



A Challenge Foundation  
✧ Academy

Brevard Academy:  
A Challenge Foundation Academy  
Family Handbook  
2023-2024

## **Our 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.

## **Our Vision**

Brevard Academy a K-8 free 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.

## **Our Values**

We value Integrity, Growth, Creative, and Teamwork in our staff, students, and parents.

## **Emailing Staff Members and Setting Up Conferences**

All email addresses are the first letter of the first name and the full last name followed by @brevardacademy.org. You can also find each staff member's email address on the school's webpage. If you need to meet with a staff member, please email the staff member to set up a conference.

Most questions can be addressed by emailing your child's homeroom teacher. If you have questions that do not pertain to the classroom, please email info@brevardacademy.org.

## **Anti-Bullying**

Brevard Academy 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 will not tolerate behavior that infringes on the safety of any student.

Please see the Brevard Academy website for our Anti-Bullying Policy.

## **Discrimination**

It is the role of Brevard Academy 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**

Brevard Academy 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 Education Improvement Act, 2004, including the provisions for identification, evaluation and a free and appropriate education. Compliance with Other Laws BA complies with all applicable federal and North Carolina laws and regulations, including (but not limited to) such laws and regulations relating to employment, environment,

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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 except as may be needed to monitor the charter school for compliance with applicable laws and regulations. BA is required to notify students, parents, faculty, and staff of the provisions of this paragraph. In compliance with federal and state laws, BA 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.

## **Parent Involvement**

### **Brevard Academy Families: Partners for Success**

To accomplish its mission and make its vision a reality, Brevard Academy 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. Brevard Academy has the following expectations of its students and their parents/guardians:

#### **Visiting the Campus**

All visitors to the school must present a valid government issued ID in order to obtain entry to the building.

#### **Parent Volunteers**

Brevard Academy 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, Brevard Academy asks that parents volunteer as much as possible. Volunteer opportunities exist on and off campus. Some suggested areas are Parent Teacher Organization (PTO), Dads on Guard for Students/Dads of Great Students (DOGS), classroom support, administrative support, general school services, academic and enrichment services, athletics, campus maintenance, curriculum resources, special events, and public relations. For more ideas about volunteering please email [info@brevardacademy.org](mailto:info@brevardacademy.org).

#### **Classroom Visitation Procedure**

Brevard Academy 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.

#### **Classroom Celebrations**

We strive to make sure that every child is made to feel special and welcomed throughout the school day. If your child has a special celebration that you would like the entire class to participate in, please make arrangements with your child's teacher to bring in any special treats or activities. If you do decide to bring in snacks, we encourage fresh fruit and vegetables as these are the best options to help students have a productive day at school. If you decide to bring in other items, please make sure they are store bought and the ingredients are cleared labeled.

#### **Parent-Family Engagement Policy**

Brevard Academy is a Title 1 school. As such, we are required to regularly review and revise our efforts to increase parent engagement. A copy of our Parent-Family Engagement Policy is available on our website for review.

#### **Parent Academy**

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We offer a number of parent learning opportunities throughout the fall and winter months. Please see our online calendar for more information.

### **Title 1 Curriculum Nights**

Throughout the school year we offer curriculum nights to help parents understand how to support their children in math, reading, science and social studies. We also use these evenings to highlight our music, arts, and academically and intellectually gifted students.

### **School Improvement**

Our school improvement plan is available upon request and can be found on our website. The login and password are both: GuestS17703. Our school improvement team is made of school and parent representatives. For more information or for how to become involved with this team, please contact the School Director.

The Brevard Academy Board of Directors regularly reviews our Five Year Strategic Plan. A copy of this document can be found on our website.

### **Parent-Teacher Organization (PTO)**

The school encourages an atmosphere in which parents, administration, and faculty join in a partnership to foster the mission of Brevard Academy. 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.

## **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 between 7:30 a.m. - 3:30 p.m.

ClassDojo is the best way to stay informed about events in your child's classroom, after-school activities, and athletics. Each classroom teacher, club sponsor, and coach will invite you to join his/her classroom dojo. You can learn more about ClassDojo at [www.classdojo.com](http://www.classdojo.com).

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 under the Parent and Students Tab.

### **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 or use the link on our website to make changes prior to 2:30 p.m. After 2:45 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.

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## **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. In addition, both parents have rights to educational records.

## **Student Directory Information**

Under FERPA (Federal Educational Rights Privacy Act) identifiable academic information is confidential and private. However, the school 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. If you would like to opt out of having this information released, please contact the school director. For more information, please see our policy page on our website.

## **Academic Information**

### **Academic Year**

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. The school calendar 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.

### **Grading**

Please see our website for our grading policy. Grades are communicated at each quarter, each parent-teacher conference, and available for review by parents through the PowerSchool Parent Portal.

### **Student Progress**

#### **Assessment**

Continuous evaluation of student learning is an integral part of the instructional process at Brevard Academy. 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 tests are given to 3rd grade students only. End-of-Grade/End-of-Course Assessments are given 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.

