the school's EC staff. School officials will notify parents/guardians of the results of the screening to allow the necessary follow up with medical personnel.

School Rules and Policies

Computer/Internet Policy

Use of BA-CFA's computer network is a privilege, not a right. Students may use the computers as long as they observe the rules as outlined below. Failure to follow these rules may result in loss of computer network privileges, detention, or suspension.

1. The network is to be used only for activities that support education and research related to assigned schoolwork.
2. When communicating with others on the Internet, students must be polite and appropriate at all times.
3. The network is not to be used for any illegal purpose. Illegal activities include tampering with the computer hardware or software, unauthorized entry into computers, or knowledgeable vandalism or destruction of computer files. Such activity is considered a crime under state and federal law.
4. Copyrighted material is not to be copied without permission. Copyright laws and rules regarding software, information, and attribution of authorship are to be respected. No software other than what is provided by the school may be installed.
5. Any use of the network, which involves obscenity, profanity, racism, sexism, personal attacks, harassment, or offensive messages or pictures is prohibited.
6. Passwords and/or accounts are not to be shared. Violations of the policy that can be traced to an individual account will be treated as the sole responsibility of the owner of the account.
7. It is against policy to attempt to use the accounts and passwords of others, using pseudonyms, anonymity or attempting to access information of others.
8. It is against policy to knowingly degrade the performance of the network. Electronic chain letters and "mail-bombs" are prohibited.
9. Students who have knowledge of violations of these policies must report the information immediately to the teacher, school director or his/her designee, or system operator.

Uniform Policy

We expect students to come to school dressed in a school uniform. If a student does not comply with the school uniform policy, parents/guardians will be notified and required to bring their child correct uniform attire. Tops: Shirts, Tops, Blouses, Sweatshirts, Sweaters

Colors: Evergreen or White

When layering a long sleeved shirt under a short sleeved shirt, the long sleeved shirt must be either evergreen or white.

Dresses/Jumpers: Dresses and jumpers must be purchased with one of the approved school logos applied.

Colors: Navy, Tan (Khaki), Hunter/Classic Navy Plaid from Land's End

These items can be purchased through Land's End (school number 900143991). For jumpers, the top under the jumper would not have to have the school logo, however, it must be White or Evergreen in color.

Tights: To be worn under dresses, skirts or jumpers.

Colors: Navy, Evergreen or White

Socks: Solid color socks are required.

Colors: Navy, Evergreen, Black or White

Bottoms: Pants, Skirts, Shorts, Skorts

Colors: Navy or Tan (Khaki) ALL PANTS MUST BE SOLID IN COLOR WITH NO DESIGN OR PATTERN.

Note: *No Denim*

Pants, skirts, shorts and skorts may be purchased from any store as long as the school colors are selected (no denim). Land's End will carry the appropriate colors but only for the convenience of one stop shopping. Also, through Land's End some styles of shorts have been selected to have an option for applying the school logo, this is not required.

The length of skirts, shorts and skirts must be of modest length (at or below the fingertips with hands at one's side).

Shoes: No special shoes are required, but due to the outdoor environment of Brevard Academy CFA grounds, they must be closed toe and closed heel and tied/fastened at all times.

Outerwear

Any jacket or coat worn inside a school building must be an approved article of clothing with the school logo visible.

Performance attire

Kindergarten – 3rd grade may wear any regular school uniform attire, we encourage them to dress nicely with a collared shirt (polo or oxford)

4th -8th White Oxford (with or without school logo). Shirt length for girls can be 3/4 or long sleeve.

Bottom- Any dark pants or skirt (Could be Navy or Black). Shoes and socks must be dark colored.

In addition to small jewelry, accessories should be limited to medallions and pins earned in music class.

Telephone Calls, Mobile Telephones and Messages

Cellular phones and other communication devices are not permitted during the school day. Telephone messages will only be delivered in emergency cases. Students who ask and receive permission may use the school office telephone. **Students are not allowed to call home to receive permission for field trips or for forgotten class work.**

Student Discipline

BA-CFA student discipline policies and guidelines are executed in accordance with North Carolina State Law. Copies of the Code of Conduct are available online or in the front office.

