

Students, Parents, and the Community

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300 STUDENTS, PARENTS, AND THE COMMUNITY

301 INTRODUCTION

301.1 To Students and Parents

These policies provide direction and information for members of Piedmont Community Charter School, A Challenge Foundation Academy, (PCCS-CFA). A healthy and effective school depends on established and orderly policies and procedures. More importantly, it requires members of the community to understand and implement the policies and procedures for the success and well-being of everyone. All such policies are designed to support the mission of the School.

The Vision and Mission of Piedmont Community Charter School, Inc. is to:

- provide an academically challenging, college preparatory curriculum.
- provide an environment of high expectations enabling student development of character, morals, and responsibility.
- foster a constant and continuous relationship between families, staff,, and the community.
- leave all participants with a life long love for learning enabling them to become positive contributors in their community.

With everyone's cooperation, PCCS-CFA can be a thriving community where students succeed in a safe, supportive, and stimulating educational community.

301.2 Parent-Student Commitment and Expectations

The School cannot succeed in its mission without commitment and effort from the parents who enroll their children. A strong partnership is essential.

Parents and families support the school's mission and fulfill their primary role as teachers of their children when they respect and support the work and staff of the School, serve as models of curiosity, promote the desire for and pursuit of learning, and model ethical and relational integrity.

Respect for and support of the school's mission includes the following commitments on the part of every parent. Each parent must commit to:

- a. monitor and support school policies and procedures;
- b. insure prompt arrival to school and promote their student's full attendance to the maximum extent feasible;
- c. nourish their student's physical, spiritual, and emotional health to promote learning;
- d. provide a home life and daily schedule that balances demands and activities;
- e. help children to complete assignments and other academic demands and to communicate with staff as necessary to address particular needs;
- f. be willing to volunteer and financially support the school's work as feasible;
- g. cooperate with school staff in providing needed information or other support when reasonably requested; and
- h. participate responsibly in classroom and school meetings and functions.

301.3 School Calendar

see **APPENDIX 301.3**

The Managing Director shall recommend, and the Board shall adopt, a school calendar prior to the start of each school year. The school calendar shall include the beginning and ending dates of the school year, dates for staff workdays, holidays, 10 annual leave days, and at least 180 days of instruction. The calendar shall include at least the minimum number of make-up days required by law.

301.4 Changes in Policy

These policies are subject to periodic revision and such revisions are binding on all members of the school community. The school community will be advised of changes to school policy and shall receive written communication of such changes.

302 ADMISSION, ENROLLMENT, AND PLACEMENT

302.1 Admission

PCCS-CFA is open to any student entitled to public education in North Carolina and does not discriminate on the basis of race, national origin, gender, religion, or disability.

302.2 Admission Priority

Students enrolled in previous years will have priority to attend PCCS-CFA in subsequent years provided they remain in good standing with the School. Enrollment priority is also afforded to siblings of currently enrolled students who were admitted in the previous year. As allowed by North Carolina law, enrollment priority may also be given to children of the school's Managing Director, teachers, teacher-assistants, and initial Board of Directors members. No more than 15% of the student spaces or 20 spaces, whichever is lower, shall be reserved for children of the initial Board of Directors.

302.3 Open Enrollment

PCCS-CFA will hold an annual open enrollment period of 12 weeks. At the conclusion of this period, if the number of applicants for a particular grade does not exceed the number of available spaces for that grade level, all students who have applied by the deadline will be accepted. At the close of the enrollment period, if the number of applicants for a particular grade level exceeds available spaces for that grade level, a lottery system will determine admission eligibility.

Students who are not offered enrollment will be placed on a wait list. After all spaces for a grade level are filled, the lottery will continue until all applying students have been assigned a priority number on the wait list. The wait list will not carry into the next school year, but will remain and be used for admission should a space become available during the current school year for which it was conducted. In the event a space becomes available during the current school year, the parent of a student who is first on the wait list for that grade shall be notified in writing and offered enrollment. The student's parent will have no more than five business days to accept admission by notifying either the Managing Director or his designee of the decision to accept the enrollment offer. If the position is declined or five business days have expired, the next person on the wait list shall be contacted. This process will continue until the space is filled or the wait list is exhausted.

After admission and during the school year, serious and/or repeated deviations from the policies and procedures defined by the School will result in an evaluation of the student's placement in the School, as allowed under the law.

Parents of students attending PCCS-CFA are encouraged to commit to at least four hours per month of volunteer work for the School.

302.4 Placement

The School reserves the right to place students in grade levels determined by competency tests, regardless of the grade level a student was in at a previous school. For example, if a student applying to enter the fourth grade tests more than one year below the fourth grade competency level, the school may offer admission to the lower and more appropriate grade. For entrance into Kindergarten, the student must be five years old on or before August 31 of a given school year.

302.5 Withdrawal

Parents choosing to withdraw a student from the School should contact the Registrar's Office and follow the procedures laid out by that office.

303 ARRIVAL, TARDINESS, AND ATTENDANCE

303.1 Arrival

Students are required to arrive at school on time unless they have a legitimate excuse for being tardy. Students and parents should allow adequate time for travel to the School, possible traffic problems or weather conditions, transition time, and other factors that may affect promptness.

303.2 Tardiness and Early Withdrawal

Students who are not in their classrooms at the time the school bell rings are considered tardy. An early withdrawal occurs when students are checked out of school before the end of the academic day. The administration recognizes that there are occasions when a student may arrive late to school or must leave early for legitimate reasons. Such tardiness and early withdrawals are excused and can include the following:

- a. Illness or injury;
- b. Medical, dental or other appointment with a health care provider;
- c. Necessary religious observances;
- d. Involvement in a traffic or other accident;
- e. Death in the family;
- f. Other unavoidable and excusable reasons.