### **Interim Benchmarks**

Brevard Academy administers interim benchmarks throughout the 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.

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Reports about how a child has performed on these assessments will be sent home at the conclusion of each assessment.

### **Interim Progress Reports**

Interim Progress Reports are issued to all students at. These reports inform parents of their child's academic developments and any potential problems the child may be experiencing. Parents can access the Parent Portal via Powerschool to access grades and attendance for students in grades K-8. Parents in all grades can check attendance in Powerschool as well.

### **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.

### **MTSS (Multi-Tiered Systems of Support)**

MTSS is a multi-tiered framework that promotes school improvement through engaging and rigorous research-based academic and behavioral practices. North Carolina MTSS employs a systems approach using data-driven problem solving to maximize growth for all students. All students are part of the MTSS framework and receive Core (Tier I) instructional support. If your child's teacher determines that your student needs Supplemental (Tier 2) or Intensive (Tier 3) for Academic or Behavioral support. You will be notified and involved in the improvement process. Identification shall occur as early as can reasonably be done. The criteria for more support are based on grades, observations, diagnostic and formative assessments, State assessments. Other factors that impact student performance and that teachers and administrators consider appropriate, may be given 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.

## **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. A copy of our attendance policy can be found on our website. 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 suspension (ISS), out of school suspension (OSS), 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/ from classes in one grading period

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- Seven (7) or more absences/ from school during one school year

**When your child returns to school, a note signed by the parent/guardian or medical professional must be sent with your child stating the reason and dates for the absence to ensure your child's absences are recorded appropriately.**

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.

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 requiring 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)

\*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 2 days prior to the end of the quarter in which the absence occurred. Notes turned in after this time will not be accepted.

## **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 in accordance with grade level procedures.

## **Tardies**

All students arriving after 7:50 a.m. must enter the main entrance and are marked as tardy as of 7:50 a.m. Students not in their classroom at 7:50 will be marked tardy. **Parents must park and sign children in at the main office after 7:50 am. Students will receive a late pass at the 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.

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## **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 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 [here](#). Lunch orders do not include a snack.

If a child forgets his/her lunch, we will provide the child with a lunch. School provided lunches cost \$5.00 (pending board approval).

After Labor Day, we welcome parents/guardians/relatives to come have lunch with their child. Prior to Labor Day, we are working to establish the classroom community and ask that you allow the students to bond with their classmates. Lunch times vary by grade level. Please contact your child's teacher to set up lunch time visitations. Classes will resume after this time, so please be courteous of instructional time.

All students in grades K-8 get recess daily for at least 20 minutes, in addition to daily PE and regularly scheduled Outdoor Education.

## **Morning/Afternoon Supervision**

### **Before School Care**

We offer early drop-off beginning at 7:00 am. Please do not drop off earlier than 7:00 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 off-site (i.e. Racquet Club after-school providers). Please see our website for the most up to date list.

## **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 softcover 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.

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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. Report 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 the Brevard Academy website. Parents are responsible for ensuring their students have the necessary supplies. If there are financial hardships, please contact the School Director.

### **Computers**

Students will be issued computers and are responsible for damages incurred. Students in middle school will need to furnish their computers with a case as indicated in the supply list. All students and parents must sign the network use agreement before using computers.

## **Curriculum**

### **Curriculum Overview**

Brevard Academy 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.

### **Homework**

Brevard Academy uses a rigorous curriculum that requires time and effort outside of the classroom. Homework is an extension of 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.

Rigor is defined as a productive struggle. The intent is that a student works on a problem that is challenging but not impossible.

### **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 a crisis in the school building. All school staff participate in numerous safety trainings throughout the school year.

### **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 Contact Information** At the beginning of each school year, parents/guardians will need to submit a new Authorization to Release Child form. Students cannot be released to non-custodial parents/guardians without this information.

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.

Lockdown drills may be conducted one time per year. Teachers, students, and parents will be notified as well as emergency personnel. Procedures are reviewed by teachers, and practiced by children.

### **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

[www.facebook.com/brevardCFA](https://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.

### **Delays**

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 the same media outlets listed above if we are able to run buses in the afternoon.

Lunch will not be provided at the school when we have a 3-hour delay.

### **Closing Early**

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. Students are able to go home with individuals listed on their Authorization to Release Child form without a transportation change.

## **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, cough drops) at school should be restricted to only when necessary. These are to be provided by the parent directly to the office.

### **Prescription Medication**

The nurse and trained staff administer 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. The school nurse and trained staff will work with the instructional staff to maintain consistency in the child's medication schedule.**

### **Transporting of Medication**

Parents or guardians must bring medications directly to school. The medicine will need to be given to the school office in accordance with the medication policy. Students are not allowed to carry any medication unless there is a medication

plan with a doctor's signature on file in the office. 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.

Brevard Academy follows isolation and quarantine regulations as prescribed by the North Carolina Department of Public Health.

