

Carolina Achieve, Inc.

Carolina Achieve



STUDENT PARENT HANDBOOK 2025-26 Edition

(Revised January 2025)

Board Adopted: 2/10/25



TABLE OF CONTENTS

| |
|--|
| 2 - Welcome |
| 3 - Vision & Mission, School Calendar |
| 4 - School Governance |
| 5 - Student Accountability and Expectations |
| 6 - Student Code of Conduct |
| 7 - Disciplinary Infractions |
| 15 - Student Dress Code |
| 16 - Attendance |
| 16 - Unexcused Absences/Tardiness Policy |
| 18 - Homework Philosophy and Guidelines |
| 19 - Daily Procedures |
| 21 - Emergency School Closing 23 - Promotion and Retention |
| 25 - School Bus Transportation |
| 26 - Special Events |
| 26 - General Classroom Guidelines for School Volunteers |
| 27 - CA Internet and Computer Use Policy |
| 32 - Communication, Parent & School |
| 36 - Academic Policies and Procedures |
| 41 - Parent/Student Grievance Policy |
| 46 - Title I Parent and Family Engagement Policy |
| 47 - Rights under the Pupil Rights Amendment |
| 49 - Conclusion |

WELCOME TO CAROLINA ACHIEVE
Creating the Entrepreneurial Leaders of Our Future

Dear Carolina Achieve Parents and Families:

It is with immense gratitude and profound excitement that I welcome you to the inaugural school year at Carolina Achieve! The dream of this school has been years in the making, and now that dream is a reality! Every member of our faculty, staff, and board of directors is committed to making Carolina Achieve a life-changing experience for our students and families. The future is bright!

This will be a year of learning and growth, not only for our students, but for us as a school. Knowing that, I am certain there will be countless moments of joy, discovery, and wonder, times we will reflect back on with a smile for years to come. But I also know it won't be perfect - with every new venture comes an element of uncertainty, and opportunities to do things better. I can assure you we will do our best to keep the hiccups to a minimum, growing stronger as a school each time we regroup and improve. Through it all, my hope is that we do it all together, creating a school community that each of us can call home.

To each of you, I want to welcome you to a special place, and to say thank you for your trust and belief. We do not and will not ever take that for granted, and will work every day to validate your decision to choose Carolina Achieve.

Through our parent-school partnership, we'll work together to ensure that every child makes the Carolina Achieve LEAP, growing as:

- Leaders
- Entrepreneurs
- Allies
- Passionate Learners

I look forward to leading our team of outstanding educators and collaborating with all of you to make Carolina Achieve the best it can be. We know you will make every effort to support your scholars in being their best as well. This handbook will provide you with all the guidance necessary to achieve that goal!

Here's to a great year!

Sincerely,

Trip Cogburn

Head of School

Carolina Achieve Vision

A rigorous academic foundation that prepares students for high school, college, career, and life.

An integrated curriculum focused on developing Entrepreneurial Skills, a Proactive Leadership Mindset, and the Habits of Success to successfully apply toward real challenges.


A diverse and inclusive school that mirrors the communities we serve, including Alamance, Orange, and Durham Counties, ranging from Mebane and Burlington, to Hillsborough and Chapel Hill, all the way to Durham and the Research Triangle area.

A commitment to providing access, resources, and support to underserved students.

Carolina Achieve Mission

Carolina Achieve prepares K–12th-grade students to achieve their scholastic, personal, and professional goals through a learner-centered educational program focusing on a strong academic foundation, Habits of Success (entrepreneurial skills), well-being, and a Home-School partnership.

School Calendar 2025-2026



2025-2026 Traditional Calendar

Approved 10/1/24

| JULY '25 | | | | | | |
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| AUGUST '25 | | | | | | |
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| SEPTEMBER '25 | | | | | | |
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| OCTOBER '25 | | | | | | |
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| NOVEMBER '25 | | | | | | |
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| DECEMBER '25 | | | | | | |
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Carolina Achieve

PO Box 105, Mebane, NC 27302
www.carolina-achieve.org
info@carolina-achieve.org
 919-964-2158

July 4 Independence Day

August 13-20 Teacher Workday

August 21 First Day of School

September 1 Labor Day

September 19 Parent Partnership Day Conferences

October 10 End of 1st Quarter

October 13 Columbus Day

October 14 Teacher Workday

November 11 Veteran's Day

November 27 Thanksgiving Day

December 19 Early Release/End of 2nd Quarter

December 22-31 Winter Break

December 25 Christmas Day

January 1 New Year's Day

January 1-2 Winter Break

January 5 Teacher Workday

January 19 M.L. King Day

January 30 Parent Partnership Day Conferences

February 13 Teacher Workday

February 16 Presidents' Day

March 13 End of 3rd Quarter

March 16 Teacher Workday

March 30-31 Spring Break

April 1-3 Spring Break

April 3 Good Friday

April 5 Easter Sunday

April 6 Teacher Workday

May 4 Teacher Workday

May 25 Memorial Day

June 5 Last Day of School

June 8-11 Teacher Workday

June 19 Juneteenth

| JANUARY '26 | | | | | | |
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| FEBRUARY '26 | | | | | | |
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| MARCH '26 | | | | | | |
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| APRIL '26 | | | | | | |
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| MAY '26 | | | | | | |
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| JUNE '26 | | | | | | |
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Legend

| | | |
|---|--|--|
| Teacher Workday | First/Last Day of School | |
| Holiday/Vacation | Parent Partnership Conferences | End of Quarter |

School Governance

The North Carolina Department of Public Instruction, with direction from the North Carolina State Board of Education, and in accordance with Legislation passed by the North Carolina General Assembly grants authority to the Carolina Achieve Board of Directors to operate Carolina Achieve.

Carolina Achieve Board of Directors

The Board of Directors is the governing body of the school. The Board is responsible for all school policies and procedures that affect the instructional and operational functions at the school. The Board is accessible through the Board Chair. The Carolina Achieve Board meets monthly on the campus of the school. A complete listing of Board meeting dates may be found on the school's website.

Carolina Achieve Board of Directors

John Oxaal, Chair
Charles Lopez, Secretary
Tiffany Alrefae
MaKayla Booker-Johnson
Jeff Clark
Anjanette Miller
Tom Nechyba

The Role of the Head of School

The Head of School provides administrative leadership for all instructional and operational functions of the school. The Head of School reports to the Board of Directors and provides leadership to all faculty and staff on a local school level.

School Leadership Team

The School Leadership Team includes the Director of Operations, the Assistant Principal/Dean of Students, the EC Coordinator, the Chief of Staff, and faculty representatives. The leadership team meets regularly to discuss matters of school instruction and operations.

Student Accountability and School Expectations

Faculty, staff and administration at Carolina Achieve will respond to the academic needs of students by delivering a challenging, responsive instructional program. In order to respond to those needs, students require a positive, safe and orderly school environment in which learning

can occur without disruption. There is a direct correlation between positive school/classroom behavior and student achievement. Students who do not observe the rules of good conduct in the classroom, hallways, school assemblies, cafeteria, on the school bus, on the playground, bathrooms or on field trips interrupt learning and threaten the safety of other persons. Additionally, disruptive students minimize their own opportunities to learn. The faculty, staff and administration will take a proactive role in enforcing the Carolina Achieve Student Code of Conduct outlined in this handbook. The Student Code of Conduct provides parents, students and school personnel with a common understanding of the academic and behavioral expectations for each student. Student compliance of CA values will ensure a safe and orderly learning environment conducive to high levels of student achievement. Furthermore, this policy will be administered in a fair and consistent manner.

Carolina Achieve School Expectations

******Every member of the Carolina Achieve community will be SAFE, SEEN, and CELEBRATED for who they are and the unique gifts they bring to the world.***

Community of Belonging

Carolina Achieve is a community of BELONGING. All are welcome here.

Attitude & Effort

I am responsible for and in control of my ATTITUDE and EFFORT. I will consistently have a positive attitude and will give my best effort to all tasks. I will strive to be the best version of myself every single day.

Habits of Success

The Habits of Success provide a framework for developing an innovative, entrepreneurial mindset, ensuring my ability to be successful in school and in life. I will work to consistently live out the following Habits of Success on a daily basis:

- **Teamwork and Collaboration**
- **Resilience**
- **Accountability**
- **Critical & Creative Thinking**
- **Empathy**
- **Purposeful Learning and Connections**

Student Code of Conduct

Safe and Orderly Environment

Carolina Achieve is unequivocally committed to providing a safe and orderly environment in

which students can improve their academic achievement. Students whose behavior does not meet the school community's clearly defined standards for reasonable and acceptable behavior will not be permitted to disrupt the education of others. This is the basis of our Student Code of Conduct.

Carolina Achieve Code of Conduct:

1. Students will focus on learning and never disrupt the learning of others.
2. Students will pay attention and complete all assigned work.
3. Students will respect and obey all staff members and other adults, and respect fellow students.
4. Students will follow all rules, routines, and procedures pertaining to specific areas (cafeteria, hallway, etc.).
5. Students will respect school property and that of fellow students, staff members, and neighbors.
6. Students will cooperate in keeping the school building and premises neat and clean.
7. Students will use polite, acceptable, professional, and respectful language at all times.
8. Students will attend school in proper uniform each day.
9. Students will not lie, cheat, or steal.
10. Students will follow all state laws.

Disciplinary Infractions

The disciplinary infractions listed in this Student Code of Conduct are not to be construed as an all-inclusive list or as a limitation upon the authority of school officials to deal appropriately with other types of conduct which interfere with the good order of the school, the proper functioning of the educational process, or the health and safety of CA students, faculty, and staff.

A student violating any aspect of the Code of Conduct will be subject to appropriate consequences. Additionally, a student who engages in an act of misconduct that violates the law may be referred to the appropriate authority. Students are expected to follow the Code of Conduct when:

- On school property;

- In a motor vehicle being used for a school-related purpose;
- At a school-related activity, function or event;
- At any time or place when the student's behavior has a direct or immediate effect on maintaining order, safety, health and discipline in the school.

Disrespect

Students will behave and interact with others in a respectful manner that is fundamental to the culture of Carolina Achieve. They shall follow school policies, rules and directions of school personnel. Inappropriate conduct includes, but is not limited to verbal, nonverbal, or physical conduct showing disrespect toward themselves, others, or the School.

Noncompliance

Students shall comply with all school- and safety-related directions of all school personnel. Inappropriate conduct includes, but is not limited to disobeying school rules and staff instructions or being in an unauthorized area.

Skippping Class/School

Inappropriate conduct includes, but is not limited to not attending a scheduled class (including a community college class), or being in an unauthorized area. Once students arrive on campus, they are expected to report to the appropriate building and are not to leave with anyone without first being checked out by a parent/guardian.

Plagiarism/Cheating

Plagiarism and cheating are serious issues. Students should give credit to the appropriate individuals for their research and writing; failing to do so is plagiarism. The offense includes cheating, copying someone's work or knowingly allowing someone to copy/use your work.

Forging Notes

Students shall not forge names on any papers sent from this school requiring adult signatures.