Students who arrive late due to an excused reason must get a Late Arrival Notice from the office. For an excused tardy, students are required to produce a note from their parent indicating the reason for late arrival, or their parent must accompany the student to the school office. Students who are checked out early must be accompanied by a parent or produce a note from their parent indicating reason for early withdrawal. The reason for the late arrival or early withdrawal must be listed on the note from the parent.

For the purpose of promotion from one grade to the next or to receive credit for a class, three (3) tardies and or early withdrawals equal one absence. The Academic Director shall adhere to the following procedures in notifying parents after the designated number of unexcused tardies and or early withdrawals:

1. 3 Instances: notify parents of the situation;
2. 6 Instances: notify parents by certified mail;
3. 10 Instances: notify the parents by certified mail pursuant to #2 above, **plus** require a conference with the parents to discuss the reasons for the tardies and or early withdrawals, what corrective efforts they are making, and possible disciplinary action.

Procedures for late arrival and early withdrawal at the elementary and secondary campus are outlined in the PCCS-CFA Staff handbook.

303.3 Attendance

Attendance in school is necessary for educational success is legally required for all children between the ages of seven and sixteen, and for all children under age seven who are enrolled in a public school like PCCS-CFA in grade kindergarten or higher. Failure to attend school as required by the School and state law may subject a student to disciplinary action up to and including expulsion, as well as investigation and potential prosecution of the parents by juvenile justice or a state child protection service.

303.3.1 Absences

An absence is excused under any of the following conditions:

- a. illness or injury;
- b. isolation ordered by state or local health officials;
- c. death of a family member;
- d. medical, dental or other necessary appointment with a health care provider;
- e. the student is a party to or under subpoena as a witness before a court or administrative tribunal;
- f. religious observance, as required by the religion of the student or the student's parents;
- g. participation in a valid and important educational opportunity, such as travel, with prior approval of the Academic Director;
- h. other emergency or necessary reasons as approved by the Academic Director, in advance of the absence when feasible.

To be excused for an absence, the student shall submit, within 3 school days of the absence, when reasonably feasible, a note signed by the parent explaining the reason(s) for the absence. The note must be turned in at the school office and directed to the Academic Director or his designee. Failure to comply with these procedures may result in the absence being unexcused.

The Academic Director shall adhere to the following procedures in notifying parents after the designated number of unexcused absences:

1. 3 Days: notify parents of the situation;

2. 6 Days: notify parents by certified mail of a potential violation of compulsory attendance requirements and of the duty to report them to the juvenile justice or an appropriate state or county agency if the absences cannot be reasonably explained or if they continue.
3. 10 Days: notify the parents by certified mail pursuant to #2 above, **plus** require a conference with the parents to discuss the reasons for the absences, what corrective efforts they are making, and possible disciplinary action, including expulsion, and legal reporting that may be necessary such as referral to Juvenile Justice or Truancy Court.

School attendance is paramount to academic success. To promote an academic environment in which students have the potential for success - comprehension and mastery of the curriculum - limitations on class absences are enforced.

In the elementary and middle school grades, the ability to earn credit or promotion in a grade requires the student be in attendance 160 out of 180 days of the school year. At the high school level, the ability to earn credit or promotion in a class requires that students attend 170 of 180 days in a year long class, or 85 or 90 days in a block class.

Students who exceed the maximum number of allowed absences in each class will be given an opportunity and are expected to make up class time minute-for-minute in extended instruction down to the allowable number of absences. Documented make-up time should be logged in NCWise as attendance for a missed day.

304 ACADEMICS AND INSTRUCTION

304.1 Academic Expression

Controversial issues arising from classroom situations and subject matter may be discussed and explored in classrooms if handled with appropriate discretion and respect and without discriminating based on viewpoints. The age, intelligence, and experience of students are important considerations regarding the appropriateness of materials, ideas, and information presented. Teachers will take into account the relative maturity of their students and the need for guidance in studying and discussing such issues.

Teachers are not permitted to advocate their particular personal viewpoint. Teachers are to take care not to inhibit or undermine the dignity, personality, or intellectual expression of students. Statements made or materials used in the classroom must serve a valid educational purpose, and be guided by the North Carolina Standard Course of Study. All outside speakers are to be approved in advance by the Managing Director and such speakers are subject to the same requirements as classroom teachers.

304.2 Curriculum

304.2.1 Instructional Material Selection

Curricular materials and media shall be selected according to board purchasing and accounting policy, established selection guidelines, and as meets the needs of North Carolina Standard Course of Study. School personnel will ensure that materials involving controversial issues, where feasible, adequately represent different opinions related to the issues.

304.2.2 Request for Review of Curriculum Selection

see FORM 304.2.2

If a parent objects to the use of specific instructional materials, the parent may file a written request with the Managing Director briefly stating the nature of the objection(s)

and/or requesting that the material not be made available to the parent's child. The School will establish a Media Advisory Committee (MAC) to address all such requests about instructional materials. The MAC will be made up of the Managing Director or his designee and two certified teachers (one of whom must be the media specialist if the School has a certified person in this area). The following steps apply to a parent request for review:

1. The parent must file all objections in writing on a Request for *Reconsideration of Instructional Material Form*.
2. The MAC will review the challenged material. This review will include:
 - a. examining the request and the pertinent material;
 - b. checking the general acceptance of the material by reading reviews and consulting recommended lists;
 - c. considering any explanation contained in the request form;
 - d. determining the extent to which the material supports the curriculum; and
 - e. considering all other relevant information and attributes of the material including its overall quality, uniqueness, creativity, authorship, publisher, publication date, and its appropriateness for the age group concerned.
3. The MAC will make a decision regarding the material and prepare a written recommendation to the Board President.
4. The Board President may approve, modify, or overrule the recommendation of the Committee.
5. The MAC or the parent may request a full Board review of the President's decision.
6. If the President's decision is appealed, the Board will make a final decision within a reasonable time period and will promptly notify the parent and the affected staff members in writing.
7. Pending the outcome of the review process, a parent submitting a request may request of the Managing Director that the material temporarily not be used by his or her child. Such a request may be granted in the Managing Director's discretion. At the conclusion of the review process, if the Board upholds the continued use of the material, the Board, upon the parent's request, may direct that the material not be used for the parent's child provided an equivalent substitute or other appropriate accommodation is available.