### **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 to anyone unless they are an authorized person listed as an emergency contact.**

### **Items of Interest or Concern**

- **Uniforms**--A limited amount of clothing is available in the school office for the children when accidents occur.
- **Emergency Contacts**--If your child becomes ill or injured, it is imperative that the office has **three (3)** legitimate contact numbers on file. The school 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.
- **Lice**--Brevard Academy 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. Students may be checked periodically after returning to school.
- **Illness**--Illness guidelines are posted on our website under the Parents and Students tab. A basic rule of thumb for fevers is as follows: If you think that your child might have a fever, please check his/her temperature before sending him/her to school. Your child should not be sent to school or school-related events until he/she has been fever free for at least 24 hours without taking a fever-reducing medication such as Tylenol or Ibuprofen.

### **Screening Tests**

Brevard Academy works with the State and local health agency to conduct age appropriate vision and hearing screenings. These tests are carried out under the supervision of the school's exceptional children (EC) staff. School officials will notify parents/guardians of the results of the screening to allow the necessary follow up with medical personnel.

### **School Nurse**

Please contact our school nurse at [nurse@brevardacademy.org](mailto:nurse@brevardacademy.org) if you have any health related questions that have not been addressed above.

## School Rules and Policies

### Network Use Agreement

Use of Brevard Academy'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.

### BREVARD ACADEMY AND GAGGLE PARTNER TO IMPLEMENT SAFETY MANAGEMENT FOR G SUITE

Brevard Academy utilizes the Gaggle Safety Management for G Suite to promote student and educator productivity in a safe and controlled environment.

Gaggle Safety Management combines technology with expert Safety Representatives, who review content 24/7 to assure students are safe. Gaggle identifies inappropriate words and images in Gmail, Google Drive, Google Docs and more. Trained professionals then apply consistent, school-approved policies for positive intervention, alerting school officials if there is an imminent threat to a student.

Gaggle has been providing safe online learning products and solutions to the K-12 market since 1999. The company's focus remains on student safety so educators can have the confidence to allow learners to take advantage of current technology for communication, collaboration, and learning. To learn more about Gaggle, visit <http://www.gaggle.net>.

To find out more about Brevard Academy's Gaggle implementation, please contact the front office.

## Uniforms

### School Uniforms

We expect students to come to school dressed in a school uniform.

Students out of uniform--If a student does not comply with the school uniform policy, the school will follow the procedure outlined below:

- Out of Uniform Tops--The student will receive a new uniform shirt if available. The family's ORGS account will be billed for the cost of the shirt.
- Out of Uniform Bottoms--The student will be removed from class to call home and await proper clothing.
- Unsafe Footwear--The student will be removed from class activities that would be a danger to the child. The teacher will contact the family to have proper footwear brought to the school.

Dress Down Passes--Students can earn the privilege of dressing down if they present their dress down pass first thing in the morning. If a student has forgotten a dress-down-pass and is out of uniform, the same procedure listed above for students out of uniform applies.

Students are encouraged to wear Pack Colors on designated days.

Pack Colors are as follows:

- Red--Kinder and 4th
- Purple--1st and 5th
- Orange--2nd and 6th
- Blue--3rd and 7th
- Gold--8th

The full uniform policy is located on our website.

### Telephone Calls, Mobile Telephones and Messages

Cellular phones and other communication devices are not permitted during the school day. Students may bring cellular phones to school, but must turn them off during school hours from 7:30-3:30. The school will not check in phones in the front office.. Telephone messages will only be delivered in emergency cases. Students who ask and receive permission may use the school office telephone for emergency purposes only. **Students are not allowed to call home to receive permission for field trips or for forgotten class work, lunches, sports gear, instruments, etc.**

## Brevard Academy Code of Conduct

### Introduction

A rigorous education is the primary purpose of Brevard Academy. 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 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. Every student has a right to an environment that encourages learning and is free of disruption.

### **The Brevard Academy Code of Behavior**

We at Brevard Academy believe in the following rights and responsibilities.

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.

### **A. Brevard Academy 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.
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 or bus stop each day.
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 Code of Behavior.

### **C. Student Responsibilities**

1. To be aware of and to abide by system wide policies, regulations and school guidelines regarding acceptable behavior.
2. To be responsible for one's own behavior.
3. To conduct oneself in a manner which is conducive to learning and does not interfere with the teacher's right to teach or the student's right to learn.
4. To respect the personal, civil and property rights of all members of the school community.
5. To refrain from the use of physical force, verbal abuse or harassment, blackmail, stealing, vandalism, and other illegal activities.

6. To seek clarification from school personnel concerning the appropriateness of any action or behavior.
7. To attend school and classes regularly, on-time and to be prepared with the necessary learning materials.
8. To know and to follow the policies and regulations for every event considered part of the school program regardless of the time or place.
9. To immediately comply with any staff member's reasonable request to carry out school rules.
10. To complete homework assignments on time and in good order and be diligent in study.
11. To dress in a fashion that is consistent with the school dress code.
12. To use the computer and the Internet for official school activities.
13. To adhere to the BA Code of Behavior.