Class/Activity Disturbance

Any physical or verbal disturbance which occurs within the school environment and which interrupts or interferes with teaching or orderly conduct of class, school activities, or school transportation is prohibited.

Inappropriate Language

Cursing or use of vulgar, profane, offensive, or obscene language is prohibited.

Inappropriate Physical Contact/Horseplay

We want to have a hands-off policy when students disagree. Horseplay often starts as playing but can turn into anger and possible fights or students getting hurt.

Inappropriate Interpersonal Behavior

Students shall conduct their relationships in a manner positive toward our school and its learning environment. Inappropriate interpersonal behavior includes, but is not limited to kissing, embracing,

lude behavior, and sexual contact.

Inappropriate Literature and Illustrations

The creation, possession or distribution of literature or illustrations which significantly disrupt the educational process is prohibited. Items include digital or print content.

Buying or Selling from Another Student

Students may not sell or purchase items from another student without written permission from an administrator.

Smoking and Tobacco Products

No student shall possess, display, buy, sell or use any tobacco product. This restriction applies even when the student is on School property or at any School-sponsored activity as a visitor or spectator. For the purpose of this policy, the following definitions shall apply:

A. Tobacco Product: cigarettes, e-cigarettes, personal vaporizers, cigars, pipes, chewing tobacco, snuff, and any other items containing or reasonably resembling tobacco or tobacco products, and/or nicotine.

B. Tobacco Use: smoking, chewing, dipping, or any other use of tobacco products.

C. Display: having any tobacco product, or vaping paraphernalia in a location or position that is visible to students or School personnel, or found on school property.

The display of tobacco products does not extend to displays that have a legitimate instructional or pedagogical purpose and is approved by a teacher or the Head of School. The Head of School may permit tobacco products to be included in instructional or research activities in the School building if the activity is conducted or supervised by the faculty member overseeing the instruction or research and the activity does not involve smoking, chewing, or otherwise ingesting the tobacco product.

(NCGS) §115C-407

Cellular Devices

Cell phones are allowed at Carolina Achieve. However, students are only allowed to use them when they receive permission from staff members or at approved after school activities. Use of cellphones during the school day is prohibited, and they should be turned completely off and kept out of sight. Cell phone usage by students while riding to and from school on the bus is prohibited. Usage during school-sponsored activities is at the discretion of the teacher or sponsor. Distracting behavior that creates an unsafe environment will not be tolerated. Personal ePagers are not allowed on the grounds at the school.

It is the responsibility of students to ensure their cell phones are turned off and out of sight during unauthorized times. Students who violate the above restrictions shall be deemed to have created a disruption to the instructional environment and are subject to disciplinary action as well as confiscation and return of the phone to the student's parents or guardians.

Students shall be personally and solely responsible for the security of their cell phones. Carolina Achieve shall not assume responsibility for theft, loss, or damage of a cell phone, or unauthorized calls made on a cell phone.

Communicating Threats

The communication of threats is prohibited. Students who engage in communicating threats that are intended to cause physical, social, mental or emotional harm will be subject to disciplinary action that may include, but not be limited to suspension, expulsion, and/or the inclusion of law enforcement.

Act of Violence to Students

Fighting, blows passed, physical assault, injury, shoving, hitting, holding and/or creating a physical barrier to one's personal space

A. Fighting is not allowed at Carolina Achieve. This action is considered one of the most severe infringements on the rights of others. It is also a direct attack on the educational process. Acts of violence, whether directed at another student, teacher, or adult will carry a severe penalty. Students who are provoked into a fight by another student should walk away and report it to a teacher or administrator. If a student throws a punch, making contact with another student, it will be considered a fight.

B. Threatening to cause physical harm detracts from the educational setting and places students in fear.

Bomb Threats/False Fire Alarms

Bomb threats and false fire alarms are serious matters and addressed in state law. Any students involved with such threats will be dealt with severely.

Minor Infractions

If a student commits a minor infraction, he/she is subject to appropriate disciplinary consequences. Minor infractions include:

- Failure to cooperate or comply with any aspect of the school's Code of Conduct
- Disrupting the learning environment in any way (horseplay, excessive noise, throwing objects, etc.)
- Disrespecting a student or staff member
- Failure to complete required homework assignments
- Failure to cooperate or comply with directions of school personnel
- Improper behavior in class, school, on a school-related transportation, or during a school-sponsored activity
- Failing to have required items signed such as tests, quizzes, disciplinary forms, or report cards
- Dress code violations
- Chewing gum

Major Infractions

If a student commits a major infraction, he/she is subject to appropriate disciplinary consequences. Major infractions include:

- Fighting, pushing, shoving or unwanted physical contact
- Repeated dress code violations

- Excessive demerits and/or repeated detentions
- Continual classroom disruptions
- Skipping class
- Violation of school cell phone policy
- Repeated or extreme disrespect of staff or peers
- Leaving class or school building without permission
- Theft
- Damage to school property
- Sexual harassment
- Forgery of any sort, including parent signatures
- Bullying
- Possession/use of any form of alcoholic beverages, tobacco, inhalants, illicit drugs, etc.
- Dishonesty
- Academic dishonesty/cheating
- Use of inappropriate language
- Any inappropriate display of affection
- Possession of dangerous weapons, look-a-like weapons, personal protection devices (i.e. pepper spray) as defined by state law as dangerous weapons or instruments not otherwise enumerated herein
- Gangs and gang related activity
- Violation of Technology Use and Internet Safety Policy

Parents or Students who are unsure of what conduct is prohibited by each act should consult with the principal.

Students who are identified under the IDEA or under Section 504 of the Rehabilitation Act of 1973 have certain unique rights under the statutes. Discipline affecting children with exceptionalities may be treated somewhat differently from students who do not have exceptionalities. If a student continuously disregards the expectations of the Student Code of Conduct, that student will face possible exclusion from Carolina Achieve.

Should a parent/guardian appeal a disciplinary action taken by the administration to the Carolina Achieve Board of Directors, the decision(s) made by the Board with respect to action is/are final.

Bullying (including Cyberbullying) or Harassing Behavior

The School prohibits any type of bullying or harassing behavior by students. Bullying or harassing behavior is defined as any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication, that takes place on school property, at any school-sponsored function on a school bus, or that causes a substantial disruption to school operations and/or interferes with the rights of other students or staff members and that:

- Places a student in actual and reasonable fear of harm to his or her person or

damage to his or her property; or

- Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits. "Hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

Bullying or harassing behavior includes, but is not limited to, acts reasonably perceived as being motivated by any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Cyberbullying is prohibited and is an act involving the use of information and communication technologies, pursuant to state law, including but not limited to email, text messages, blogs, instant messages, personal Websites, on-line social directories and communities (e.g., Facebook, Twitter, Instagram, Snapchat, Vine), video-posting sites, and online personal polling Websites, to support deliberate or repeated hostile behavior, by an individual or group, that is intended to defame, harm, threaten, intimidate, or harass students, staff members, or the School during or outside school hours and on or off school premises.

Procedures:

1. A staff member who has witnessed or has reliable information that a student has been subject to any act of bullying or harassing behavior shall report the incident to the Principal.
2. A student or volunteer who has witnessed or has reliable information that a student has been subject to any act of bullying or harassing behavior should report the incident to a teacher, other staff member or the Principal.
3. A student, staff member or volunteer who reports bullying or harassing behavior may do so orally or in written form, providing as much information as possible. A student, staff member or volunteer also may report anonymously if they choose.
4. Any staff member who receives a report of bullying or harassing behavior will forward the report to the Principal who will ensure that a prompt investigation is completed.
5. There will be no reprisal or retaliation against any person who reports an act of bullying or harassment. Such reprisal or retaliation by a scholar is a violation of the Student Code of Conduct and will result in disciplinary action pursuant to the Student Code of Conduct.
6. Bullying or harassing behavior is a violation of the Student Code of Conduct and the school will take action pursuant to the Student Code of Conduct.

Disciplinary Procedures:

Depending on the severity, frequency, and circumstances associated with the infraction any of the following disciplinary actions may be taken by the Principal or their designee:

- Loss of privilege
- Parent contact
- Work assignment
- Conference with administrator
- Referral to counselor
- Suspension
- Expulsion

Procedures for Short-Term Suspension, Long-Term Suspension, and Expulsion

These procedures are designed to align with Article 27 of Chapter 115C of the North Carolina General Statutes (Public School Laws), ensuring that Carolina Achieve Charter School maintains a safe and orderly educational environment while upholding students' rights to due process.

I. Short-Term Suspension Procedure (10 Days or Less)

1. Definition:
A short-term suspension refers to the removal of a student from school for 10 days or fewer.
2. Pre-Suspension Process:
 - Notice of Alleged Misconduct: The principal or designee will notify the student of the allegations of misconduct.
 - Opportunity to Respond: The student must be given the opportunity to respond to the allegations and provide any defense or explanation.
3. Decision:
 - The principal will make the decision regarding the suspension based on the evidence presented and the severity of the student's actions.
4. Parent/Guardian Notification:
 - The principal will promptly notify the student's parent or guardian in writing, including:
 - The reason for the suspension.
 - The duration of the suspension.
 - The procedure for appealing the suspension.
5. Appeal:
 - The student or parent/guardian may appeal the short-term suspension to the school's designated appeal authority, typically the school's governing board or the principal's supervisor.
6. Return to School:
 - The student may return to school after serving the suspension. The school may require

a re-entry conference to discuss behavioral expectations moving forward.

II. Long-Term Suspension Procedure (More than 10 Days)

1. Definition:
A long-term suspension refers to the removal of a student from school for more than 10 days but less than expulsion.
2. Pre-Suspension Process:
 - Recommendation for Long-Term Suspension: The principal may recommend a long-term suspension to the superintendent if the student's behavior is severe and disruptive.
 - Due Process: Before recommending a long-term suspension, the student must be provided with:
 - A notice of the charges.
 - An opportunity to respond to the charges.
 - The right to present witnesses and evidence on their behalf.
3. Hearing with Superintendent:
 - The superintendent or designee will schedule a hearing to review the situation. The hearing will be conducted in a fair and impartial manner, allowing the student and their parents to present evidence and witnesses.
 - The superintendent will consider the nature of the offense, the student's disciplinary record, and other mitigating factors in determining whether to impose a long-term suspension.
4. Decision:
 - Following the hearing, the superintendent will issue a decision, which will include:
 - The length of the suspension.
 - Conditions for re-entry, if applicable.
 - The procedures for appealing the decision.
5. Parent/Guardian Notification:
 - The parent or guardian will receive a written notification of the decision, including the reasons for the long-term suspension, the duration, and the appeal process.
6. Appeal:
 - Parents or guardians have the right to appeal the long-term suspension decision to the school's governing board.