304.3 Children with Special Needs

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

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

- a. provide testing and evaluation in a nondiscriminatory manner, administered in the child's native language as necessary;
- b. provide to the parent, in writing, the results, findings, and proposals based upon an evaluation;

- c. develop an Individualized Education Plan (IEP) for qualified students;
- d. provide special education and related services in the least restrictive appropriate environment to each qualified student based upon the IEP, provided the parent consents; and
- e. provide written notice to the parent reasonably in advance of when the school proposes to initiate or change the identification, evaluation, or educational placement of a student with special needs. The written notice will give a full explanation of all of the procedural safeguards available to parents.

A confidential folder shall be maintained for each child evaluated for and/or receiving exceptional student services. Access to such files shall be limited to appropriate personnel and parents in compliance with state and federal law.

304.4 Extra-Curricular Activities and Athletics

The School offers and encourages participation in extra-curricular activities as part of a complete education. Such participation, however, is a privilege, not a right. A student's behavior, attendance, and academic standing may determine eligibility to participate in extracurricular activities. The advisor of any activity may set conduct or other academic or performance standards as a condition of initial or continued participation, provided such standards are clearly established and consistent with the school's mission.

If a student is disciplined for a violation of the student conduct code, his/her participation in an extracurricular activity may be affected, subject to the reasoned discretion of the Managing Director. The staff activity director or head coach, in consultation with the Managing Director as necessary, is responsible for all decisions relating to disciplinary action associated with the activity.

304.5 Evaluation

All parents will be informed at regular intervals on their children's academic progress, based on procedures approved by the Managing Director. The Board also encourages the administration and staff to work together to improve methods for evaluating students' progress and to develop meaningful ways to report their achievement to parents.

The academic year will consist of four nine-week grading periods. Report cards will be issued at the end of each grading period.

The following grading scale and codes will be used for evaluation.

Grade Level	Grading	Codes
K through 2 nd Grade	A = 100-93 B = 92-85 C = 84-77 D = 76-70 F = Below 69	O = Outstanding S = Satisfactory I = Improving
3 rd through 12 th Grade	A = 100-93 B = 92-85 C = 84-77 D = 76-70 F = Below 69	WF = Withdraw Failing I = Incomplete FF = Failure Due to Absences WP = Withdraw Passing P = Passing

304.6 Field Trips

see FORM 304.6

Field trips are part of the educational program to support and enhance the educational and community experience.

School-sponsored field trips will be well planned and evaluated in terms of their educational appropriateness. Field trips will be reasonable in length, activity, and difficulty, considering the age and maturity of students and available resources. Overnight trips require special precautions to assure student wellbeing and to avoid or minimize, to the extent possible, interference with other class studies and attendance.

At the beginning of each academic year, parents must sign a *Parent Authorization Form*, which includes a waiver of liability and permission for their student to attend all field trips sponsored by the school.

304.6.1 Chaperones and Drivers

see FORM 304.6.1

Chaperones and drivers who volunteer to transport students for field trips must sign and submit to the school a *Volunteer Chaperone/Driver Form* in advance of a field trip. They must also submit a copy of a valid driver's license and proof of current insurance on their automobile. Each teacher must gather this information from drivers before leaving on the field trip. Those who cannot provide the information required may not transport students.

Every child being transported must have and use an appropriate seat belt. Students may not ride in the front seat of a vehicle equipped with air bags unless such students are of proper size, weight, and age. Drivers should arrive early, with a full tank of gas and with the vehicle in good and proper condition. Teachers will provide to each driver any necessary maps, directions and instructions, a roster of students being transported by the driver, and those students' emergency contact information.

304.6.2 Guidelines

Appropriate instructional activities will precede and follow each field trip. Before each field trip, the teacher will submit to the Managing Director a written outline of instructional objectives of the excursion. Procedures for requesting approval for field trips and other related activities are outlined in the school's Staff Handbook.

The teacher will send permission requests to parents at least five days before the date of the trip, indicating the date, time, and purpose of the trip.

Parents must provide written permission for their children to participate in each field trip. Parental approval forms must be filed with the Managing Director before the field trip. Copies of these forms will be retained for at least the remainder of the school year and longer if necessary.

All field trips will normally begin and end at the school. When a field trip is made to a place of business or industry, the teacher must be assured prior to beginning such a tour that an employee of the host company will serve as guide. Adult personnel shall accompany and supervise students on all field trips. The School, if feasible, will provide an appropriate educational experience and proper supervision for any students whose parents do not wish their children to participate in a field trip.

304.6.3 Child Safety Seat Law

North Carolina law requires all children under eight years of age or weighing less than 80 lbs. to use an appropriate safety seat while riding in a motorized vehicle. Therefore,

all students at the School who are under eight years of age or weigh less than 80 lbs. must be secured in a safety seat when attending school field trips. Parents should provide their child's safety seat on the day of a field trip. For questions please contact the Managing Director or visit the NC Child Passenger Safety Resource Website at: www.buckleupnc.org.

304.7 Moment Of Silence and Pledge of Allegiance

The School observes a moment of silence at the beginning of each school day in all grades in the school system. The moment of silence will normally not exceed one minute in length, will be unstructured, and free of influence from school staff, and no other activity will be allowed during that time. Students and staff may voluntarily participate in the recitation of the Pledge of Allegiance.

304.8 Promotion, Retention, and Graduation

304.8.1 Promotion and Retention Standards

The Board supports an educational program that provides for continuous progress of students from grade to grade, but recognizes that some students may benefit by remaining in the same grade for an additional year. Therefore, the Board endorses students being placed at the grade level to which they are best suited and may be given additional years as outlined below when necessary.