#### **D. Teacher Responsibilities**

1. Embrace the belief that "All Children Can Learn." It is our job to discover the ways in which our children learn best. Recognize students' individual strengths and weaknesses and plan accordingly.
2. Be solution-focused. When problems arise, brainstorm possible solutions in order to move us forward.
3. Post learning targets/essential questions daily.
4. Be transparent with classroom practices, policies, and procedures in order to increase our collective knowledge and reach our goal—student growth.
5. Value input from students, parents, administrators, coaches and other educational experts in order to improve your professional practice—Feedback is Our Friend.
6. Communicate with parents regularly and develop ways in which they can assist in your classroom and their child's learning.
7. Realize that all parents want great things for their children. They send their hopes and dreams with their children.
8. Maintain student dignity and respect at all times--through in-person and electronic communication.
9. Celebrate "small victories" early and often.
10. Reflect on your educational practice regularly and ask yourself—"Am I making the best of use of the time I have to move my students forward?"

#### **E. School Director's Responsibilities**

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

The maintenance of a positive school climate conducive to the individual pursuit of learning, working and living is shared by parents/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.



## I. Purpose and Description of the School Code of Conduct

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School is committed to giving every student the opportunity to reach his or her full potential by providing a rigorous academic program, character education, and meaningful parental participation. In order to fulfill this mission it is important that we provide a positive, safe, and orderly environment for our students, staff, and families. School believes that a common and consistently applied code of conduct is a critical tool in building that environment. It reflects what the school believes to be reasonable expectations of conduct for all members of our student body.

The importance of a code of conduct is reinforced in North Carolina state law (G.S. 115C-288) stating, “The principal shall have the authority to exercise discipline over the pupils of the school under policies adopted by the local board of education in accordance with G.S. 115C-390.11 through G.S. 115C-390.12.”

School’s code of conduct identifies those behaviors that are detrimental to our goal of a positive, safe, and orderly environment. Specifically, it identifies behaviors which interfere with the learning process or disrupts the educational environment for any student at any time. The identified consequences are designed to deter students from engaging in behavior which are counter to the school’s mission, and, in the event that violations do occur, discourages students from committing further violations.

The code of conduct is divided into five classes of violations. The classes are groupings of violations of similar severity. Each class of violations, because of their similarity, contain comparable consequences. While these consequences reflect what School believes to be fair and reasonable for that class of violations, the school also recognizes that there are times where there are mitigating or aggravating factors which may result in a change in consequences. The school director or their designees have the authority to assign any alternate reasonable consequence based on either mitigating or aggravating factors. Finally, engaging repeatedly in behaviors in any single class of violations will result in consequences from a higher class. This is intended to reinforce the importance of learning from mistakes.

## II. General Information

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The information contained in this section is designed to address common questions and confusions regarding the code of conduct. Providing further clarification on these issues will help parents and students successfully navigate the requirements of the School Code of Conduct.

The Code of Conduct applies to all students at any time they are present on school campus, at any school event, or during any school sponsored activity, including school events or activities that are held off campus. Additionally, it applies to students at any time or any location whose behavior interferes with the learning process, causes serious safety concerns, or disrupts the educational environment. Certain rules apply specifically to different grade levels. If that is the case it is noted in the violation. Otherwise the violations apply to all students.

Administration will follow investigatory procedures and make a reasonable attempt to contact parents after it has been concluded that a violation has occurred. During the investigation, students will be interviewed in order to determine what may have occurred. A student will be notified of the consequence of a violation as long as notification of the student does not pose a risk to the safety and security of other individuals on campus.

If a student is suspended out of school, the student may not be present on the campus of School, at any school function, or at any school sponsored event, whether off or on campus, without the permission of school administration.

Unfortunately, during the school year conflict will arise between students. It is the expectation of School that students will not settle conflict through physical altercation. If there is a fight between two students, both students will be held accountable for the incident. If a student is attempting to engage another student in a fight, it is our expectation that the other student will make every reasonable attempt to walk away and notify a school employee.

Lockers, desks, school issued technology, and other school property remain at all times the property of the school and are subject to search at the discretion of the school principals or director or their designee.

Corporal punishment is not permitted at School, but there may be times when school employees need to use reasonable force to control behavior or to remove a person from the scene. These situations include:

- To quell a disturbance threatening injury to others.
- To obtain possession of weapons or other dangerous objects on the person or within the control of a student.
- For self-defense
- For the protection of persons or property
- To maintain order on school property, in the classroom, or at a school related activity on or off school property

### III. Definitions

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**365 Day Suspension** - This is out of school suspension for 365 calendar days. It is the maximum allowed by North Carolina law.

**After School Detention** - This consequence is a period of :30 - :45 minutes of supervised study after the conclusion of the school dismissal.