III. Expulsion Procedure (Permanent Removal)

1. Definition:
Expulsion is the permanent removal of a student from the school, typically for severe violations of school policy or the law that threaten the safety and well-being of others. The utilizes exclusion as a disciplinary consequence under its code of conduct and abides by the due process required under N.C.G.S. § 115C-218.60 and its Charter Agreement.
2. Pre-Expulsion Process:
 - Recommendation for Expulsion: The superintendent may recommend expulsion if the student's actions are deemed a threat to the safety of others or the educational environment.
 - Due Process: The student must be provided with:

- Notice of the charges and the recommendation for expulsion.
 - An opportunity to respond to the charges in writing or during a hearing.
- 3. Expulsion Hearing:
 - The student will have a formal hearing before the school's governing board or a designated hearing officer.
 - During the hearing, the student has the right to:
 - Present evidence and witnesses.
 - Be represented by an attorney (at their own expense).
 - Cross-examine witnesses.
- 4. Decision:
 - After the hearing, the governing board or hearing officer will issue a decision on expulsion.
 - If the expulsion is approved, the written decision will include:
 - The reasons for expulsion.
 - The process for re-entry or enrollment in another educational setting (if applicable).
 - Appeal rights.
- 5. Parent/Guardian Notification:
 - Parents or guardians will receive written notification of the decision, detailing the expulsion and any related conditions.
- 6. Appeal:
 - The parent or guardian has the right to appeal the expulsion decision to the local board of education or a designated appeal body.

IV. General Guidelines for Suspension and Expulsion:

1. Compliance with State and Federal Laws:
 - All procedures must comply with state laws and federal requirements, including protections under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act, if applicable.
2. Records:
 - The school will maintain records of all suspension and expulsion actions in the student's permanent file.
3. Alternative Educational Services:
 - The school will ensure that suspended or expelled students are provided with appropriate alternative educational services in accordance with the law.
4. No Suspension for Certain Offenses:
 - Students shall not be suspended for truancy, tardiness, or other minor infractions unless repeated or serious.

V. Conclusion:

These procedures are designed to protect the rights of students while ensuring that discipline is fair, consistent, and in line with the standards set by Article 27 of Chapter 115C of the North Carolina General Statutes. Carolina Achieve Charter School is committed to providing a safe and supportive learning environment and will make every effort to address student behavior in a manner that is both educational and rehabilitative.

A student who is in ISS or serving OSS cannot participate in any school-sponsored events on those days. Rules apply to student conduct on school property, school buses and bus stops, school sponsored field trips, athletic practices and events, club events, and all other school activities.

Discipline Abbreviation Key:

ASD = after school detention (may be served at another time during the school day)

ISS = in-school suspension

OSS = out-of-school suspension

Search Policy

To promote safe and orderly operations, school officials may conduct reasonable searches of persons and materials as necessary, in accordance with students' constitutional rights. A student may be subject to a search either based on reasonable suspicion that the student has violated law or policy, or as a result of reasonable, random searches not requiring individualized suspicion. Reasonable suspicion to search an individual student is not required when a student voluntarily and knowingly consents to such a search.

If an authorized school official reasonably suspects that the student has on his or her person or in his/her possession, any item or material that poses a risk of serious harm to persons or property, an authorized school official may perform a more intrusive search of a student's person, including a strip search, as necessary to avoid a threat of imminent and serious harm or damage. In such instances, any bodily invasive search shall, to the extent feasible, be conducted in private by an authorized school official of the same sex, with an adult witness of the same sex present. (§ 115C-391.2)

Locker Searches

Student lockers are school property. Therefore, students have no right to privacy enforceable against the school's right to open and view the contents of those lockers. Students may not use their lockers to hold any illegal or unauthorized materials. School officials may inspect any student's locker without a search warrant, for any reason deemed reasonable to maintain safe and orderly operations. A student's personal items found in a locker, such as clothing, backpacks, gym bags or purses, may be searched based on reasonable suspicion.

Use of Dogs to Aid in Searches

School officials may use trained dogs to aid in inspections for materials that may be in violation of law or policy. Thus, without notice, the school may use trained dogs to sniff lockers, student motor vehicles, and other objects. Dogs will not be used, however, in random searches of individual students.

School administration will use the following procedures to address office referrals:

- 1) Investigate the facts and circumstances related to the alleged misbehavior;
- 2) Offer the student an opportunity to be heard on the matter (due process);

- 3) Determine whether Board policy, School standards or rules, state statutes, and/or laws have been violated;
- 4) If a violation has occurred, administration will assign an appropriate consequence, taking into account the student's developmental level, in accordance with the Code of Student Conduct or applicable Board policy; and
- 5) Parents or guardians will be notified of the misconduct and consequences.

Students who are identified under the IDEA or under Section 504 of the Rehabilitation Act of 1973 have certain unique rights under the statutes. Discipline affecting children with exceptionalities may be treated somewhat differently from students who do not have exceptionalities. If a student continuously disregards the expectations of the Student Code of Conduct, that student will face possible exclusion from Carolina Achieve.

Should a parent/guardian appeal a disciplinary action taken by the administration to the Carolina Achieve Board of Directors, the decision(s) made by the Board with respect to action is/are final.

*** State law requires that a student who brings a firearm onto school property be suspended for 365 days which may, in extraordinary circumstances, be shortened on a case by case basis.**

Conclusion

Carolina Achieve takes pride in having a positive student disciplinary environment. We are fortunate to have strong staff and parental support to ensure that our school is safe. Our school setting is recognized to be a place where all are "safe, seen, and celebrated." We will not accept a few students keeping others from learning or feeling welcome. The items listed in this section are not an all inclusive list and the administration may add or change these items of misconduct as necessary. It is our belief that we will have very few students taking part in misconduct at our school. Teachers and parents working together on discipline issues will help students perform better in school. Students who know their parents demand good behavior at school will tend to do so.

The administration will always take into consideration the grade level and age of the student when dealing with discipline problems and consequences.

Student Dress Code

***Grades Kindergarten through 12th Grade
Both male and female students:***

Top: Approved school uniform shirt (classic Navy or White polo with collar with Carolina Achieve logo.)

Bottoms: Khaki tan uniform pants, knee-length khaki tan shorts, khaki tan knee-length skirts, Classic Navy knee-length skirts/skorts, or Classic Navy plaid jumpers.

Shoes: Tennis shoes/Sneakers only – No shoes that have lights, make noise or have wheels.

Belt: Required for all bottoms that have belt loops. Pants/Skirts/Shorts without belt loops ARE permissible.

The following items are not permissible:

Shirts (including sweatshirts) having logos other than the Carolina Achieve seal or lettering, animation, dangling earrings and jewelry including large hoop earrings, hats or other head coverings (unless it is due to medical/religious beliefs).

Hats and coats are not to be worn inside the school during the school day, except when students enter and exit the building. Sweatshirts or pullovers with the Carolina Achieve logo, or plain navy blue, may be worn inside over top of the daily uniform shirt.

Reminder: Students must report to school each day in a clean, approved uniform. Uniform checks are conducted each school day.

Students not dressed in the uniform will receive the following sanctions:

1st Offense - Contact parent to bring school uniform to student

2nd Offense - Conference with student and parent/guardian

3rd Offense - Principal Discretion

Note: Failure to comply with Carolina Achieve's uniform policy hinders a student's ability to learn at maximum capacity and to feel like they are fully part of the community. Parents are expected to help their child consistently adhere to Carolina Achieve's uniform standards.

*Uniform shirts and sweatshirts with the Carolina Achieve logo, and plaid skirts/jumpers must be purchased from the school. Uniform shirts or sweatshirts with no visible logo, and khaki tan slacks, skirts, and shorts may be purchased from any local retailer.

Likewise, we ask that parents and guardians dress appropriately when visiting the school. Remember, you are your child's first role model.

Student Attendance

Regular daily attendance at school enables each student to gain the skills, knowledge, and concepts to be successful in the classroom, explore new academic challenges, and perform successfully in challenging academic settings.

Parents or guardians must contact the school's main office prior to 7:55 a.m. on the day of a student's

absence to report the absence. This procedure is required for all absences, including medical and dental appointments. Students dismissed early in the day, for any reason, must be signed out in the office by a responsible adult. Carolina Achieve does not permit early releases after 2:45 p.m. The answering service will be available before and after school hours for anyone who would like to leave a message. Parents and guardians are encouraged to schedule all appointments/activities for your child after school hours whenever possible so that the student does not miss instructional time.

Absences are excused for the following reasons:

- Illness or Injury
- Death in Family
- Doctor/dental appointments that *could not be arranged outside of school hours*
- Educational Opportunities (prior approval required)
- Court/Administrative Procedures
- Local Board/Policy

Tardiness

Student arrival begins at 7:30 a.m. daily. Students reporting to the School after 7:55 a.m. are considered late (tardy) to school. Three tardies will convert into an unexcused day of absence. Additionally, students reporting to class late, without permission, will be considered tardy. Tardiness is cumulative. At Carolina Achieve, tardiness is taken as seriously as absences; therefore, we monitor student attendance on a weekly basis. Parents whose child has absenteeism are required to attend the School's in-house truancy court. Excessive absenteeism which cannot be resolved through the in-house truancy court may also result in a referral.

Unexcused Absences/Tardiness Policy

North Carolina compulsory education laws are found in NC. General Statutes section 115C-378 requiring that children between the ages of seven (7) and (16) attend school. Failure to send a child to school can result in criminal prosecution of the parent or student (if the student is declared undisciplined).

To ensure students are attending school regularly, Carolina Achieve will incorporate a School-Based Truancy Court Program to address unexcused absences. If a student misses more than three (3) days from school without excuse or has more than one (1) tardy within five school days (or an accumulation of more than 5 tardies), the parent will be contacted. Excessive absences and tardiness may result in appearance before the School-Based Truancy Court.

This program is a problem-solving model where the parent and school officials sit down to talk, listen, and prepare an action plan. Carolina Achieve's intention is to resolve attendance violations through our School-Based Truancy Court, rather than the criminal court process under N.C. Statute. However, if the child's absences do not improve or the parent refuses to attend Truancy Court, the school will enforce the law to its fullest extent which may include a referral to the appropriate authorities.

Extended Family Vacations

Parents planning to take their children on a trip should notify the Principal or administrative assistant AND the classroom teacher at least two weeks before departure. The administration and faculty discourage lengthy trips that cause students to miss class time. It becomes the student's responsibility, with the help of the parents, to make arrangements with the teacher(s) for any missed assignments and to complete all assigned work upon his/her return to school. The student is to complete all assignments within the same number of days as the length of the vacation. Assignments that are not completed will receive no credit. Students who miss an announced test during their absence will take the test when all missed work is completed within the same number of days missed due to the vacation.

Family Death or Terminal Illness

If there is a death, terminal illness or similar traumatic situation in your family that may affect a student's attendance, emotional/social well-being and/or level of concentration, please notify the office.

Medication in School

All medications prescribed by a licensed physician require written permission from the custodial parent. Parents must complete the Medication Administration Permission form (one form per medication). The form must be renewed each school year or upon any change in medication or dosage. Carolina Achieve does not administer over the counter medication to any student. The medication supplied to the school must be in the exact dosage prescribed, so the individual administering medications is not responsible for dividing or splitting pills. All medication must be picked up by the parent at the end of the school year or upon a scholar's withdrawal. Any medication not picked up will be discarded. If a parent is accompanying his/her child on a field trip, the parent will be required to administer the child's medication. (G.S. 115C-375.1)

Illness at School

To maintain the health of our school community, students with a fever, cough, or communicable disease should be symptom-free for at least **24 hours** before returning to school. If a child becomes ill while at school, he/she should be picked up immediately. If a child is suspected to have one of the following diseases, please have a family physician or local health department verify the student has been treated and is permitted to return to school: chicken pox, measles, ringworm, scabies, bed bugs, pink eye, impetigo, streptococcal, staphylococcal, meningococcal, and any other disease or infection that jeopardizes the health and safety of students, faculty and staff. Should any symptoms related to these diseases be observed in a student, the student must

be picked up immediately and cannot return to school without a release from the doctor.