- a. Students in the elementary school (grades K-5) will be given the opportunity for two additional years beyond the traditional six years of study.
- b. Students at the middle school level (grades 6-8) will be given the opportunity for one additional year beyond the traditional three years of study.
- c. Students at the high school level will be promoted based on the accumulation of credits as defined below, and may be enrolled until age 18 or 21 for those students designated as Exceptional Children.

7 Period Year-Long Schedule

10 th grade	5 credits
11 th grade	11 credits
12 th grade	17 credits

8 Period Block Schedule

10 th grade	6 credits
11 th grade	12 credits
12 th grade	20 credits

By North Carolina Law, the final decision for the promotion or retention of students in Kindergarten through 8th grade rests with the Managing Directors. The Managing Directors will formulate a decision based on what he deems to be in the best interest of the student, and shall consult with the following persons in deciding whether to retain a student:

- a. At the elementary school level, a team including the classroom teacher, support teachers, and the student's parents.
- b. At the middle school level, a team including the academic team of teachers, support teachers, and the student's parents.

Factors to be considered in promotion/retention decisions include, but are not limited to, achievement based on test results and informal assessments, physical maturity, social maturity, emotional maturity, effort, ability, and parental attitude.

If a student appears to be a candidate for retention, the student’s teacher or team shall notify the Managing Director and the student's parent at least by the end of the first semester of the academic year. The appropriate team should provide careful attention and remediation to the student during the second semester of the academic year, in order to provide every opportunity for the student to be promoted and succeed.

304.8.2 Graduation Requirements

Graduation requirements are outlined by the North Carolina Department of Public Instruction and require first time 9th graders after 2006-2007 to earn a minimum of 22 credits, pass the computer skills test, complete a comprehensive senior project, and achieve a level 3 or 4 on 5 key state exams. PCCS-CFA requires students to meet and exceed these requirements by earning a minimum of 24 total credits in a 7 period year-long schedule and 28 credits in an 8 period block schedule. The number of credits needed for graduation is determined by the total number of credits available to students during their four year high school career minus four credits.

The following chart outlines credit accumulation to meet graduation requirements.

7 Period Schedule		8 Period Schedule		Transfer Student	
9 th grade	7 credits	9 th grade	8 credits	9 th grade	7 credits
10 th grade	7 credits	10 th grade	8 credits	10 th grade	7 credits
11 th grade	7 credits	11 th grade	8 credits	11 th grade	8 credits
12 th grade	7 credits	12 th grade	8 credits	12 th grade	8 credits
TOTAL	28 credits	TOTAL	32 credits	TOTAL	30 credits
Reduced by	4 credits	Reduced by	4 credits	Reduced by	4 credits
TOTAL	24 credits	TOTAL	28 credits	TOTAL	26 credits

304.9 Religion in the School

As part of students’ education, they must be allowed to exercise their religious freedoms appropriately, treat with respect others who hold differing beliefs, and understand the significant role of religion in the world and in history. School staff will treat all children fairly regardless of their beliefs and strive to respect their constitutional rights.

Under the First Amendment, the School affirms and upholds individuals’ right to the free exercise of religion and the School’s responsibility not to endorse or support any particular religious belief. To avoid discussing religion and its role and impact in our lives and history, however, is an educational mistake. The First Amendment allows, and quality education requires, age- and content-appropriate non-proselytizing instruction on and discussion of religious thought, practices, influences, etc. so long as such instruction and discussion is presented as part of a religiously neutral program of education.

304.10 Testing

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

305 CONDUCT, DISCIPLINE, AND PRACTICES

305.1 Code of Student Conduct

The School strives to maintain a safe and constructive learning environment for all students and employees. Upholding the *Code of Student Conduct* is an important way of doing so.

Members of the school community must comply with all school policies and must respect the rights and property of others. For serious conduct violations, the Managing Director will notify and, as necessary, meet with the parent(s) of an offending student. The Managing Director may determine appropriate sanctions, considering the nature of the violation and the student’s background and record. Below is a non-exhaustive sample listing of prohibited conduct and potential disciplinary consequences; other conduct not listed may still be subject to sanction. In the case of repeated violations or other aggravating factors, consequences may be increased.

The following chart outlines violation of conduct and the potential consequences for such actions.

VIOLATIONS	POTENTIAL CONSEQUENCES
<p>I. Acts of Violence</p> <p>Fighting:</p> <ul style="list-style-type: none"> • Mutual fighting between two students. • Attacking another person. • Seriously injuring another person except for necessary self-defense. <p>Threatening to cause physical harm:</p> <ul style="list-style-type: none"> • Directed at other non-personnel on school grounds or at school functions. • Directed at school personnel on school grounds or at school functions 	<p>Consequences for infractions of this nature may include, but are not limited to, parent notification, suspension ranging in duration from 1 to 10 days, report to law enforcement, and recommendation for long-term suspension.</p>