**Aggravating Factors** - Facts of a discipline incident which suggest consequences beyond what is recommended in the Code of Conduct. These are determined by the school principal or director, and may include, but are not limited to, repeated violations, lying or refusing to cooperate with school officials in an investigation, severity of any injury sustained during the incident, and imminent danger to self or others.

**Exclusion** - This consequence prohibits a student from continuing to attend School, although the student may attend another school.

**Expulsion**- Is the permanent termination of the student-school relationship. This applies only to students 14 years of age or older whose continued presence constitutes a clear threat to the safety of other students or school staff. Students considered for expulsion are entitled to a hearing before the School's Board of Directors as set forth in North Carolina statutes.

**Long-Term Suspension** - This is an out of school suspension lasting greater than 10 consecutive days, but less than 365 days.

**In-School Suspension** - This consequence is an alternate to the suspension out of school of a student. It is the supervised removal of a student from educational activities to another location on school property.

**Short-Term Suspension**—An out of school suspension lasting fewer than 10 consecutive days.

**Mitigating Factors** - Facts of a disciplinary incident which suggest consequences that are less severe than what is recommended in the Code of Conduct. These may include, but are not limited to, self-defense, provocation, student record, and other factors identified by the school principal or director.

**Out of School Suspension** - This consequence is the prohibition of a student from being on school campus, at school events, or participating in school functions, whether on or off campus.

#### IV. Code of Conduct Violations and Consequences

Please note that consequences listed are a “menu” of consequences, not intended to be absolute and finite, and are only correlated with the behaviors listed for that level.

<b>Level 1:</b> <ul style="list-style-type: none"> <li>• Actions that disrupt the flow of instruction and/or school culture, but do not cause additional harm to others</li> <li>• Minor <u>class handled</u> behaviors</li> </ul>	<ul style="list-style-type: none"> <li>• Documentation of incident using teacher discipline log.</li> <li>• Teacher consequences as appropriate, such as, but not limited to:</li> </ul>
Example Behaviors	Example Consequence
<ul style="list-style-type: none"> <li>• Not abiding by class constitution or general expectations for kind, respectful behavior</li> <li>• Unauthorized use of device (phone, music, camera, etc.) 1<sup>st</sup> time</li> <li>• Unauthorized use of device (phone, music, camera, etc.) 2<sup>nd</sup> time</li> <li>• Leaving classroom or assigned location without permission</li> <li>• Possession of inappropriate item</li> <li>• Public Display of Affection</li> <li>• Repeated failure to come to school prepared (without supplies, homework, computer charged, etc.)</li> <li>• Making fun of someone by calling them names, mentioning their personal features in a negative way, giggling and or making faces at them (I’m just joking or kidding is not an allowed reasoning) 1st Offense</li> </ul>	<ul style="list-style-type: none"> <li>• Verbal warning/reminder</li> <li>• Time out (in classroom)</li> <li>• Apology (“Talk it out”)</li> <li>• Teacher-led conference with student and appropriate staff members.</li> <li>• Phone call to parents MUST be made if behavior is repeated and/or has not been gotten under control by the student</li> <li>• Loss of participation in class activities</li> <li>• Reflection form</li> <li>• Behavior Referral submitted for electronic items and/or inappropriate items for admin documentation as well</li> </ul>

<p><b>Level 2:</b></p> <ul style="list-style-type: none"> <li>• Actions could result in harm and are in direct opposition with our school culture of kindness and respect.</li> <li>• May require action by the Dean of Students. <u>Requires</u> teacher documentation and parent contact.</li> </ul>	<ul style="list-style-type: none"> <li>• Documentation of incident using teacher discipline log.</li> <li>• <u>Requires</u> parent contact by teacher</li> <li>• Progressive Teacher/ Administrator consequences including but not limited to:</li> </ul>
Example Behaviors	Example Consequences
<ul style="list-style-type: none"> <li>• Repeated Level 1 behaviors</li> <li>• Making fun of someone by calling them names, mentioning their personal features in a negative way, giggling and or making faces at them (I'm just joking or kidding is not an allowed reasoning) 3rd Offense</li> <li>• Disrupting class by making noises, laughing, giggling, making faces etc, when it is not called for - 2nd Offense</li> <li>• Failure to follow through with consequences for inappropriate behavior</li> <li>• Failure to follow reasonable request of the adult in charge and/or disrespect</li> <li>• Repeated dress code violations (3rd offense)</li> <li>• Repeated technology violations (3rd offense)</li> <li>• Plagiarism; cheating on assignment or exam.</li> <li>• Throwing rocks, snowballs, sticks or any object not intended for play</li> <li>• Putting your hands on others in any way, except in games where touch might be required or appropriate - 1st Offense</li> <li>• Horseplay or aggressive behavior that could result in an injury</li> <li>• Minor disruption to the education of others</li> <li>• Dishonesty</li> </ul>	<ul style="list-style-type: none"> <li>• Conference with student</li> <li>• Parent contact</li> <li>• Conference led by teacher and/or administration</li> <li>• Behavior contract written with student and parents</li> <li>• Student and parent/guardian notified of potential escalation to Level 2</li> <li>• Temporary removal from class - work in a different classroom. (Bounce)</li> <li>• Community accountability (restitution, service, class meeting)</li> <li>• Reflection Time/Detention(s)</li> <li>• Loss of participation in extracurricular activities (e.g., sports, band, clubs)</li> <li>• 0 on test/assignment grade</li> <li>• Peer mediation</li> <li>• ISS</li> <li>• Referral to counseling</li> <li>• Behavior Referral written for Admin with documentation</li> </ul>