Student Bill of Rights

It is the right of every BA-CFA student to be able to express her/his opinions and individuality without fear of being ridiculed or rejected or subject to any behavior that displays insensitivity, intolerance or lack of respect. While differences of opinion are natural and welcomed, they are to be expressed with courtesy and with consideration toward others' beliefs, ideas, backgrounds, ethnicity, privacy and appearance. All members of the BA-CFA community are expected to treat others with respect and with sensitivity.

The BA-CFA Motto

We at BA-CFA

embrace the following rights and responsibilities that apply to all members of BA-CFA community:

- We will respect others, the environment and ourselves.
- We will listen with our ears, our eyes and our hearts.
- We will put forth our best efforts.
- We will think and act responsibly.
- We will have positive attitudes.
- We will display good manners.

We pledge to uphold these qualities in others and ourselves.

“I promise to be honest and trustworthy and to uphold these qualities in myself and others.”

In compliance with federal and state laws, BA-CFA administers all educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability, or gender, except where exception is appropriate and allowed by law.

The school director or his/her designee of BA-CFA has the authority to enforce the Student Code of Conduct and the

Honor Code, using independent discretion and taking into consideration the age of the student and other relevant circumstances.

Student Behavior/Discipline Policy

Introduction

A college preparatory education is the primary purpose of BA-CFA: A Challenge Foundation Academy (BA-CFA). In order for teachers to teach and students to learn, an atmosphere conducive to learning must be consistently maintained. Accordingly, the teacher, as the recognized authority in the classroom, serves as the role model to set the expectations for student behavior. Discipline is defined as well-ordered, directed behavior. The parents, guardians, students, teachers, School Director, administrative and support personnel, and the Board of Directors of BA-CFA share responsibilities in the positive development and maintenance of disciplined behavior. Discipline shall be maintained without the use of corporal punishment, which is prohibited at BA-CFA. Every student has a right to an environment that encourages learning and is free of disruption. This handbook presents guidelines on behavior and school citizenship for students that are based on policies of BA-CFA. The following broad categories related to student conduct are included:

-
- Basic Rights and Responsibilities
-
- The Student Code of Conduct
-

Due Process Procedures and Rights of Appeal

The rules of conduct and sanctions for violations detailed in this document are part of our continuing responsibility to monitor student behavior. The explanations of violations and the definition of terms have been expanded to assist students in understanding the expected behaviors. In order for schools to be safe and orderly places for learning, rules must be obeyed. These rules are written to give direction. However, in daily activity, one basic rule is that good sound judgment must be exercised in consideration of conditions of the moment. Furthermore, it is recognized that students need to be active participants in maintaining a safe and orderly school environment. To promote the active involvement and self-discipline of students, school staff members must remember that students need to feel respected and valued. Opportunities to learn from mistakes create a context for students to learn to make good choices in the future. Ultimately, the goal is for students to do the right thing, even when no one is looking.

The general guidelines for student behavior are found below. The expectation is that each student will adopt these guidelines and live by them. However, we know that human nature may fall short of such expectations and some children/youth may even test the limits of such guidelines. In those circumstances, disciplinary actions will be taken both to assure the smooth operation of the school and to provide a stimulus for the positive growth of the individual. It is important that students along with parents/guardians be aware that the behavior standards for the campus apply equally to all school-connected activities that may take place off-campus (e.g., field trips, athletic events, etc.)

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.

The school director or his/her designee of BA-CFA has the authority to enforce the Student Code of Conduct and the Honor Code, using independent discretion and taking into consideration the age of the student and other relevant circumstances.