Make-Up Work Due to Illness

Students have an obligation to complete all assignments missed during illness or unexpected absence from school. Students must develop a sense of responsibility and with their parents' help, contact the teacher(s) to secure missed assignments. Students will have one school day to make up their work for each day absent from school.

In case of a prolonged absence due to illness, the student's teacher should be called so that necessary arrangements can be made to have assignments picked up. At the request of the parents, the teacher will collect assignments for a student who is absent two or more days. Parents must call before 7:55 a.m. on the day the homework is needed in order to allow the teacher adequate time to assemble the assignments. Parents may pick up the assignments after 4:00 p.m. on that day.

Parents/guardians of suspended students may pick up homework in the main office after 4:00 p.m. on the day of suspension. Suspended students are required to turn in their late work in the allotted time given. (§ 115C-379)

Homework Philosophy And Guidelines

Philosophy

The Carolina Achieve staff believes homework is an important component of the educational process. It is expected that the following objectives will be accomplished through regular and well-planned homework.

- Students will develop self-direction and individual responsibility;
- Students will develop independent study skills;
- Students will become better organized;
- Students will learn to budget their time;
- The learning process will be expanded.

Guidelines

- Parents and students should expect homework each weekday evening;
- Assigned homework will require completion and is a part of each student's evaluation;
- Homework will be planned and assigned for specific instructional purposes related to classroom objectives;
- Clear directions will be provided;
- Homework will include a variety of activities that enhance and develop study skills;
- For long-range projects, a time sequence will be established;
- The quantity of homework will be within reason. Assignments will reinforce topics learned in class and/or prepare students for class the next day. No busy work!

Daily Procedures

Daily Schedule



Daily Schedule

| Time | Schedule |
|---------------|--|
| 7:45 - 8:00 | Breakfast |
| 8:00 - 8:15 | Homeroom |
| 8:15 - 8:30 | Morning Meeting |
| 8:30 - 9:20 | English Language Arts |
| 9:20 - 9:30 | Play Break |
| 9:30 - 10:20 | English Language Arts (Small Group Work) |
| 10:20 - 10:30 | Snack Break |
| 10:30 - 11:20 | Math |
| 11:20 - 11:30 | Play Break |
| 11:30 - 12:20 | Math (Small Group Work) |
| 12:20 - 12:50 | Lunch |
| 12:50 - 1:15 | Recess |
| 1:15 - 1:55 | Specials (PE, The Arts, LEAP (Leadership, Entrepreneurship, Allyship, Passions)) |
| 1:55 - 2:35 | Studio, Science, Social Studies |
| 2:35 - 3:00 | Student Support Team (Personalized Learning Plan) |
| 3:00 - 3:15 | Homeroom/Closing Circle/Dismissal |

Notes: Studio 1xWeek, Science 2xWeek, Social Studies 2xWeek, PE & The Arts 2xWeek*

Arrival

Students should arrive at school between 7:30 a.m. and 7:55 a.m. After exiting their vehicle/bus, students should enter the building through the lower level arrival/dismissal doors in an orderly manner. Students will be directed to their classrooms to start their day.

Snacks

Students have a daily snack period. Children must bring snacks from home as the school does not provide them. Snacks should be nutritional options (e.g. fruit, vegetables, cheese and crackers, 100% juice boxes, etc.). Candy, sodas, and sweets are not acceptable. Sharing of snacks is prohibited.

Lunch

All Carolina Achieve expectations for student behavior will be observed during the lunch period. Students who do not meet these expectations during breakfast or lunch will face disciplinary action. A nutritious lunch, including milk, will be available to students for purchase each day. Students may also bring their lunch from home. Parents and guardians are welcome to eat lunch with their students, however, school meals are not provided to adults.

Acts of cafeteria misconduct include, but are not limited to, the following:

- Talking loudly in line
- Cutting ahead of other students in line
- Sitting improperly at table or seat
- Using impolite manners
- Leaving the cafeteria without permission
- Taking food from other students
- Refusing to clean up eating area
- Throwing food or other items.

Dismissal

School dismisses each day at 3:15 p.m. and is conducted by a systematic process in order to keep all students, faculty and staff, and visitors safe. All students will walk through the halls in an orderly manner. **Students who are disruptive during dismissal are subject to disciplinary action.** Parents who arrive after 3:45 pm must park their car and enter into the building to pick up their child.

Examples of student misbehaviors during dismissal include, but are not limited, to the following:

- Running and/or making excessive noise in the hall or stairway
- Participating in unacceptable physical contact (rough play, etc.)
- Disrespect for authority; Failure to cooperate with instructions given by school personnel
- Harassing other students (physical or verbal abuse).

Pick-Up Times

All car riders should be picked-up from school no later than 3:45 p.m. daily. In the event you are unable to pick-up your child by 3:45 p.m., please call the school. Students who are not picked up by 3:45 p.m. will be placed in the after school program and assessed a late pick up fee. **No student will be released to an adult not identified by their pictured ID or who is not listed on the student's emergency contact form. Carolina Achieve *strongly* discourages parents/guardians from picking up their child before the school day ends (3:00 p.m.) Early pick-ups distract the classroom learning environment and students miss valuable learning opportunities.**

Walkers

Students who walk to and from school are to go directly home following dismissal. Students who linger at the school or stop to visit friends on the way home cause undue worry for parents and staff. Students who walk home must have a signed Student Walk Release form from their parent/guardian in their student folders stating that they are permitted to walk home.

Restrooms

Students will demonstrate proper etiquette using the restroom. Expectations for bathroom etiquette include, but are not limited to, the following:

- Flushing the toilet
- Washing and drying hands
- Placing all trash in trash cans
- Keeping the bathroom clean.

Students caught misbehaving in the restrooms or vandalizing the restrooms will be subject to disciplinary action.

School Security and Protection

At Carolina Achieve, we take the security and protection of our students, faculty, and staff very seriously. With that in mind, Carolina Achieve uses front office electronic security doors and a computerized sign in/out system which processes criminal background checks.

When visiting the school, all visitors, including parents and guardians, must be checked in at the front office. A valid photo ID is required at check in for all visitors to the school.

Parents/guardians must report inside the school to sign their child in and out. When signing your student in/out, the student's 4-digit confidential PIN is used. Please ensure that your child memorizes their 4-digit PIN because it is used both for school meal service and signing in/out.

In addition, because we protect your child's educational environment and every minute spent on instruction, we do not dismiss any child after 2:00 p.m. unless the parent/guardian has notified the school office by 1:00 p.m. of that school day.

Emergency School Closings

Adverse Weather

The Head of School/Superintendent determines whether to close, delay school, or release students early when inclement weather occurs, or is predicted and road conditions are unsafe for school bus travel. The decision to close or delay school, including length of delay, will be announced by 6:00 a.m.

If inclement weather is predicted after the school day begins, a decision regarding early release will be made as quickly as possible. In the event school is dismissed for the day, notifications will be announced to the media. When school is dismissed early and closes for the day and road conditions

are not likely to improve, a communication regarding the next day of school may be announced to the media if possible prior to the 6:00 p.m. evening news.

Other weather conditions, such as a hurricane watch, may require a decision based upon the best predictions of weather forecasters. If school will be closed the next day due to approaching weather, a notification may be announced to the media prior to the 6:00 p.m. evening news.

Please make plans in advance for child care arrangements in case snow, ice, or other inclement weather closes the school during the school day.

If the school is in session when a severe weather watch or warning is issued, the school will stay open. School personnel will take necessary safety precautions.

Students will remain in school if school is already in session when a tornado watch is issued. The staff will take safety precautions. Students will be released to parents/guardians or other designated adults upon request.

If the school is in session when a tornado warning is issued, all students and staff will remain in the building and take shelter in designated areas. Students may be detained beyond the usual dismissal time for safety purposes. Students will be released to parents/guardians or other designated adults upon request.

School Telephones

Should emergencies arise, parents and guardians should contact the school's main office (919-964-2158). Important messages will be given to students or staff members upon request via email. All incoming calls for teachers will be transferred to their voicemail.

Communication

Effective communication and a true partnership between school and home is **vital** to the successful academic, social, and emotional well-being of all students. The major communication tools are the school website, texts and emails, Parent Partnership Days, Academic Progress Reports, Quarterly Academic Report Cards, classroom newsletters and other school applications. These documents/platforms include timely information from the administration or teachers. In addition, telephone communication, text messages, group meetings, open houses and events, email and other communications will be common. Parents are encouraged to contact the school when they have questions.

Parent/Teacher Conferences

Mandatory Parent/Teacher Conferences (Parent Partnership Days) are held twice per school year (September and January). Please refer to the school calendar for the Parent/Teacher conference schedule. Informal conferences can be scheduled before or after school at other times during the year. Parents/Guardians should contact their child's teacher to schedule a conference.

Personal Items

The school will not accept responsibility for the personal items of students. All personal items should be kept in their backpack or locker. Any personal item(s) that staff members judge to be unsafe or improper for school will be confiscated and held in the office.

Promotion and Retention Policy

Monitoring Student Progress

Throughout the school year, teachers, administrators, and families will actively monitor student progress to ensure students are meeting academic and behavioral expectations. Ongoing communication between teachers, families, and administration to address any concerns will happen throughout the year, including during Parent Partnership Days, parent-teacher conferences, interim reports and report cards, and weekly communication via email or phone.

In the event that retention in the current grade is a possibility before a retention decision is made, all parties will meet to discuss the factors being considered for the decision and the plan to help ensure student success moving forward. This process will ensure that all stakeholders are well-informed and that interventions are in place when necessary.

Review Process and Recommendation

For students who earn a Level II or below on End-of-Grade tests, the administration and faculty members will review the student's academic records, work samples (portfolio), and other relevant information to determine if the student has made adequate progress for promotion. A grade-level faculty panel will make recommendations based on the data gathered and forward its recommendation to the principal for a final decision. The panel will make one of the following recommendations:

- Promotion to the Next Grade
- Retention in Current Grade

Appeal Process

If a parent or guardian disagrees with the decision to retain a student, they may appeal the decision to the Principal or Head of School. The Principal's decision may then be appealed in accordance with the School's Grievance Policy, should there be an alleged violation of Board policy or state or federal law.

Promotion Criteria for Grades K-2

In order to be promoted from grades K-2, a student should demonstrate adequate progress for the next grade level. Students in grades K-2 will be promoted if they meet the following criteria:

- At or above grade level in reading, writing, and mathematics on their end-of-year report card

- Meeting grade-level expectations on at least half of the academic and behavioral standards set by the teacher

Promotion Criteria for Grades 3-8

Carolina Achieve students in **grades 3-8** must meet local promotion and attendance standards to be promoted to the next grade. The reading and math promotion standard is Level III, IV, or V on the North Carolina End-of-Grade Tests (EOGs).