<b>Level 3:</b> <ul style="list-style-type: none"> <li>• Actions that <u>cause</u> harm to property or people, or are repeated behaviors that could cause harm and are in direct opposition with our school culture of kindness and respect.</li> <li>• Requires action by the Assistant Director and/or Director</li> </ul>	<ul style="list-style-type: none"> <li>• Documentation of incident using teacher discipline log.</li> <li>• Documentation of incident using Behavior Referral form.</li> <li>• <u>Requires</u> Parent Contact and Parent Conference by teacher and administrator.</li> <li>• Progressive - Administrator consequences including but not limited to:</li> </ul>
Example Behaviors	Example Consequences
<ul style="list-style-type: none"> <li>• Repeated Level 1 or 2 behaviors</li> <li>• Disrupting class by making noises, laughing, giggling, making faces etc, when it is not called for. - 3rd Offense</li> <li>• Bullying someone mentally, physically, or emotionally 1st Offense</li> <li>• Inappropriate language, including profanity and disrespect</li> <li>• Leaving school premises without permission</li> <li>• Entering school without permission during suspension period</li> <li>• Inappropriate Item on School Grounds</li> <li>• Vandalism</li> <li>• Property damage</li> <li>• Skipping Class</li> <li>• Major Disruption to the education of others</li> <li>• Theft</li> </ul>	<ul style="list-style-type: none"> <li>• Community accountability (restitution, service, class meeting)</li> <li>• In School or Out of School suspension (up to 10 days)</li> <li>• After School Detention</li> <li>• Parent conference led by administration</li> <li>• Re-entry meeting with administration</li> <li>• Parent shadowing (during school day)</li> <li>• Referral to counseling</li> <li>• Time out in Office</li> <li>• Possible local law enforcement involved</li> </ul>

<p><b>Level 4:</b></p> <ul style="list-style-type: none"> <li>• Actions cause others to feel unsafe and/or cause harm to others or self.</li> <li>• Requires action by the Dean of Students and/or School Director.</li> </ul>	<ul style="list-style-type: none"> <li>• Documentation of incidents using discipline log. Documentation of incident using Office Referral form.</li> <li>• Requires Parent Contact and Parent Conference and the creation of Behavior Contract or Personalized Education Plan.</li> <li>• Administrator consequences including but not limited to:</li> </ul>
Example Behaviors	Example Consequences
<ul style="list-style-type: none"> <li>• Repeated Level 3 behaviors</li> <li>• Disrupting class by making noises, laughing, giggling, making faces etc, when it is not called for. - Documented Repeated Offenses</li> <li>• Bullying someone mentally, physically, or emotionally 2nd offense</li> <li>• Fighting or unwanted physical contact</li> <li>• Horseplay/Aggressive behavior resulting in serious injury</li> <li>• Bullying/Harassment as described by the State*</li> <li>• Property damage*#</li> <li>• Extortion*#</li> <li>• Gang activity*#</li> <li>• Communicating threats*#</li> <li>• Fighting (affray)*#</li> <li>• Discrimination*#</li> <li>• Assault not resulting in serious injury*#</li> <li>• Being in possession of or under the influence of alcohol or a controlled substance</li> </ul>	<ul style="list-style-type: none"> <li>• Parent conference led by administration</li> <li>• Mediation with other students</li> <li>• Referral to counseling</li> <li>• In school suspension</li> <li>• Short term Out of School Suspension (up to 10 days)</li> <li>• Teacher and administration determine the full consequence which may include: <ul style="list-style-type: none"> <li>○ community service,</li> <li>○ longer-term suspension,</li> <li>○ referral to Board for expulsion, etc</li> </ul> </li> </ul> <p>* Required report to Department of Public Instruction (DPI)</p> <p># Report to law local enforcement involvement</p>