<p>II. Weapons and Dangerous Objects</p> <p>Possessing a weapon (e.g., knife, gun, sharp object, pin, club, look-alike weapon, or any object which could inflict serious injury). An instrument resembling a weapon, if used in a threatening way, is considered a weapon</p> <p>Using a weapon in a fight</p> <p>Possessing, using, and/or selling explosives or fireworks</p> <p>Possessing, selling, and/or otherwise furnishing a firearm</p> <p>Brandishing a knife</p>	<p>Consequences for infractions of this nature include, but are not limited to, parent notification, suspension ranging in duration from 3 to 10 days, report to law enforcement, and recommendation for long-term suspension.</p>
<p>III. Drugs, Alcohol, Tobacco and "Look-A-Likes"</p> <p>Possessing, using, selling, or being under the influence of an alcoholic beverage on school grounds or at school functions</p> <p>Possessing, using, selling, or being under the influence of a drug on school grounds or at school functions.</p> <p>Possessing, using, or selling tobacco in any form on school grounds, at school functions, or across any adjacent street</p> <p>Offering, arranging, negotiating to sell, delivering or furnishing alcohol or drugs, and/or substituting a look-alike substance intended to represent illegal alcohol or drugs</p> <p>Unlawfully selling a drug</p>	<p>Consequences for infractions of this nature include, but are not limited to, parent notification, a suspension ranging in duration from 3 to 10 days, report to law enforcement, referral to the county health department or other applicable agency, and recommendation for long-term suspension.</p>
<p>IV. Drug Paraphernalia</p> <p>Possessing drug paraphernalia</p> <p>Offering, arranging, or negotiating to sell any drug paraphernalia</p>	<p>Consequences for infractions of this nature include, but are not limited to, parent notification, suspension ranging in duration from 3 to 10 days, report to law enforcement, referral to a relevant county agency, and recommendation for long-term suspension.</p>
<p>VIOLATIONS</p>	<p>POTENTIAL CONSEQUENCES</p>
<p>V. Robbery, Extortion, Theft</p> <p>Robbing or extorting on school grounds or during school functions</p> <p>Attempting or stealing school or private property</p>	<p>Consequences for infractions of this nature include, but are not limited to, parent notification, a suspension ranging in duration from 3 to 10 days, restitution, report to law enforcement, and recommendation for long-term suspension.</p>
<p>VI. Damage to Property</p> <p>Causing or attempting to cause damage to school property or to another's private property while on school grounds or at school</p> <p>Arson</p>	<p>Consequences for infractions of this nature include, but are not limited to, parent notification, a suspension ranging in duration from 3 to 10 days, restitution, report to law enforcement, and recommendation for long-term suspension.</p>
<p>VII. Profane, Obscene, Vulgar, Derogatory,</p>	

<p>DemEANing, Abusive, or Harassing Statements or Acts</p> <p>Directed at other non-personnel on school grounds or at school functions</p> <p>Directed at school personnel on school grounds or at school functions</p>	<p>Consequences for infractions of this nature include, but are not limited to, parent notification, a suspension ranging in duration from 1 to 10 days, report to law enforcement, referral to guidance or another character education resource, and recommendation for long-term suspension.</p>
<p>VIII. Cheating, Plagiarizing, and Academic Dishonesty</p> <p>Knowingly receiving or giving help to another student or using aids without authorization for a class assignment or test</p>	<p><i>1st offense:</i> parent notification, in-school or after-school detention referral, and a zero on the assignment.</p> <p><i>2nd offense:</i> parent conference, in-school or after-school detention referral, and a zero on the assignment.</p> <p><i>3rd offense:</i> parent conference, out-of-school suspension for a minimum of 2 days, and a zero on the assignment.</p> <p><i>4th offense:</i> recommendation for long-term suspension.</p>
<p>IX. Willful Disobedience</p> <p>Refusing or failing to follow staff directive.</p> <p>Failing to comply with the dress code.</p> <p>Failing to follow conduct code for school bus passengers</p> <p>Being on campus while on Home Suspension</p> <p>Gambling</p> <p>Lying; forging or falsifying documents or information</p> <p>Littering</p> <p>Possessing the following articles without permission from school personnel or otherwise authorized: radio, tape and/or CD player, earphones, skateboard, hair curlers, hair dryers, electronic beepers and/or phones</p> <p>Unacceptable behavior:</p> <p>Offensive or other physical displays of affection involving kissing or other romantically- or sexually-related touching</p> <p>Failing to demonstrate good citizenship, using culturally insensitive or improper language</p> <p>Failing to follow classroom rules.</p>	<p>Consequences for infractions of this nature include, but are not limited to, parent notification, after-school detention, and confiscation, a suspension ranging in duration from 1 to 10 days, and recommendation for long-term suspension.</p>

305.1.1 Sanction for Assault and Injury

If a student violates assaults on or physical injury to any person, the Managing Director or his designee shall:

- i. thoroughly and promptly investigate the incident;
- ii. determine if an assault has occurred;
- iii. inform parents of the investigation's status and any action being taken, subject to confidentiality requirements; and
- iv. determine whether to inform law enforcement authorities or take other necessary actions to protect members of the School community.

The Managing Director and other school staff shall cooperate with the District Attorney or juvenile intake counselor to investigate and prosecute such matters as necessary.

305.2 Dress Code

Student appearance helps promote a safe, civil, and orderly environment and respect for one another and for oneself. Students are expected to dress in a manner that promotes a positive learning environment at all times on campus and, to the extent permitted by law, during school-related events that are off campus.

Students may not wear or bring clothing, jewelry, book bags, or other articles that:

- a. display profane, vulgar, obscene, or violent content;
- b. promote the use of tobacco, drugs, or alcohol;
- c. threaten or implies threat to the health or safety of others;
- d. convey messages of or promote harassment, intimidation, or violence; or
- e. create a risk of substantial disruption to the educational process or to the operation of the school.

The Managing Director or his designee may require a student violating this code to change or leave the school. Violations may also result in disciplinary action.

The Managing Director may, or shall if required by law, reasonably accommodate students' dress when related to a student's religious beliefs or disability.

The Managing Director or his designee may make special exceptions when circumstances so require, e.g., a class trip; athletic events.

The PCCS-CFA dress code in its entirety is printed in the Appendix of this policy manual.

305.3 Teasing, Bullying, Harassment Code of Conduct

The Board of Directors of Piedmont Community Charter School believes that respect is the cornerstone of all our interactions and behaviors. The Board acknowledges the dignity and worth of all students and staff and believes that all students have the right to attend a school that is safe, secure, and supportive of individual dignity. To that end, the school and community have an obligation to promote mutual respect and safe and harmonious relations that support human dignity and equality.