Clarification on Testing and Promotion

- Level III, IV, or V: Students who earn a Level III, IV, or V on the N.C. Reading and/or Math End-of-Grade tests **will be promoted to the next grade** if they meet the attendance standard.
- Level II or Below: Students who earn a Level II or below on the N.C. Reading and/or Math End-of-Grade tests may be administered an alternate form of the test before the last day of school. Students who earn a **Level III or higher** on this re-administration will not be considered for retention and **will be promoted to the next grade**, provided they meet the attendance standard.

8th Grade Graduation

In order to "graduate" from 8th grade and advance to high school, students must meet the following criteria:

- A passing grade (D or higher) in all core subjects (English Language Arts, Math, Science, Social Studies)
- Proficiency on End-of-Grade testing (Level III or higher)
- Meet grade-level expectations of behavioral standards
- Compliance with attendance and tardy policies

Final Decision Authority

The principal has the final authority to decide whether a student should be promoted, considering a variety of factors:

- Classroom work and grades
- The student's best educational interests

- Local promotion requirements
- End-of-Grade tests results
- Prior retention history
- The student's age
- Recommendations from review committees

Teachers will make recommendations based on factors such as classroom performance, teacher assessments, county assessments, and state standardized tests.

Requests for Promotion

If a student does not meet the promotion standards, parents, teachers, or school personnel may request consideration for promotion. Each request will be reviewed based on available data and a collaborative decision will be made involving the appropriate stakeholders. (§ 115C-83.7.)

Report Card Policy

I. Purpose

This policy provides the guidelines and procedures for the issuance, contents, and distribution of report cards at Carolina Achieve. It ensures consistency and transparency in reporting student progress and complies with applicable local and state regulations. This policy was formally adopted by the Board of Directors on February 10, 2025 (2/10/25)

II. Scope

This policy applies to all students enrolled in grades K-8 at Carolina Achieve and covers all grading periods, report card distribution procedures, and the contents of report cards.

III. Grading Periods

1. Frequency of Report Cards

Report cards will be issued at the end of each grading period, as follows:

- **Quarter 1:** October 10, 2025
- **Quarter 2:** December 19, 2025
- **Quarter 3:** March 13, 2026
- **Quarter 4:** June 5, 2026

2. Mid-Quarter Reports

Mid-quarter progress reports will be provided at the halfway point of each grading period.

These are not final grades but are intended to inform parents/guardians and students of current performance and academic progress.

3. Final Report Cards

Final report cards for each academic year will be issued after the completion of the final grading period (Quarter 4). Final grades will reflect the student's overall performance for the academic year.

IV. Report Card Contents

1. Basic Information

Each report card shall include:

- Student's name and grade level
- School year and academic term (quarter or semester)
- Teacher(s) responsible for grading
- School name and contact information

2. Grading Information

Report cards will include:

- Course grades for each subject or class
- Individual teacher comments on academic performance, effort, and behavior
- Special designations, if applicable

Grade Scale

● Grades K - 5

- 4 - Exceeds grade-level proficiency and expectations
- 3 - Meets grade-level proficiency and expectations
- 2 - Meets grade-level proficiency and expectations with instructor support
- 1 - Is not meeting grade-level proficiency and expectations

● Grades 6 - 8

- A - 100 - 90 (Superior)
- B - 89 - 80 (Above Average)
- C - 79 - 70 (Average)
- D - 69 - 60 (Below Average)
- F - 59 and below (Failing)

3. Attendance Information

The report card will also include the student's attendance record, noting the total number of absences and tardies for the grading period.

4. **Behavior and Citizenship**

Each report card will include an assessment of the student's behavior and citizenship.

V. Report Card Distribution

1. **Method of Distribution**

Report cards will be distributed to parents/guardians as follows:

- **Electronically:** Report cards will be made available through the school's designated online portal for parent access (e.g., PowerSchool, Google Classroom).
- **Printed Copies:** By request, printed copies of the report card can be mailed home to parents/guardians who do not have access to the online portal.
- **Parent Conferences:** Parents are encouraged to schedule conferences or times to speak with their child's teacher if they have questions about the report card.
- **Timeliness of Distribution**
Report cards will be distributed within 10 business days after the conclusion of each grading period.

VI. Report Card Corrections and Updates

1. **Errors or Discrepancies**

If an error is found on a report card (e.g., incorrect grade, missing assignment), parents or guardians should contact the teacher within 5 business days of receiving the report card for clarification and resolution.

2. **Incomplete Grades**

If a student receives an incomplete (I) grade for a subject, a plan for completing the coursework will be established, including a timeline for completion. The final grade will be issued once the student meets the requirements of the incomplete contract.

VII. Compliance with Charter Agreement, State Laws, and Regulations

1. **Charter Agreement Compliance**

This policy is aligned with the provisions set forth in Carolina Achieve's Charter Agreement, ensuring that academic reporting is consistent with the objectives outlined in the charter.

2. **North Carolina State Board of Education Policies**

This policy complies with the policies and regulations of the North Carolina State Board of Education, including those related to grading and reporting for public schools. It adheres to the relevant provisions set forth in **NC General Statutes § 115C-47** and the **North Carolina Administrative Code (NCAC)**.

3. **Applicable Laws**

This policy adheres to all applicable federal, state, and local laws regarding academic progress

reporting, including but not limited to **FERPA (Family Educational Rights and Privacy Act)**, which governs the privacy of student information.

VIII. Policy Review and Amendments

The Report Card Policy will be reviewed annually by the Board of Directors to ensure its continued compliance with educational standards, regulatory changes, and the needs of the school community. Any proposed amendments to the policy must be approved by the Board and communicated to all stakeholders.

School Bus Transportation

Charter schools are not required by state law to provide bus transportation for their students. Carolina Achieve offers bus transportation, however, it is a privilege for the students to ride the school buses.

Expectations

Students riding school buses will:

- Be on time to bus stop (10 minutes before bus arrives)
- Follow the directions of the bus driver and bus rules at all times
- Stay seated in their assigned seat and face forward
- Respect fellow bus riders
- Talk quietly
- Keep their hands and feet out of the aisles
- Keep all body parts and belongings inside the windows
- Use appropriate language
- Respect cleanliness by not bringing gum, candy, food or drinks onto the bus
- Keep bus clean

Any student who fails to meet bus expectations or demonstrates behavior which puts the safety of other bus riders in jeopardy will be disciplined accordingly, up to and including removal from the bus.

1st offense: Warning letter for parent to sign

2nd offense: 2-day suspension from the bus

3rd offense: 5-day suspension from the bus

4th offense: 10-day suspension from the bus

5th offense: Expulsion from bus services

Special Events

Field Trips

Whenever students are traveling away from school, they are subject to the same expectations, regulations and appropriate politeness and civility observed at Carolina Achieve. As in the classroom, the teacher will judge acceptable or unacceptable behavior. Every facet of the discipline policy will be enforced on field trips just as it is in the classroom. Signed permission slips must be on file for each field trip.

Holiday Celebrations

In order to ensure our students' safety and focus on learning, parties are not celebrated at Carolina Achieve for birthdays, Halloween, St. Valentine's Day, or other holidays unless special permission has been granted. Parents must first seek approval from the classroom teacher who in turn will seek approval from the Principal/Director of Operations, and the parent is then notified by the teacher. All approved classroom parties will be held after 1:30 p.m.

General Guidelines For School Volunteers

Purpose: This policy is to provide clear guidance on volunteer activity at School to protect the safety and security of students while encouraging the involvement of parents and the community.

A volunteer is anyone who provides services, without compensation or benefits of any kind or amount, on an occasional or regular basis at Carolina Achieve or at School activities. The School strongly encourages parent, grandparent, guardian, and community involvement in our School. The following policy assists our volunteers in being effective, satisfied, and successful School volunteers while maintaining the integrity of Carolina Achieve and the health and safety of our students and teachers. Volunteers in large group functions may not be subject to all of the same requirements to serve.

1. All volunteers at the School are required to:

Occasional/Event Volunteers: These are individuals who assist with one-time or infrequent activities that are typically supervised by school staff and does not involve unsupervised access to students. Examples include:

- Helping with Family Day or field day
- Assisting with school festivals or fundraisers
- Participating in classroom parties

Requirements:

- Sign in at the front office
- Wear a visitor badge while on campus
- Always follow staff instructions
- No background check required (unless activity involves student supervision outside the presence of staff)

Frequent/Regular Volunteers: These are individuals who volunteer consistently or frequently and may interact with students in smaller groups or without direct staff supervision. Examples include:

- Classroom helpers
- Field trip chaperones (when supervising students independently)
- Tutoring, mentoring, or lunch duty support

Requirements:

- Complete a volunteer application
- Undergo a background check (criminal and sex offender registry)
- Attend a brief volunteer orientation/training session
- Follow all school safety and confidentiality protocols

A **mentor** is considered a type of volunteer who builds supportive, one-on-one relationships with students to foster personal, academic, or social growth. Mentors may work with students during or outside of regular instructional time, depending on the program's structure and school approval.

Comply with this policy.

2. The Head of School or his/her designee will formally approve every volunteer application, and volunteers must be placed on the Authorized Volunteer list before volunteering their services at Carolina Achieve. All administrative staff will have a copy of the Authorized Volunteer list and will prohibit any person not on this list from volunteering at Carolina Achieve.

3. Information collected during the screening process for volunteers will be treated as confidential to the extent allowed by the law.

4. The Head of School or her/his designee will review all flagged criminal background checks. No person who has been convicted of crimes against children, sex crimes, or serious crimes of violence will be allowed to volunteer at Carolina Achieve. The Head of School will evaluate other criminal records on an individual basis. If a criminal history presents itself in a review, the Head of School shall determine whether the results of the review indicate that the volunteer (i) poses a threat to the physical safety of students or personnel, or (ii) has demonstrated that he or she does not have the integrity or honesty to fulfill his or her duties as a volunteer. The Head of School shall document the decision.

5. All volunteers must report directly to the School office when they arrive and should sign in. All visitors are required to check in through the school's visitor management system, which records the time of entry and exit, the purpose of the visit, and verifies that the individual is not prohibited from accessing the school campus. Visitors may be denied entry for reasons including, but not limited to, active court orders related to custody or domestic violence, or if their name appears on the National Sex Offender Registry.

6. Visitors will be issued a visitor badge or pass, which must be worn visibly at all times while on campus. All volunteers must be at least 18 years of age unless they are supervised by another responsible adult as approved by the Administrator or his/her designee.

7. Volunteers work in partnership with, under the supervision of, and at the request of School administration and staff. Volunteers are expected to abide by all Board policies, procedures, and School

rules when performing their assigned responsibilities. The Head of School or his/her designee shall make volunteers aware of all applicable policies, procedures, and rules.

8. Volunteers will not have access to confidential information in student records except as allowed by federal and state laws and regulations. Volunteers will be responsible for maintaining confidentiality regarding information seen and heard while working as a volunteer.