<b>Level 5:</b> <ul style="list-style-type: none"> <li>• Actions pose significant threat and/or harm to others.</li> <li>• Requires action by Dean of Students and School Director.</li> </ul>	<ul style="list-style-type: none"> <li>• Documentation of incident using discipline log. Documentation of incident using Office Referral form.</li> <li>• <u>Requires</u> Parent Contact and Parent Conference and the creation of Behavior Contract or Personalized Education Plan.</li> </ul>
Example Behaviors	Example Consequences
<ul style="list-style-type: none"> <li>• Repeated Level 4 behaviors</li> <li>• Possession of weapon, firearm, powerful explosive*#</li> <li>• Possession, sale or transmission of alcohol or controlled substances*#</li> <li>• Assault involving the use of a weapon*#</li> <li>• Assault resulting in a serious injury*#</li> <li>• Burning of a school building*#</li> <li>• Gang activity*#</li> <li>• Threats of terrorist nature or hate crimes*#</li> <li>• Sexual offense*#</li> <li>• Sexual assault</li> <li>• Rape*#</li> <li>• Indecent liberties with a minor*#</li> <li>• Kidnapping*#</li> <li>• Homicide*#</li> <li>• Bomb threats or engaging in a bomb hoax*#</li> <li>• Arson*#</li> <li>• Robbery with a dangerous weapon*#</li> <li>• False fire alarm#</li> <li>• Fire equipment tampering#</li> </ul>	<p><u>Elementary (K-5):</u></p> <ul style="list-style-type: none"> <li>• Immediate 3-day-minimum suspension.</li> <li>• *# Report to law enforcement immediately - SRO</li> </ul> <p><u>Elementary K-5:</u> Administration determines the full consequence which may include:</p> <ul style="list-style-type: none"> <li>• Community Service,</li> <li>• Longer-term Suspension,</li> <li>• Expulsion</li> <li>• Meeting with Disciplinary Review Committee</li> </ul> <p><u>Middle School (6-8):</u> Immediate 5-day-minimum suspension.</p> <p>Administration determines the full consequence which may include:</p> <ul style="list-style-type: none"> <li>• Community Service,</li> <li>• Longer-term Suspension,</li> <li>• Expulsion</li> <li>• Meeting with Disciplinary Review Committee</li> </ul> <p><u>All Grades:</u></p> <p>*Required report to DPI</p> <p># Required report to Law Enforcement. Law enforcement will investigate and petition to press charges if the situation warrants.</p>

## I. Disciplinary Process

Upon receiving a report of a potential occurrence of any of the above violations, school administration will begin an investigation. An investigation may include interviewing witnesses, reviewing camera footage,



speaking with staff members, and a search of a student, a student's locker, or a student's belongings. Refusal to permit the search will result in the assignment of consequences that are commensurate with the suspected violation. Administration will speak with the student and give the student an opportunity to deny or explain the violation.

Upon completion of the investigation, school administration will determine if the preponderance of the evidence weighs in favor of the violation occurring. This means that it is more likely than not that the student committed the violation. If that is the conclusion, the student will be notified of the consequence of the violation as long as notification of the student does not pose a risk to the safety and security of other individuals on campus. If the violation is an offense which requires a report to law enforcement, the appropriate agency will be notified.

The school administrator will make a reasonable attempt to contact the student's parent or guardian by telephone to communicate the results of the investigation and the assigned consequences. The Administration shall also notify the parent or guardian in writing that the student has been suspended from school. The administrator shall provide a description of the incident or incidents that resulted in the suspension, and may offer the opportunity for an immediate informal conference with the principal.

There is no appeal of a out of school suspension that is 10 days or less.

If a student is determined to have committed a violation for which the possible consequence is exclusion or long-term suspension, the school principal will follow the procedures outlined in the section below.

## **II. Long-Term Suspension, Exclusion and Expulsion Procedures**

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Each School Principal or the Director may recommend a Long-Term Suspension, and/or Exclusion, and/or participation in a Behavioral Contract.

### **Option 1:**

If a principal determines that an infraction falls into the category for which a long-term suspension and/or exclusion is appropriate, they will notify the Director of a recommendation for long-term suspension or exclusion. The principal will also notify the parent or guardian in writing of this recommendation within two school days. The notification will include the time, date, and location for a hearing with the Director as well as the deadline for the parent to notify the School as to whether they are bringing an advocate. The parent or guardian must notify the Director at least five business days in advance of the hearing or by the deadline set in the notification (whichever is sooner) if they are bringing an advocate to the meeting, and of the advocate's role (for example, legal representation). At the conclusion of the hearing, the Director will determine if the principal's recommendation for long-term suspension or exclusion should be upheld, modified, or overturned.

If the parent or guardian either refuses the hearing or fails to attend the hearing, the Director will make the determination on whether to uphold the recommendation of long-term suspension or exclusion.

If the student is assigned exclusion or a long-term suspension by the Director, the parent or guardian has two school days to appeal the decision to a panel of the board of directors. This request must be submitted in

writing to the Director. The board panel decision is final and there is no appeal to the full board. The school will follow the requirements set forth in North Carolina's General Statutes for any such appeal and hearing.

Option 2:

For any offense where Long Term Suspension, Exclusion or Expulsion is recommended, building principals and/or School's Director (and their designees) may recommend a long-term suspension; exclusion; and/or expulsion. Decisions as to long-term suspensions and/or exclusion shall be made by the School's Director or an impartial hearing officer after appropriate written notice to the parties involved. The decision of the Director or hearing officer may be appealed to the school's Board of Directors within two (2) days of the decision. The Board will appoint a panel of three board members to hear the appeal. Appeals to the Board of Directors shall be done in writing. No new evidence shall be allowed, and the Board may or may not ask for oral argument.