The Board of Directors of Piedmont Community Charter School will not tolerate any form of teasing, bullying, or other acts of harassment by students or school personnel, including, but not limited to actions based on: gender, race, religion, ethnicity, national origin, physical characteristics, and physical or mental disabilities. Students, staff, and/or parents should report immediately to a member of the administration all instances of teasing, bullying, and harassment. Administration has the authority and responsibility to develop an effective training and monitoring program for students and staff which will result in the elimination of teasing, bullying, and harassment, and which promote a safe and supportive school climate.

Definitions

Teasing: Critical statements about a person's actions, appearance, family circumstances, or other characteristics made by someone (the "teaser") to produce a strong reaction from the person being teased and or other observers. Examples of teasing include name-calling, put-downs, and laughing at or commenting on mistakes or accidents. Hurtful teasing is fully intended to hurt the feelings of the person being teased, exclude them from the group, and diminish the dignity and worth of the individual or group being teased.

Bullying: Refers to the exercise of power by one individual (or group) over another weaker individual (or group). This type of bullying usually involves threats of injury or other negative consequences for non-compliance. An example of this bullying behavior may be an older individual threatening a younger individual with some type of physical harm if he doesn't give him some money. Another type of bullying doesn't threaten physical assault but rather emotional assault. It is unfair emotional persuasion and can come from a friend. This type of bullying is called "peer pressure". Examples of peer pressure may include phrases such as "I'll be your best friend if" or "What are you, a chicken?". This type of peer pressure relies heavily upon exclusion from the group in order to force compliance. A third type of bullying is called "dangerous bullying". This type of bullying is likely to result in serious physical injury or death. Examples of dangerous bullying include the presence of a weapon (knife, gun) or objects that can be used as weapons (chains, bats).

Harassment: The most common form of harassment is the creation of a *pervasive hostile environment*, which means that language, behavior, pictures, symbols, and artifacts cause a student or a group of students' dread, fear, anxiety, concern, sadness, shame, or embarrassment. The hostile environment affects the ability of the student to be in school and to be successful in school. Examples of hostile environment might include displays or swastikas, burning crosses, nooses, and the use of derogatory terms to address or define persons, etc. (a one time mistake – slip of the tongue – does not qualify as harassment unless a pattern of such behavior can be established). Other actions which may create a pervasive hostile environment include slurs, innuendos, derogatory remarks, jokes, gestures, demeaning comments, mimicking, name calling, graffiti, physical contact, stalking, displaying or circulating written materials and pictures (including clothing), threats, hostile treatment, violence or other verbal or physical conduct, which cause, or threaten to cause, or are likely to cause, bodily harm and/or personal degradation. *Quid pro quo harassment* generally approximates the characteristics of some bullying behaviors and involves intimidation to bring about compliance or a desired outcome.

Procedures to follow in cases involving teasing, bullying and/or harassment

1. Report situation to a member of administration. Anonymous reporting may be acceptable; however, any person who abuses the anonymous reporting provisions of this policy will be subject to the consequences as outlined under the Willful Disobedience section in the Code of Conduct.
2. Parents and guardians, of both the alleged aggressor and victim will be notified and provided a copy of the investigation. Parents must be informed of their due process rights, the date of a hearing, and the possible consequences.
3. A written summary of the hearing and the conclusion of the findings of fact will be kept on file in the school offices.
4. An intervention plan will be developed with the parents (aggressor and victim), students, and appropriate staff.
5. The Director will maintain a list containing the number of verified acts of teasing, bullying, and harassment occurring at the school or at school related events. The list will be available for public inspection.
6. All reported incidents will be investigated by the Director or designee and a written summary of the investigation prepared.

Consequences

Consequences for bullying *are at the discretion of the Academic Director or Designee* and may include, but are not limited to, a 3 to 10 day suspension, referral for counseling, referral to other community agencies, development of an intervention plan, or recommendation for expulsion.

Students with special needs:

If a student with special needs is alleged to be the aggressor or victim of an act of teasing, bullying, or harassment an M-Team will be immediately convened. All decisions (including the development of an intervention plan, suspension, recommendation for expulsion, and/or alternative placement) will be made at the M-Team meetings. Students with special needs are not exempted from the consequences only the context in which they are determined.

305.4 Sexual Harassment

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

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

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

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

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

Romantic or sexual advances toward students by employees or romantic or sexual relationships between school system employees and students are always prohibited in all circumstances. School employees are prohibited from engaging in inappropriate relationships with students and are required to report such relationships or reasonable suspicions thereof, to the Managing Director or other appropriate supervisory official. Procedures for reporting suspected harassment or sexual harassment are outlined in the Personnel Policies of the School.

305.5 Substances

The School is committed to being a community free of unhealthy substances including illegal controlled substances, tobacco, and alcohol.

305.5.1 Tobacco

Tobacco products are defined to include cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, and any other items containing tobacco or reassembling tobacco.

Tobacco use includes smoking, chewing, dipping, or any other similar use.

The use of tobacco products on school property will be monitored as follows:

- a. Students may not use tobacco products at any time while on school premises or at school-sponsored events.
- b. Employees may not, except for legitimate educational purposes, display or use any tobacco product in the presence of or visibility of students on school premises or at school-sponsored events.
- c. Nothing in this policy is intended to prohibit the legal use of tobacco products by individuals who are merely spectators at outdoor school-sponsored events at which the use of tobacco by the general public is otherwise permitted.

305.5.2 Controlled Substances and Alcohol

The use of illegal controlled substances and use of alcohol while on school property, at any school-related activity, or in any other venue where the conduct in question is likely to substantially impact or undermine the operation or well-being of the School or its members, is prohibited.

305.6 Weapons

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

A “Weapon” is any gun, rifle, pistol, or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine, powerful explosive, knife, BB gun, air rifle, air pistol, sling shot, blackjack, metal knuckles, bludgeon, bowie knife, switchblade, dirk, dagger, leaded cane, stun gun or other electronic shock weapon, any sharp-pointed or edged instrument except for the following: instructional supplies, unaltered nail files and clips and tools used solely for preparing food, instruction, and maintenance on school property or otherwise authorized or necessary to support the operations of the School.