A. BA-CFA Board Responsibilities

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

B. Parent(s)/ Guardian Responsibilities

1. To assume legal responsibility for the behavior of the child as determined by law and community practice and to ensure that the child is familiar with the discipline policy and regulations.
2. To teach the child self-discipline, respect for authority and for the rights of others.
3. To make sure that the child attends school regularly and that the school receives notification of the reason for absences when the child cannot attend.
4. To work to the best of his/her ability to provide the necessary materials and a positive home learning environment for the child to succeed in school.
5. To maintain communication with the school and provide the school with a current telephone number through which he/she may be reached during the school day.
6. To respond quickly to school to get the child when called upon.
7. To be available for conferences when requested.
8. To cooperate with the school staff to develop strategies to benefit the child.
9. Supervise their child's homework habits and see to it that the child(ren) completes those assignments on time and in good honor.
10. To provide and/or purchase lunch on a daily basis.
11. To provide timely transportation to and from the school each day since BA-CFA has no transportation system.
12. To see that their child (ren) dress in a fashion consistent with the dress code.
13. To hold their child (ren) to the standards of the BA-CFA Student Code of Conduct and BA-

C. Student Responsibilities

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

12. To dress in a fashion that is consistent with the school dress code.
13. To allow school officials to conduct a reasonable search.
14. To use the computer and the Internet for official school activities.
15. To allow school officials to conduct a reasonable search
16. To use the computer and the Internet for official school activities
17. To adhere to the BA-CFA Student Code of Conduct and BA

D. Teacher Responsibilities

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

E. School Director's Responsibilities

1. To consistently apply the Code of Conduct guaranteeing clear standards and consequences
2. for student behavior.
3. To maintain order at BA-CFA. The School Director has primary responsibility for
4. maintaining order on the campus.
5. To discipline students. The School Director shall have authority to exercise discipline over
6. the pupils of the school pursuant to the policies adopted under these provisions.
7. To report certain acts to law enforcement. When the School Director has personal knowledge
8. or actual notice from school personnel that an act has occurred on school property involving
9. assault resulting in serious personal injury, sexual assault, sexual offense, rape, kidnapping.

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.

The School Director of BA-CFA has the authority to enforce the Student Code of Conduct and the Honor Code, using independent discretion and taking into consideration the age of the student and other relevant circumstances.

Sample list of Interventions:

Referral To School Counselor, time-outs, detention, meeting of school personnel and/or other professionals, restricted activities, denial of school activities and extra-curricular events. Please note that this list is not all-inclusive but only a sample of possible interventions.

Due Process Procedures /Rights of Appeal

The following procedure is to be followed whenever a parent disagrees with a particular discipline situation:

1. The parent is to set an appointment to meet with the teacher or staff member if the issue does
2. not involve documentation.
3. It should be brought to the School Director if the issue involves documentation.
4. If not satisfactorily resolved it is then referred to the Discipline Committee.
5. Finally, if the issue remains unresolved, the School Director will hear the evidence and make a determination. A final recourse for the parent is to write a letter of grievance to the BA- CFA Board of Directors. Letters should be addressed to the Chairperson of the BA-CFA: A Challenge Foundation Academy Board of Directors, BA-CFA, 1110 Hendersonville Highway, Pisgah Forest, NC 28768.

A copy of the appeal form may be obtained from the school administration or the school website.

DUE PROCESS PROCEDURES

LONG-TERM SUSPENSION OR EXCLUSION

SCHOOL DIRECTOR RECOMMENDATION:

school director or his/her designee notifies student and parent(s)/guardian of recommendation for long-term suspension or exclusion.

School Level Procedures:

When a student is sent to the school director or his/her designee for any disciplinary action or conferencing concerning an incident, the steps listed below must be followed. These guidelines for disciplinary action constitute a hearing for the student.

The administrator:

1. Advises the student of the charge(s).
2. Advises the student of the facts on which the charge(s) are based.
3. Gives the student an opportunity to respond to the charge(s) and to provide his/her version.
4. Provides written verification of the proposed disciplinary actions (including a written statement of appeal procedures) to the parent(s)/guardian.
5. Makes every effort to notify the student's parent(s)/guardian by telephone if immediate action will be taken to suspend the student based on guidelines in the Student Code of Conduct.