9. If there is a safety concern or an emergency situation, volunteers must immediately communicate that to someone in authority at Carolina Achieve.

10. Volunteers shall not use information learned or acquired in the course of volunteering for any reason other than in furtherance of their volunteer efforts at Carolina Achieve. For example, if a volunteer is a class parent and receives parent email information to communicate with parents, the volunteer shall not share parent email addresses with others and shall not use such email addresses to communicate with parents about anything other than for the purpose of serving as class parent.

11. Volunteers are to serve as positive role models and abide by the Volunteer Policy.

12. Volunteers are prohibited from disciplining students. Behaviors requiring discipline should be reported immediately to the appropriate teacher or staff member.

13. Volunteers are prohibited from administering medications of any kind to students.

14. Volunteers should refrain from giving students gifts, rewards, or food items of any kind without the permission of School personnel.

15. Volunteers are expected to be prompt and dependable. Volunteers should notify the School office if an illness or emergency prohibits them from attending a volunteer assignment.

16. Volunteers may not take students off School property without the written permission of parents and approval of School personnel.

17. Volunteers must leave children not enrolled at the School at home when volunteering.

Carolina Achieve does not tolerate any kind of discrimination or harassment by volunteers of Carolina Achieve and it is expected that all volunteers will comply with Carolina Achieve's policies related to such matters.

Carolina Achieve Campus Visitor Policy

1. Visitor Definition:

A "visitor" is defined as any person who is not a student, staff member, or regular contractor employed by the School and is on campus for a temporary purpose. This includes parents/guardians, community members, guest speakers, volunteers, vendors, and other individuals who have business on School grounds.

2. Visitor Expectations and Conduct:

- Visitors must comply with all School rules, policies, and expectations while on campus.
- Visitors are expected to behave in a respectful manner, and disruptive behavior may result in immediate removal from campus.
- Any visitor engaging in behavior that poses a threat to the safety of students, staff, or others will be subject to immediate removal and may be prohibited from future visits.

3. Visitor Check-In Procedure:

- All visitors must sign in at the main office or visitor reception area upon arrival. A government-issued ID may be required for identification purposes.
- Visitors will be issued a visitor badge or pass, which must be worn visibly at all times while on campus.
- The visitor must also sign out when leaving the campus.
- Parents/guardians picking up students must follow the designated procedures for pick-up and drop-off.

4. Approval for Visits:

- **Parents/Guardians:** Parents or guardians of enrolled students may visit the School during designated times or with prior arrangement with the School administration. Conferences, meetings with teachers, or classroom visits must be scheduled in advance.
- **Guest Speakers and Special Presenters:** Any individual or organization wishing to visit the School for educational purposes must seek prior approval from the School administration, providing details about the visit at least 5 days in advance.
- **Volunteers:** Volunteers must complete a volunteer application form and undergo any required background checks before being approved to volunteer on campus.

5. Special Events & Parent Engagement:

- The School encourages parent involvement through special events, volunteer opportunities, and other engagement activities. Parents are welcome to attend scheduled events, such as parent-teacher conferences, assemblies, and other School functions, provided they follow the check-in process.
- Parent visits to classrooms or with staff must be arranged in advance to ensure that they do not disrupt the educational process.

Internet And Computer Use Policy

Ongoing strategic planning at Carolina Achieve places emphasis on appropriate student use of technology. Our vision is to promote innovation and know-how when using modern technology.

As used herein, the term “Computer” refers to any desktop, laptop, Chromebook, or other mobile computing device owned or issued by Carolina Achieve to any student for school and/or home use. The term “Privately-Owned” refers to any privately-owned mobile computing device. The term “Computer Services” refers to the School’s network or Internet connections to access school or

Internet-based information.

All students are responsible for their actions and activities involving computers and/or computer services, and for their computer files, passwords, and accounts. These rules provide general guidance concerning the use of the computers and/or computer services and examples of prohibited uses. These rules do not attempt to describe every possible prohibited activity. Students, parents, and School staff who have questions about whether a particular activity is prohibited are encouraged to contact the IT department. These rules apply to all computers and/or computer services regardless of how they are accessed.

By enrolling at and attending Carolina Achieve you agree and acknowledge the following:

As a CA Student, I understand that my Chromebook and email account are owned by the School and are not private. Carolina Achieve has the right to access my information at any time. I understand that my ability to have a cell phone or other electronic device at the School is a privilege and not a right.

A. Acceptable Use

1. Carolina Achieve's computers and/or computer services are provided for educational purposes and research consistent with our educational mission, curriculum, and instructional goals.

2. Students must comply with Board policies, School rules and expectations concerning student conduct and communications when using computers and/or computer services, whether on or off school property.
3. Students must comply with all specific instructions from School staff when using the computers and/or computer services.

B. Prohibited Uses

Unacceptable uses of the computers and/or computer services include, but are not limited to, the following:

- 1. Accessing or Communicating Inappropriate Materials** – Students may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials, images (still or video) or messages.
- 2. Violating Copyrights or Software Licenses** - Students may not copy, download or share copyrighted materials without the owner's permission. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. Carolina Achieve assumes no responsibility for copyright or licensing violations by students.
- 3. Downloading “Apps” and Personalizing Computer** – Only the IT Department at the School can download programs to the student computers. Stickers and other markings on the outside of the computer will not be allowed. Each Chromebook is easily identified by a specific numbering system (“Asset Tag”) that is placed on the computer by the IT Department.
- 4. Plagiarism** – Students may not represent as their own work any materials obtained on the Internet (papers, articles, music, etc.).
- 5. Misuse of Passwords/Unauthorized Access** – Students may not share passwords, use other users' passwords, access or use other users' accounts.
- 6. Malicious Use/Vandalism** – Students may not engage in any malicious use, disruption or harm to computers and/or computer services, included but not limited to hacking, “jailbreaking”, and creation/uploading of computer viruses.

C. Students Access & Monitoring

Ultimately the computer is the property of the School, and the School has the right to determine what is appropriate and to search the computer if necessary at any time. The district's filter allows the district to block websites which are inappropriate for students whether they are accessing the web via the district wireless network or if they are connected to the Internet at other locations. This software also allows for screen monitoring, which makes it possible for appointed district personnel to monitor student Chromebook screens.

Students who access inappropriate sites during the school day or are accessing sites that are not related to the class they are in will face disciplinary action from the teacher and/or the administration. If sites are accessed by accident (which does occur at times) it is recommended that the student immediately move to another site, and report the incident to an adult immediately.

D. Student Privacy and Safety

Students will:

- Access the system for educational purposes during school hours (this includes the use of networked printers in the building).
- Use appropriate language and be respectful of others. This includes no cyberbullying.
- Observe and respect license and copyright agreements.
- Keep passwords and personal information confidential (student names, telephone numbers, and addresses should not be revealed over the system).

In addition, students:

- Should not give out their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent).
- Should not agree to meet people they have contacted through the Internet without parental permission.
- Should inform their teacher and/or parent if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.
- Should never use any option that "remembers" your password. The easiest way to breach security is to allow someone else to use your login account. Anyone who has access to your account, even for a few minutes, has access to your email, your local data, your server account, and any website to which you saved your password.
- Should not give password(s) to anyone.
- Should not videotape staff or students without their consent or knowledge, this includes:
 - Webcams
 - Chromebooks/Laptops
 - Cameras
 - Cell phones
 - Any other digital devices.

- Should not post anonymous messages.
- Should not use school issued email accounts for personal use.
- Should not forward email commonly known as “SPAM,” Unsolicited Commercial Email (UCE), or “junk email.”
- Should not I.M. (instant message) or chat during class unless relative to academic related expectations.

E. Compensation for Losses, Costs and/or Damages

- A student who does not have a computer due to a computer being damaged accidentally will be allowed to use a computer from School. These computers are called “Hot Swaps” and will be available for students to use during the time of repair.
- The student and his/her parents are responsible for compensating Carolina Achieve for any damages incurred by the student for violations of Board policies/procedures and School rules while the student is using computers and/or computer services. The student and his/her parents are similarly responsible if the student takes any action that would void the warranty covering the computer or willfully/negligently damages the computer in any way.

F. Additional Rules for Use of Privately-Owned Mobile Devices by Students

- Students are not permitted to use privately owned mobile devices during school hours.
- Carolina Achieve is not responsible for damage, loss or theft of any privately-owned mobile device.

G. Discipline and Liability

- Any student who violates the rules and expectations relative to this policy and technology use will be subject to disciplinary action. Consequences may vary from a letter (or a phone call) home to detentions or suspensions depending on the violation or degree of computer misuse. Serious violations will result in the students’ use of technology being restricted and/or revoked.
- Specifically, misuse of the computer equipment or network may result in one or more of the following consequences depending on the severity of the infraction:
 - An informal warning from a staff member or administrator
 - A formal verbal or written warning for misconduct
 - Loss of technology privileges

- Parent conference
- Detention
- Major infractions may result in out-of-school suspension and further sanctions as determined by the administration.

H. Disclaimer

Carolina Achieve does not have control of the information on the Internet or information contained in emails. The School uses a network filter to help maintain a safe environment. Additionally, the School may choose to block sites that it believes distract from the academic environment or unnecessarily consume Network Resources. However, it is impossible to filter or restrict access to all sites that may contain questionable information. Some sites may contain material that is defamatory, inaccurate, abusive, obscene, profane, threatening, racially offensive, or illegal or that is otherwise inconsistent with the mission of Carolina Achieve. While Carolina Achieve's intent is to make Internet access available for educational goals and objectives and to maintain a safe environment, account holders may encounter less desirable content. At Carolina Achieve, we expect students to obey the Internet and Computer Use Policy when using the Internet and school wide resources. Any student found in deliberate violation of the policy will be disciplined.

General Information

Family and School Communication

The **Home-School Partnership** is a central tenet of Carolina Achieve and is crucial to the academic success and overall experience of our students.

At the heart of that partnership is effective communication. Carolina Achieve must be able to communicate its mission, vision, and plans to stakeholders effectively and efficiently in real-time.

This ensures that families and the School are on the same page and kept up to date. It will also help to promote transparency and build trust between Carolina Achieve and our various stakeholders, including parents, students, and the community.

Carolina Achieve's communication strategies include both in-person and online channels of communication that are easily accessible and consistently utilized. The plan also provides clear and open channels for feedback and input. Consistent communication will build community while decreasing confusion and misinformation.

Carolina Achieve pledges to:

- Communicate Frequently
- Use Multiple Channels and Methods
- Provide Easy Access for Parents
- Encourage Participation
- Continually Assess Communication Needs

One-Way Communication

*One-way communication occurs when teachers seek to inform parents about events, activities, or student progress through a variety of sources, such as:

- **Introductory letter at the beginning of the school year**
- **Classroom Newsletters** - *once a week*
- **School Newsletters** - *quarterly*
- **Report Cards** - *quarterly*
- **Website Updates**
- **Radio or TV Announcements**
- **Emails**
- **Social Media**

***Important Note about Social Media:** Carolina Achieve will have only one official page on Facebook, Instagram, Etc. Any parent choosing to create a page should refrain from including “Carolina Achieve” in the title.