If School's Executive Director is involved in the investigation of the disciplinary incident or the recommendation for long-term consequences or the Executive Director wishes to have a board panel hold the hearing, then any hearing that must be held shall be conducted by a panel of three board members appointed by the board chair. Decisions of the Board Panel shall be final, and there will be no further appeal to the full Board of Directors.

For expulsion, the School will follow the requirements set forth in North Carolina's General Statutes and any other applicable laws.

### **III. Discipline of Students with Disabilities**

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The obligation and the responsibility to attend school regularly and to comply with the school's code of conduct applies to all students. When appropriate, a principal or designee may discipline a student with a disability who has not complied with the school's code of conduct. Exceptional Children's education services will be provided to a student with a disability if the student has been removed from school for more than ten school days. If a student with a disability is removed for less than ten cumulative days, educational services will be provided only if such services are provided to students without disabilities who have been similarly removed. The school will follow all applicable state and federal laws when disciplining students with disabilities.

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 director or his/her designee by phone or email. If the issue is not resolved after meeting with the school director, the parent should submit a letter to the BA Board at the next scheduled board meeting. All board meetings are listed in the master calendar, which is in the BA student handbook.

## 2023-2024 Brevard Academy Bus Rules & Regulations Contract for All Students

A safe and orderly environment is critical whenever transporting students. All BA Board Policies on student behavior as well as rules listed in the Student Code of Conduct apply while riding, boarding or leaving the bus, and while at any designated bus stop. Students shall at all times obey the directives of the school bus driver. Failure to do so may result in losing the privilege of riding the bus.

The following rules of conduct must be followed by every student, including students riding to and from athletic events, extracurricular events, or field trips:

**Projects larger than what can be carried on the lap will need to be brought to school by parents.**

### **At the Designated Bus Stop:**

- Arrive at the assigned stop 5-10 minutes before bus pickup time
- Parents are to park in the designated area while awaiting bus arrival
- Students must stay in parent's car.
- Wait quietly and in an orderly fashion
- Parents must remain responsible for the students until they have safely boarded the bus.

### **When the Bus Arrives:**

- Allow the bus to come to a complete stop with amber flashers come on.
- Board the bus quietly and in an orderly manner
- Sit in your assigned seat.

### **On the Bus:**

Remain seated at all times

- No bullying, harassing, or touching other students behavior \* No vandalism, profanity or obscene
- No body parts outside the bus dead animals \* No unsafe objects, no live or
- No eating or drinking, no smoking bus \* No throwing items from the bus or on the

### **Leaving the Bus:**

- Remain seated until the bus comes to a complete stop and the driver calls your name
- Only authorized persons listed on the authorization form may pick up a child from the bus in the afternoon. Parents must present all documents when picking up the student. See detailed policy and procedure document.
- Parents assume responsibility for student's safety once the child has departed the bus.

### **IMPORTANT Additional Policies and Procedures**

Please see the additional material provided as listed below. Thoroughly read and review these documents with the student and all guardians that are authorized to pick up your child. They may be updated from time to time. Compliance to these policies and procedures is critical to the safety of the students.

- 1) Parents General Guidelines
- 2) PM Drop off Process
- 3) AM & PM Boarding Process
- 4) FAQ

### **Consequences for violating bus rules include:**

- 1st Violation Warning and parent contact
- 2nd Violation Parent contact. Consequences may include a 3-5 day suspension from riding a bus.
- 3rd Violation Parent contact. Beginning with the 3rd violation, consequences may include removal from the bus

**Severe violations** of bus rules may result in any of the consequences set out in the Student Code of Conduct being imposed up to long-term out-of-school suspension or expulsion. In case of bus suspension, the student must still attend school with transportation being provided by parents. Suspension from the school bus does not provide an excuse for the absence of a student from the school.

## Brevard Academy Parent and Student SIGNATURE PAGE

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

**We have read, understand and will abide by the policies listed below.**

**The full handbook is available on our website.**

- ★ Inclement Weather, Arrival and Dismissal
- ★ Attendance Policy
- ★ Uniform Policy
- ★ Brevard Academy Authorization to Release Form
- ★ Media OPT OUT form
- ★ Field Trip Permission Form
- ★ Code of Conduct
- ★ Bus Rules Agreement
- ★ Student & Parent Chromebook Agreement
- ★ Network Use Agreement
- ★ School Compact
- ★ Occupational Survey
- ★ Student Health Information Form
- ★ Parent & Student Signature page
- ★ Medication Administration Policy (if medication is need during the school day please have your pediatrician fill out the **Request for Medication** form).

**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 (please print)\_\_\_\_\_

PARENT SIGNATURE\_\_\_\_\_Date:\_\_\_\_\_

STUDENT NAME (please print)\_\_\_\_\_

STUDENT SIGNATURE\_\_\_\_\_Date:\_\_\_\_\_

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