CODE OF CONDUCT EXPECTED OF EVERY STUDENT:

Students are expected to follow the Code of Conduct. All students must read the following information thoroughly and follow the guidelines. Should you have questions concerning any of the rules listed on the following pages you should contact the school office for a complete explanation.

ALL STUDENTS WILL:

Attend school and class every day
Dress appropriately
Do as instructed by teachers and staff
Bring all needed materials to class
Allow school officials to conduct a reasonable search
Use the computer and the Internet for official school activities

Search and Seizure Policy

1. The School Board recognizes that the privacy of students and their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable cause for a search.
 - a. As used in this policy, “reasonable cause for a search” means any circumstances, which would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of:
 - i. Evidence of a violation of the student conduct standards contained in the student handbook; or
 - ii. Anything, which, because of its presence, presents an immediate danger of physical harm or illness to any person.
2. All lockers and other storage areas provided for student use on school premises remain the property of the school corporation and are provided for the use of the students subject to inspection, access for maintenance, and search pursuant to this policy. A student who uses a locker that is the property of a school is presumed to have no expectation of privacy in that locker or the locker's contents. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the school director or his/her designee in which the locker or storage area is located. Unapproved locks shall be removed and destroyed.
3. The school director, or a member of administrative staff designated in writing, may search a locker and its contents where either the person conducting the search or the person designating the search believes there is reasonable cause. Where the locker to be searched is assigned to a particular student and that student is on the school premises at the time of the search, the student shall be notified prior to the search and given the option to be present at the search.
4. The school director, a member of the administrative staff, or a teacher may search a desk or any other storage area on school premises other than a locker when the person conducting the search has reasonable cause for a search.
5. The school director, or another member of the administrative staff, may search the person of a student during a school activity if the school director has reasonable grounds for a search of that student.
 - a. Searches of the person of a student shall be limited to:
 - i. Searches of the pockets of the student,
 - ii. Any object in the possession of the student such as a purse or briefcase, and/or
 - iii. A “pat down” of the exterior of the student’s clothing.
6. Searches of the person of a student that require removal of clothing other than a coat, jacket, belt, or shoes shall be referred to a law enforcement officer in accordance with this policy. A person of the same sex as the student being searched shall conduct searches of the person of a student in a private room. At least one, but not more than three, additional persons of the same sex as the student being searched shall witness, but not participate, in the search. At the request of the student to be searched, an additional person of the same sex as the student designated by the student, and then reasonably available on school premises shall witness the search. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible.
7. Anything found in the course of a search conducted in accordance with this policy which is evidence of a violation of the student conduct standards contained in the student handbook may, as deemed appropriate by school authorities, be:

- a. Seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the school director or his/her designee until it is presented at the hearing,
 - b. Returned to the parent or guardian of the student from whom it was seized,
 - c. Destroyed if it has no significant value, or
 - d. Turned over to any law enforcement officer in accordance with this policy.
8. Anything found in the course of a search conducted in accordance with this policy which by its presence presents an immediate danger of physical harm or illness to any person may be seized and, as considered appropriate by school authorities, may be:
 - a. Returned to the parent or guardian of the student from whom it was seized,
 - b. Destroyed, or
 - c. Turned over to any law enforcement officer in accordance with this policy.
 9. The school director, or a member of the administrative staff designated in writing by the school director, may request the assistance of a law enforcement officer to:
 - a. Search any area of school premises, any student, or any motor vehicle on school premises;
 - b. Identify or dispose of anything found in the course of a search conducted in accordance with this policy.

Where law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in any search conducted.

Core Expectations

The following directives, known as the "**Core Expectations**," represent basic beliefs of BA-CFA, which all students are expected to follow. These rules apply at all times that the school is responsible for the students, including any off-site, school-sponsored functions such as field trips, sporting events, and overnight retreats.