Any person who is aware that an unauthorized weapon has been carried onto school property or possessed at a school function shall immediately notify a supervisory staff member or a Managing Director.

306 EMERGENCY AND SAFETY PROCEDURES

306.1 Building and Grounds

The safety and attractiveness of school grounds and facilities requires everyone’s support. All students, staff and parents should make every reasonable effort to preserve and protect school property.

306.2 Delayed Openings

The Managing Director may delay opening of or close the School when there is a threat or potential safety threat due to inclement weather, mechanical failure, or other circumstance. In such instances,

the School will notify members of the school community as promptly as possible via such outlets as the local news media, electronic mail, school voice message system, and the school website.

306.3 Fire Drills

The Managing Director(s) will conduct a fire drill during the first week after the opening of school and at least one fire drill each month thereafter. The route of egress and alternate routes will be posted in each classroom in each building. Evacuation, tornado, and lock-down drills will also be conducted routinely.

307 HEALTH AND WELLNESS

307.1 Communicable Diseases

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

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

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

- a. In order to prevent the spread of communicable diseases, universal health and safety precautions, which include regulations regarding the cleanup of all bodily fluids (including blood), shall be distributed by the Managing Director or his designee and shall be followed by all school employees.
- b. In accordance with state law, the Managing Director or his or her designee shall report suspected cases of reportable communicable diseases or conditions to the county health director for investigation and shall provide available factual information to substantiate the report. Such reports shall remain strictly confidential and may be shared only with other staff members as necessary to prepare and file a report. All staff members who are made aware of any such report shall keep such information confidential. Without releasing any information that would identify the affected student when not required, the Managing Director or supervisor shall report suspected cases of reportable communicable diseases or conditions to the Board President.
- c. Any student suffering from a communicable disease or condition shall follow all control measures issued by the county health director and shall take all necessary precautions to prevent the transmission of the disease or condition. Any school system employee who has reason to believe that a student is suffering from a reportable communicable disease and failing to follow safe practices shall report this to the Managing Director, supervisor, or health director. Failure to follow control measures may result in disciplinary action. The parent(s) of a student suffering from a communicable disease should inform the Managing Director so that appropriate accommodations and precautions may be put in place.

- d. If the county health director notifies the Managing Director that a student with a communicable disease or condition may pose a threat to public health, the student and his parents shall cooperate with the health director to eliminate the threat. It is the responsibility of the health director to determine when the School community must be notified of the outbreak of a contagious disease. School officials shall cooperate with the health director in issuing such notification.
- e. It is the responsibility of the county health director to notify the School if a student infected with the HIV virus is enrolled or scheduled for admission to the School, and if there is a serious risk of transmission of the virus by the student.

307.2 Head Lice: “No Live Nit” Policy

see Appendix 307.2

The School will take prompt action to eliminate the threat of head lice. Head lice do not represent a disease or infection and can be readily treated. Since lice are transmittable, any student the school suspects of having head lice will be sent home for treatment.

The student may not return to school until treatment has been administered and the school nurse or other designated school official has determined that no head lice or live nits are present. The School provides assistive information to parents about head lice and can be found in the Appendices of these policies. Any member of the School community who knows of a manifestation of head lice should report this to a responsible staff member.

307.3 Illness and Injury

see FORM 307.3

Sick children should not attend school to protect their own health and the health of other members of the school community. A student with the following symptoms should remain home and not return to school until he is symptom-free for 24 hours: vomiting, diarrhea, or a temperature of 100 degrees Fahrenheit or above.

Any student with any contagious symptoms – such as frequent coughing or sneezing, eye discharge, or cloudy nasal discharge, all of which may involve the spread of illness – should not attend school. If a student with a contagious illness has attended classes, parents should notify the teacher immediately.

When a student is injured or becomes ill at school, the student will normally be sent to the main office to be assessed by the proper school employee. The student will be treated in the office and sent back to class if appropriate and if the student does not pose a threat to others or to classroom order. Any student seen by a school nurse or other caregiver will be given a *Nurse Referral Form* explaining the nature of the problem and measures taken. The school office will notify the parent(s) if the child needs further assistance or must leave the School.

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

Annually, parents must complete a *Parent Authorization Form*, which will release the School and its employees from any legal responsibility for reasonably tending to a student’s physical needs and ailments and at the same time will give school personnel permission to obtain emergency treatment for the student when parents cannot be reached. In case of serious injury, if parents

cannot be reached, the School may arrange for the student to be treated by emergency personnel and/or transported to the hospital.

307.4 Immunizations

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

The school shall maintain, in a separate medical file for each student, the student's immunization records. These records may be inspected by officials of the county or state health departments upon request and without notification to parents. When a child transfers from or to another school, arrangements shall be made to transfer the immunization records. The School will file an immunization report with the Department of Environment, Health and Natural Resources within sixty calendar days after the commencement of a new school year.

307.5 Medications

If a child must be medicated (including over-the-counter and prescribed medication) during school hours and the parent cannot be at school to administer the medication, only the Managing Director's designee may administer the medication in compliance with the parent's written, signed, and dated instructions. The Managing Director or his designee reserves the right to require medical certification by a suitable doctor or to seek advice from a doctor retained by the School to determine the appropriateness of administering any medicine.

Minimally, the parent's medication instructions must include the following:

- a. Child's name
- b. Name of medication
- c. Purpose of medication
- d. Time and Dosage to be administered
- e. Possible side effects and related treatment
- f. Termination date for administering the medication
- h. Special information about the medication (i.e., storage requirements).

Authorization forms to give medication on campus and medication records must be retained in the student's confidential medical file.

307.5.1 Exceptions to Medication Administration

see FORM 307.5.1

Middle and Upper School students may self medicate with medications that are labeled and packaged in the original container and are required for a medical condition. Any student with diabetes or asthma, or a student subject to anaphylactic (life threatening) reactions will be allowed to carry and self-administer their medication if the parent,

physician, and student sign a completed medication request form and the student demonstrates appropriate proficiency in delivering the medication. Self-administering privileges will be withdrawn if the student exhibits a lack of responsibility towards self or others in regards to his/her medication. Any student who abuses the privileges described in this section may be subject to discipline.