In addition, social media sites will not be an official means of communication for the School.

Two-Way Communication

*Two-way communication involves interactive dialogue between the School and parents. Examples include:

- **Telephone Calls**
- **Parent Partnership Days** (required conference days in September and January)
- **Requested Conferences** (either by the parent, teacher, or administrator)
- **Student Success Coach Reports** - *monthly*
- **Open Houses**
- **Parent Surveys**

Parent-Initiated Communication

As a school that emphasizes the need for parent involvement and engagement, Carolina Achieve expects that there will be times when parents need to initiate communication. Parents are encouraged to contact the School any time they have questions.

Carolina Achieve Front Desk Phone Number: 919-964-2158

Teacher email addresses will be distributed at the beginning of each school year and can be found on the School website.

In the event you need to speak with someone in person, please make an appointment by calling the front desk or by sending an email request to the party with whom you would like to meet.

School policy encourages all faculty and staff to respond to emails within 24 hours whenever possible and no more than 48 hours at any time.

Health and Immunization Forms

As required by N.C. state law, Carolina Achieve must have a copy of each student's immunization records on file and signed by a physician (or carrying a physician's stamp). Kindergarten and students in any grade enrolling in a North Carolina public school for the first time must submit a completed North Carolina Transmittal Health Form. Students who do not meet this requirement within the first thirty days of the school year will not be allowed to return to school until the forms are submitted or a plan for their completion is accepted.

Kindergarten, seventh and twelfth grade students, and students in any grade enrolling in a North Carolina public school for the first time must have certain timely immunizations. Records confirming these immunizations must be returned to the school. Students who do not meet this requirement within the first thirty days of the school year will not be allowed to return to School until the immunizations are completed or a plan for their completion is accepted. Contact the school or your physician for a listing of the required immunizations. (G.S.) 130A-441 and (G.S.) 130A-155

Medication Administration

We prefer that a parent/guardian administer any medication. However, if a child requires medication during the school day, the medication must be accompanied by a Medication Administration form completed and signed by a physician that gives specific directions concerning dosage and time of administration. Medication will be kept in the office and administered by trained staff. **Medication forms may be obtained from the school nurse.**

The School is not permitted to dispense any over-the-counter medications. **It is the parent's responsibility to notify the homeroom teacher of any medical needs of the student that may**

require special attention (This would include possible allergic reactions.). In such cases, Carolina Achieve requires the parent to provide emergency medication along with a completed emergency action plan. (G.S. 115C-375.1)

First Aid

In the event of a serious accident, parents/guardians will be notified as soon as possible. Furthermore, the appropriate personnel will be notified and the child will be cared for by professionals. Specific emergency procedure information should be placed in the student's permanent record by the parent/guardian.

Insurance

Students should be covered under an insurance plan of their parents/guardians for accidents/sickness that may occur at School.

Telephones and Messages

All messages directed to students should be given to the School **administrative assistant**. Messages that are not considered to be an emergency will be delivered at a time when the student is not in an academic setting. Phones will be available to the students if a return call is necessary. Students should use the phone in the main office and not the phone in the classroom. Students should not make phone calls without permission.

Campus Traffic

It is the responsibility of each of us to drive ***slowly, alertly, and safely*** on campus – **speed limit 10 mph**. Please do your part. If you are sending a sibling or student-aged driver to pick up your child, remind him/her to drive with extreme caution. Traffic should stay to the right and move with the passenger side of the car next to the building. Students should exit vehicles from the right side of the car only. Please have backpacks inside the car as children going to the back of the car to get items out of the trunk creates a danger for the child. If you park, do so facing away from the building so you can pull forward into the flow of exiting traffic. **Please do not park and/or leave your car in traffic lanes at any time. All parents are to follow the one-way traffic pattern.**

Lost and Found

Items found will be deposited in a central designated location. Students should claim their own items. When there is a build up of items, it will be announced to students and items not claimed will be sent to a thrift store.

Class Parties in Elementary Grades

Elementary class parties should be coordinated in conjunction with the homeroom teacher. All students in the room should be included. School rules will be in effect for all school functions.

Field Trips

From time-to-time, trips to special locations will be scheduled. The trips should be both educational and fun. No student will be allowed to participate in a School trip without a permission slip signed by a parent or guardian and returned to the School prior to departure. Faculty members will supervise students on all field trips. **Inappropriate behavior at school or on field trips may cause students to lose the privilege of participating in a School trip.** All students are insured when traveling on a School activity bus. Any student riding with another parent must have a proper form from the teacher filled out by each involved parent. All chaperones working with students outside the teacher's direct supervision must have a background check on file in the office.

Field Trip Guidelines

Field trips are an important part of the educational experience. Field trips may vary in need of parental support depending on the destination requirements. The following guidelines are in effect for Carolina Achieve:

- Parents/guardians attending field trips are expected to chaperone a group.
- Teachers will assign students to adult chaperones.
- The number of chaperones depends on the nature of the trip and the number of parents willing to volunteer.
- Teachers will spread out on the bus and during any seated performances.
- It is requested that no siblings attend field trips.
- Parents are to follow chaperone guidelines created by the teacher during the entire field trip (i.e. not going in a different direction to do their own thing). Always be on time, especially when it is time to return.
- Chaperones should escort children to bathroom areas.
- There should be a headcount of children in the group at each bus loading.
- Parents must inform teachers if their child is leaving with them.
- Children may not leave with another parent without written permission from his or her own parent/guardian.
- All students are expected to ride the bus to the trip location. If the field trip cost includes gas, it will be factored into each student's fee.
- Field trips that include chaperone supervision separate from the teacher will require a background check on file for each chaperone.

Academic Policies and Procedures

Carolina Achieve offers a variety of courses in the areas of language arts, literature, mathematics, social studies, science, the arts, career and technical education, and world languages. The School is

fortunate to have dedicated and knowledgeable teachers to assist students in their quest for knowledge. While instructing the students in the subject areas, the faculty also promotes the development of skills that can be useful in all educational and social settings. Students are encouraged to question and make decisions while realizing they are responsible to themselves and others with whom they share the world and its surroundings.

Fines

Monetary fines will be assessed for overdue materials, damaged materials, and lost or stolen materials. Fines will be automatically assessed on the student's number and notices will be sent home through the homeroom teachers. The student will not be allowed to check out any additional materials until the fines are paid, and the student's report card will be held each quarter for fines owed.

Lost or Stolen Materials

Materials (including textbooks and library books) checked out to a student are the responsibility of that student. If the materials are lost or stolen it is the responsibility of the student to pay the full replacement cost of the materials. Students may be refused library privileges until fines are paid.

Damaged Library Materials

When a student checks out materials from the library it is his/her responsibility to take good care of them. Wear and tear is expected on library materials; however, additional damage done to materials will incur a reasonable charge for repair on the student's account. The definition of damage includes torn pages, graffiti, chewed covers, stains, and any other cosmetic defects that occur while the materials are on loan to that student. The damage fee is the student's responsibility regardless of how the damage occurred. If there is existing damage, it will be noted and the student will not be charged. All materials will be inspected.

Standardized Testing

Standardized testing may be utilized with students at Carolina Achieve as an indicator of specific strengths and weaknesses. The student, parent, and teacher will use the information to assist the child in the attainment of his/her personal academic goals.

Students will also take the required North Carolina Department of Public Instruction end-of grade or end-of-course tests. These tests will be administered to grades 3-8 in the spring. Faculty members will not teach directly to these tests but will incorporate practice exercises that focus on the content and format used on the tests. The School curriculum is aligned with state standards.

Student Honors and Awards

Academic excellence, good citizenship, and high ethical values are traits that each student at Carolina Achieve should possess. The philosophy of the school embraces these traits. It is the desire of the Board of Directors to attract students who hold these values in high esteem. With this in mind, the School honors those students who through their actions and association with others support the values of the School.

Code of Academic Conduct

Learning occurs when teachers are well prepared for classes, and students are prepared and engaged in their work in a responsible way. Carolina Achieve is assessed by the North Carolina Department of

Public Instruction, and its integrity rests largely on its ability to show improved and sustained state testing results. Therefore, students who do not cooperate with their teachers and uphold the learning goals as set by our charter and our curricula, undermine the School, as well as their own academic futures. The educational focus of Carolina Achieve is to guide students through a rigorous curriculum that prepares them to be leaders in the future. Students must do their part when given this opportunity to achieve his/her full potential. Accordingly, the Code of Academic Conduct at Carolina Achieve requires that students:

1. Attend all classes daily, unless excused by the Head of School;
2. Arrive on time to all classes;
3. Arrive to all classes with necessary materials as required by the teacher;
4. Follow the teacher's directions during classes;
5. Complete all work assigned by teachers;
6. Follow teacher instructions regarding collaboration, cheating, and plagiarism.

The faculty and administration of Carolina Achieve will provide all reasonable assistance to any students who are in need of support or direction with their education. Students who need help following this code will have available to them consultations with teachers, parents, and administration.

THE SCHOOL ADMINISTRATION RESERVES THE RIGHT TO USE DISCRETIONARY ACTION WHEN NECESSARY.

Student Records

All student records shall be up-to-date and shall be maintained with appropriate measures of security and confidentiality. CA abides by the Family Educational Rights and Privacy Act of 1974 (FERPA) with regard to the procedures for inspection, review and disclosure of student records as set forth in 20 U.S.C. § 1232g, 34 C.F.R. Part 99. Records protected by this policy include any recorded information directly related to a student and maintained by CA. Student records do not include the records of School personnel that are in the sole possession of the maker and which are not accessible or revealed to any other person except a temporary substitute for the person who made the record.

The official record shall contain, as a minimum, adequate identification data including date of birth, attendance data, grading and promotion data, and such other factual information as may be deemed appropriate by the CA board. The official record of each student enrolled at CA shall be permanently maintained in the files until after the student graduates, or should have graduated, from high school.

A student's official records will also contain notice of any suspension of more than 10 days (long-term suspension) or exclusion and the conduct for which the student was suspended or excluded. Each student's official record also shall include notice of any long-term suspension or expulsion imposed pursuant to G.S. 115C-390.7 through G.S. 115C-390.11 and the conduct for which the student was suspended or expelled. The Head of School or the Head of School's designee shall expunge from the record the notice of suspension or expulsion if the following criteria are met:

- the student graduates from high school or is not suspended or excluded during a two year period following the student's return to school after the suspension or exclusion;
- the Head of School determines that maintenance of the record is no longer required to maintain safe and orderly schools; and,
- the Head of School determines that the maintenance of the record is no longer needed to adequately serve the student.

The Head of School shall expunge a notice of long-term suspension or exclusion from the student's record if all of the above criteria are met and a request for expungement is made by a parent, legal guardian, custodian, student who is at least 16 years old or a student who is emancipated. Additional rights of parents and eligible students concerning a student's special education records are explained in the Handbook on Parents' Rights and the North Carolina Policies Governing Services for Children with Disabilities.

CA will adhere to all federal laws relating to maintaining student files. The following information regarding The Family Educational Rights and Privacy Act (FERPA) comes from the US Department of Education website (<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>).