1. Listen to and follow the directions of the teachers and staff
2. Do your best, work hard, and strive to achieve
3. Cooperate and help others
4. Treat yourself and others with respect
5. Respect the property and rights of others
6. Do not disrupt the educational process
7. Be honest in word and deed
8. Be responsible for your actions and for what you need to do

Each of the Core Expectations promotes the BA-CFA Core Values – responsibility, respect, independence and integrity.

Expulsion

The following behaviors may result in a student being expelled for a period of time as allowed by North Carolina law:

- Causing serious injury to another person
- Habitual misbehavior

- Possession, use of, sale of, or furnishing any firearm, knife, explosive or other dangerous object
- Unlawful possession of, use or sale of any controlled substance
- Causing, attempting to cause, or threatening to cause physical harm to another
- Causing or attempting to cause damage to school property or private property
- Possessing or using tobacco, alcohol, or a controlled substance
- Robbery or extortion
- Offering, furnishing, or sale of any drug paraphernalia
- Criminal behavior
- Threats of a terrorist nature, hate violence, or hate crimes
- Sexual assault
- Battery

Forms and processes for appealing expulsion are available in the school office, and are outlined in North Carolina Code.

BA-CFA expects all students to conduct themselves in a civil and socially responsible manner. Disciplinary measures, carried out in accordance with state law, are used to maintain a safe and stable school environment.

Notification of an expulsion hearing before the administration will be sent in accordance with North Carolina State Law. Formal findings from such a hearing will be explained in writing to the parents and the school director or his/her designee of BA-CFA with stipulations outlining the length of the expulsion.

Any student who has been expelled pursuant to these provisions shall have the right to appeal to the Board of Trustees as specified in North Carolina State Law. When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the Head of School of BA-CFA shall notify the head of the receiving school of the reasons for the pupil's expulsion.

Procedural Due Process

Procedural Due Process is afforded to all students subject to discipline and includes the following:

1. Opportunity to respond to charges in front of a qualified teacher or administrator of the school
2. Opportunity to present witnesses
3. Notification of all evidence
4. Notification of formal outcome within a certain number of days of hearing
5. Right to appeal

Procedures for all Expulsion Hearings

1. A presentation of the evidence against the student is stated by the Hearing Officer (Head of School or Administrative designee) at the school.
2. A presentation by the student and parent or parent's designee (individual) of any defense or mitigating circumstances.
3. Submission of written statements from any person in defense of the student accepted by the Hearing Officer. The student may present witnesses and evidence in rebuttal of the school's allegation to the Hearing Officer.
4. The Hearing Officer records a summary of the facts and disputed evidence.

5. Failure of the pupil and/or parent to appear at the hearing without good cause constitutes a waiver of the hearing and the case is reviewed by the Hearing Officer (Head of School or designee). A decision is rendered on the evidence available.
6. On the day of the hearing, a presentation detailing the reasons for the decision is given to the student and parent or guardian. Formal findings from the hearing officer will be mailed within 10 days of the hearing. The decision may authorize return to school at an earlier date, and may include an alternative educational plan or an evaluation request under Chapter 766.

General School Rules and Policy

BA-CFA facilitates the development of disciplined individuals toward fostering a community of learners' attitude and environment. BA-CFA celebrates the development of our children and recognizes the positive growth in all areas, while at the same time correcting the negative choices and teaching the proper way.

Policies and consequences consistent with our mission are necessary to ensure a safe learning environment for every child.

Inappropriate Behavior

Examples of inappropriate behavior include, but are not limited to:

- Disrespectful or inappropriate talk and actions
- Disobedience
- Misusing school equipment, or that of others
- Running in class, or in the hallways
- Littering
- Teasing
- Horseplay
- Bullying
- Sexual harassment

Teachers will discuss the above behaviors with children and will contact parents in working together to resolve. If the child's behavior problems continue, a referral to the office administration may occur.

Office Referrals

It is at the discretion of the teacher to refer a child to the administration for intervention of behaviors. Administration will talk with the child, as well as others involved, to understand the circumstances surrounding the incident.