308 PARENTS AND THE COMMUNITY

308.1 School Advisory Council

PCCS-CFA recognizes the need for clear and open communication between the Board and the community concerning school issues of mutual interest. Community member suggestions, concerns, questions, etc., regarding school policy and practice are most effectively and efficiently channeled through a School Advisory Council (the ‘Council’) composed of interested and dedicated school community members.

The School Advisory Council shall be ad hoc and comprised of parents whose children are students at PCCS-CFA. Parents will be eligible to serve a maximum of two consecutive terms and shall collaborate with the Managing Director, the faculty of the School, and the Parent-Teacher Organization (the ‘PTO’) to provide each with advice, support, and guidance in matters relating to the general welfare of the school. The Council shall act as liaison between the Board and lay citizens in the school attendance area to interpret, review, and study school-related matters of importance to the school constituency. The Council serves in an advisory capacity only and shall have no supervisory authority by which to issue directives or exercise executive or disciplinary authority.

The Council performs no personnel function and shall not involve itself in school personnel matters or student problems except to report matters of concern or when the Managing Director seeks advice or counsel.

The Managing Director or his designee shall provide to all members of the Council a copy of this policy section along with a congratulatory letter upon their appointment to the Council.

308.2 Parent Organizations

The Parent-Teacher Organization, booster clubs, and other parent organizations perform a valuable service to the School. The Board supports these organizations and expects and encourages cooperation from the whole school community, including students and employees.

The Board shall approve all organizations affiliated with the School. The Board, or by delegation, the Managing Directors, may establish additional rules governing such organizations. The Senior Managing Director or his designee shall be an *ex officio* member of any such organization.

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

Parent organizations shall secure the advice and approval of the Managing Director prior to planning any function or activity in which students are to participate while under supervision of the School.

Unless otherwise determined by the Board, any item purchased by a parent organization for the School or a school activity becomes the property of PCCS-CFA.

308.3 Visitors

All campus visitors, including parents, are asked to sign in and obtain a nametag to wear while on campus. The nametag identification system is in effect for all parents and visitors to enhance the safety of the students.

The Managing Director or his designee will post instructions to parents and visitors, directing them to the school office to sign-in upon their arrival on campus.

All parents and visitors shall report to the school office upon arrival and are required to sign a visitation form, including the time of their arrival and their destination. Visitors, including parents, are required to wear a nametag identifying themselves. At their departure, visitors and parents are required to return their nametag to the office and sign out on the visitation form.

The Managing Director or his designee is authorized to

- a. limit campus access to persons who threaten the safety or well-being of the school community, or whose presence disrupts or is likely to disrupt the school environment;
- b. determine if sales personnel may make sales visits to school administrators; and
- c. call law enforcement personnel to protect against any threat posed by any person or to remove from the school property any person who refuses to leave after being directed to do so by authorized personnel.

308.4 Volunteers

The School's viability depends, in large part, on the involvement of volunteers. Parents of students attending PCCS-CFA are encouraged to commit to at least four hours per month of volunteer work for the school. Parent volunteer help is especially needed to support field trips, special classroom events, and special school activities. The Managing Director or his designee is responsible for volunteer oversight, including selection, recruitment, screening, and assignment. Volunteer services may be controlled or terminated at the Managing Director's discretion. Volunteers are subject to applicable Visitor Policies (Policy 304.2), and must report to the school office upon their arrival on campus. Volunteers are bound by the standards of conduct set forth by the School for school employees. Volunteers transporting students for school-sponsored activities provide information regarding their driver's license and insurance coverage for the vehicle they will be using for transportation.

309 STUDENT RECORDS

309.1 Regulations

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

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

The School may disclose appropriately designated "directory information" without written consent, unless the parent or emancipated student has directed the school not to disclose such information. Directory information allows the School to publish certain useful information

such as an athletic roster or a program bulletin, a yearbook, honor rolls or other recognition lists or graduation programs. The School considers the following information as directory information: a student's name, address, phone number, activity or athletic photograph, dates of attendance, grade level, participation in activities and sports, weight and height of sports team members.

In addition, the School is required to provide military recruiters, upon request, with three directory information categories: names, addresses, and telephone listings of students, unless parents advise the school that they do not want their student's information disclosed without their prior written consent. The school will also make parents aware of their rights to withhold this information from military recruiters upon written request.

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

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

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

309.2 Student Record Confidentiality

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

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

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

1. School employees when a legitimate educational purpose exists for accessing the information, including professionals contracted to provide services for a student;
2. Authorized government or educational officials or others with legitimate reasons for reviewing a student's records;
3. Appropriate persons in connection with an emergency, if the release of the information is necessary to protect the health or safety of the student or other persons;
4. Authorized state and local officials with authority to review student information if the disclosure relates to the juvenile justice system's ability to serve, before adjudication, the student whose records are released. The official must certify in writing that the

information will not be disclosed to any other party, except as provided by state law or with prior written consent of the student's parent or an emancipated student;

5. Officials of other schools where the student has enrolled or plans to enroll, unless the parent or an emancipated student has specifically requested in writing that the information not be released to the requesting institution;
6. Persons acting under court order or subpoena, as long as the parent or an emancipated student shall be notified of the request prior to its execution;
7. Accrediting organizations, to the extent necessary to enable them to carry out their functions; and
8. Financial aid organizations if related to a student's application for receipt of financial aid.

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

309.3 Transcripts

Parents, a student who is eighteen years of age or older, and other K-12 schools where a former student has enrolled may request the student's record. The School may charge for copies of records, including certified copies of transcripts. No fees will be charged for copies of records to be mailed directly to a K-12 school that a student is subsequently applying to or attending.