Depending on the circumstances that caused the referral, a student may remain at the office for a brief "time out" period, or may receive another form of consequence. These may include detention, in-school suspension, out of school suspension, or expulsion. Conflict resolution, individual, and/or group counseling may be involved as a component of BA-CFA's intervention strategies. Upon each referral to the administration, the parent or guardian will be called and informed of the incident as well as the consequences. ***It is a shared responsibility of the parents to teach and model BA-CFA's Core Expectations.***

Suspension

The following behaviors may result in immediate suspension:

- Fighting
- Biting
- Forgery
- Disrupting the educational environment or otherwise willfully defying the valid authority of staff, teachers, or other school officials
- Stealing or attempting to steal school property or private property
- Committing an obscene act or engaging in habitual profanity or vulgarity
- Sexual advances, request of sexual favors, or other verbal, visual, or physical conduct of a sexual nature
- Causing or attempting to bring harm to another through hate language
- Habitual misbehavior
- Bullying

Suspensions may be in-school or out of school as specified in the notice of referral letter mailed to parents. Parents may be required to return to school with their child to meet with members of the administrative team as specified in the notice of referral letter.

Parents who feel that their rights have been violated or that the needs of their child are not being met should schedule an appointment with their child's teacher by phone or email. If the issue is not resolved, the parent should place the issue in writing and contact the school school director or his/her designee by phone or email. If the issue is not resolved after meeting with the school director or his/her designee, the parent should contact the school superintendent by phone or email. If the issue is not resolved after meeting with the superintendent, the parent should submit a letter to the **BA-CFA** Board at the next scheduled board meeting. All board meetings are listed in the master calendar, which is in the BA-CFA student handbook.

Family Educational Rights and Privacy Act (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.

- Generally, 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.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTO bulletin, student handbook, or newspaper article) is left to the discretion of each school.

SIGNATURE PAGE

Students must turn in this signature page to the homeroom teacher **BEFORE** they can participate in any school activities, including use of BA-CFA computers.

Please initial each box to confirm that you will abide by the policy.

- Inclement Weather, Arrival and Dismissal
- Absence and Tardy Policy
- Field Trip Policy
- Uniform Policy
- Medication Administration Policy
- Student Code of Conduct
- Media Release Policy
- BA-CFA Acceptable Use Policy – Use of Computers

We the undersigned parent and student have read and agree to abide by ALL the above policies outlined in this Parent/Student Handbook.

PARENT NAME

PARENT

SIGNATURE _____ Date: _____

STUDENT NAME

STUDENT SIGNATURE _____ Date: _____

Should you have any questions or concerns about any of these policies, please call the office at 828.885.2665

MEDIA RELEASE FORM FOR CURRENT AND NEW STUDENTS

STUDENT NAME: _____

Last

First

Middle Initial

____ I understand and agree that my child's picture may be taken at school or during outside school activities and used in the school news, local newspaper, ConnectCFA national magazine, BA-CFA's website or Facebook and Twitter pages; or in the case of video, may appear on TV or the website. In addition, I agree that publication of an article or school work may also appear on the above mentioned venues.

____ I do not grant permission for my child's photograph to be featured in school news, local newspapers, ConnectCFA national magazine, the BA-CFA's website or Facebook and Twitter pages or any video that may appear on TV or the website.

____ I do not grant permission for my child's written school work or written articles to be published and used in the school news, local newspaper, ConnectCFA national magazine, BA-CFA's website or Facebook and Twitter pages; or any video that may appear on TV or the website.

IT IS IMPERATIVE THAT THIS FORM BE RETURNED TO THE SCHOOL TO BE FILED IN YOUR CHILD'S STUDENT RECORDS.

Please sign, date, and return to BA-CFA.

Parent Signature

Date

Brevard Academy: A Challenge Foundation Academy
1110 Hendersonville Highway.
Pisgah Forest, NC 28768 828.885.2665