Student Records Request & Withdrawal

North Carolina Public Schools, along with CA, use an electronic student database. Once a student is registered to attend another school, a request is sent to CA, and records are released to the school. Once we receive a student record request, the student is dropped from our enrollment and the position is filled with another student.

Annual Required Notifications

Family Educational Rights and Privacy Act (FERPA)

Federal law gives parents and students over eighteen years of age certain rights with respect to the student's education records. The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day Carolina Achieve receives a request for access.
2. Parents or eligible students should submit to the School Principal a written request that identifies the records they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected
3. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the

student's privacy rights under FERPA.

4. Parents or eligible students who wish to ask Carolina Achieve to amend a record should write to the School Principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
5. The right to provide written consent before the School discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
6. One exception, which permits disclosure without consent, is disclosure to School officials with legitimate educational interests. A School official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the School board. A School official also may include a volunteer or contractor outside of the School who performs an institutional service or function for which the School would otherwise use its own employees and who is under the direct control of the School with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another School official in performing his or her tasks. A School official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
7. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]
8. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Carolina Achieve to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office, U.S. Department of Education
400 Maryland Avenue, SW, Washington, DC 20202

Non-discrimination

Carolina Achieve does not discriminate on the basis of race, color, national origin, gender, disability, sexual orientation, gender identity or age in its programs or activities.

Students with Disabilities: Individuals with Disabilities Act (IDEA) – Federal law requires the School to provide special education services to all students diagnosed with or who are suspected to have mental, physical or emotional disabilities and who are unable to benefit from a regular school program without special assistance. If your child or a child you know may qualify for such special

assistance, please contact the School administration and/or the Exceptional Children Director.

The McKinney-Vento Homeless Assistance Act – Congress passed this legislation in 1987 and re-authorized it in 2002 to help people experiencing homelessness. It includes the Education of Homeless Children and Youth Program that strives to reduce barriers for homeless children and youth for access and achievement.

Safe Surrender of a Newborn: NC General Statute § 115C-375.4(52)

A parent may legally abandon a newborn baby up to seven days old by surrendering the baby to a responsible person. According to General Statute §7B-500, the “following individuals shall, without a court order, take into temporary custody an infant under seven days of age that is voluntarily delivered to the individual by the infant's parent who does not express an intent to return for the infant:

- (1) A health care provider, as defined under G.S. 90-21.11, who is on duty or at a hospital or at a local or district health department or at a nonprofit community health center.
- (2) A law enforcement officer who is on duty or at a police station or sheriff's department.
- (3) A social services worker who is on duty or at a local department of social services.
- (4) A certified emergency medical service worker who is on duty or at a fire or emergency medical services station.

When a parent abandons an infant less than seven days of age by voluntarily delivering the infant as provided in G.S. 7B-500(b) or G.S. 7B-500(d) and does not express an intent to return for the infant, that parent shall not be prosecuted under G.S. 14-322 or G.S. 14-322.1.

Garrett's Law

G.S. § 115C-375.4. Meningococcal Meningitis and Influenza and their Vaccines

Carolina Achieve will provide parents/guardians of students in all grade levels with information at the beginning of each school year.

G.S. § 115C-391.1.(j)(1) Permissible use of seclusion and restraint

The Deborah Greenblatt Law (House Bill 1032) was passed by the NC Legislature in July, 2006. This law applies to situations which may require School personnel to use physical or mechanical restraint, seclusion, or isolation in order to manage disruptive and dangerous student behaviors. All permissible and prohibited incidents involving restraint, seclusion, and isolation must be reported and documented by School personnel.

Physical Restraint shall be considered to be a reasonable force when used in the following circumstances:

1. As reasonably needed to obtain possession of weapons or other dangerous objects on the person, or within the control of the student;
2. as reasonably needed to maintain order or to prevent or break up a fight;
3. as reasonably needed for self-defense;
4. as reasonably needed to ensure the safety of any student, employee, volunteer, or other person present;

5. as reasonably needed to teach a skill, to calm or comfort a student, or to prevent self-injurious behavior;
6. as reasonably needed to escort a student safely from one area to another;
7. if used as provided for in an IEP, Section 504. or behavior intervention plan; or
8. as reasonably needed to prevent imminent destruction to School or another person's property.

G.S. § 115C-47(47) To Address the Use of Pesticides in Schools

Carolina Achieve will notify families and staff regarding the schedule of pesticide use on sShool property and their right to request notification.

Parent/Student Grievance Policy

Purpose:

The purpose of this Parent/Student Grievance Policy is to provide a formal, transparent process for addressing and resolving concerns or complaints raised by parents or students regarding School policies, procedures, staff, or other aspects of the School experience. This policy ensures that grievances are handled fairly, promptly, and respectfully, fostering a positive educational environment for all members of the School community.

Scope:

This policy applies to all parents, legal guardians, and students at Carolina Achieve, including issues related to academic performance, discipline, School policies, safety, and staff interactions.

1. Definition of a Grievance

A grievance is defined as any concern, complaint, or dissatisfaction raised by a parent or student regarding a specific School-related issue, including but not limited to:

- Concerns about academic performance, grading, or curriculum
- Allegations of unfair treatment or discrimination
- Disputes over discipline or behavior management
- Safety concerns or violations of School policies
- Harassment or bullying (including peer-to-peer or staff/student interactions)
- Miscommunication with School staff or administration
- Concerns about School facilities, environment, or operations
- Any other School-related issue that a parent or student believes needs formal resolution

2. Informal Resolution Process

Before submitting a formal grievance, parents and students are encouraged to attempt to resolve the issue informally by directly addressing the concern with the individual(s) involved. This informal

process is designed to promote communication and understanding and should be pursued in good faith.

Steps for Informal Resolution:

- **Step 1:** The parent or student should first address the issue directly with the teacher, staff member, or administrator involved, if applicable.
- **Step 2:** If the issue is not resolved after this conversation, the parent or student may contact the Principal or a designated staff member to facilitate a discussion and explore possible solutions.
- **Step 3:** If the issue remains unresolved, the parent or student may proceed with a formal grievance.

3. Formal Grievance Procedure

If the issue is not resolved through informal discussion, the parent or student may submit a formal grievance. The formal grievance procedure includes the following steps:

Step 1: Submit the Grievance in Writing

- The parent or student must submit a written grievance to the Principal or a designated school official. The written grievance should include:
 - A clear description of the grievance, including relevant dates, individuals involved, and specific events.
 - The specific policy or rule believed to have been violated (if applicable).
 - A description of the outcome or resolution that the parent or student is seeking.

The grievance should be submitted within **10 business days** of the incident or of the parent/student becoming aware of the issue. Failure to submit the grievance within this timeframe may result in the issue not being considered.

Step 2: Acknowledgment and Review

- The Principal or designated School official will acknowledge receipt of the grievance within **5 business days**.
- The grievance will be reviewed, and the parent/student may be asked to participate in a meeting to discuss the issue in more detail. The School official will also consult with relevant staff to gather additional information.
- The parent or student may invite a representative (such as another parent, a family advocate, or a School counselor) to the meeting for support.

Step 3: Investigation and Resolution

- The Principal or designated official will conduct an impartial investigation of the grievance. This may involve reviewing School records, speaking with involved parties, and examining relevant documents or evidence.
- The School will make every effort to resolve the grievance within **15 business days** of receiving the written grievance. If the resolution requires more time, the parent/student will be informed of the delay.

Step 4: Final Decision

- Once the investigation is complete, the Principal or designated official will issue a written decision outlining the findings, conclusions, and any actions taken to resolve the grievance. This decision will be shared with the parent/student and any other relevant parties involved.

The decision of the Principal or designated official is final, unless the parent/student chooses to appeal.

4. Appeal Process

If the parent or student is dissatisfied with the resolution provided through the formal grievance process, they may appeal the decision. The appeal process ensures an additional review of the grievance by a higher level of authority to ensure fairness and thoroughness.

Steps for Appeal:

- **Step 1: Submit an Appeal**
 - The parent or student must submit a written appeal to the School's Board of Directors or designated appeal body (e.g., Executive Director or Superintendent) within **10 business days** of receiving the final decision. The appeal should include:
 - A copy of the original grievance and the decision made by the Principal or School official.
 - A detailed explanation of why the parent/student believes the decision was incorrect or unfair.
 - Any new information or evidence that was not previously considered during the investigation.
- **Step 2: Acknowledgment and Review**
 - The Board or designated appeal body will acknowledge receipt of the appeal within **5 business days**.
 - The appeal body will review the written grievance, the original decision, and any new information provided. They may request additional meetings or information from the parent/student, the Principal, or other relevant parties.
- **Step 3: Appeal Hearing (if necessary)**

- If the appeal body determines that a hearing is necessary, the parent or student will be notified and provided an opportunity to present their case in person. The parent/student may bring a representative (such as a family advocate or another School staff member) to the hearing for support.
- The appeal body may ask questions, review documents, and consider other relevant factors during the hearing.
- **Step 4: Final Appeal Decision**
 - After considering the appeal, the Board or designated appeal body will issue a final written decision, which may uphold, modify, or overturn the initial decision.
 - The final decision will be communicated to the parent/student and any other relevant parties involved.
 - The decision of the appeal body is final and binding.

5. Confidentiality

All grievance and appeal proceedings will be handled in a confidential manner. Information regarding the grievance will be shared only with those individuals who have a need to know in order to properly investigate or resolve the issue.

Parents, students, and School staff are expected to maintain confidentiality throughout the grievance and appeal process to protect the integrity of the investigation and to foster a respectful school environment.

6. Retaliation

Carolina Achieve strictly prohibits retaliation against any parent, student, or staff member who files a grievance, participates in an investigation, or expresses concerns about school-related issues. Retaliation includes, but is not limited to, actions such as unfair treatment, harassment, or punitive actions.

Any parent or student who believes they are experiencing retaliation should immediately report the issue to the Principal or another designated School official.

7. Training and Education

Carolina Achieve is committed to promoting awareness of this grievance policy through regular communication with parents and staff. All parents and students will be made aware of this policy through orientation materials, newsletters, and other school communications.

8. Policy Review

This grievance policy will be reviewed annually to ensure its effectiveness and compliance with applicable state and federal laws. Any revisions will be communicated to all parents and students in a timely manner.

***Grievance Against the Lead Administrator (Principal or Executive Director)**

If a grievance involves the **Lead Administrator** (Principal or Executive Director), the process for addressing the concern follows a modified route to ensure impartiality and fairness. Given that the Principal is the decision-maker in most grievances, there will be an alternative process for situations involving grievances against the Principal or lead administrator.

Steps for Addressing a Grievance Against the Lead Administrator:

- **Step 1: Submit the Grievance in Writing**
 - If a parent or student wishes to file a grievance against the Principal or Lead Administrator, they must submit the written grievance to the **Board of Directors** or the **Board's designated representative** (e.g., Executive Director or Board Chair). The grievance should include:
 - A clear description of the grievance, including relevant dates, individuals involved, and specific events.
 - The specific policy or rule believed to have been violated (if applicable).
 - The desired resolution or outcome.
- **Step 2: Acknowledgment and Review**
 - The Board of Directors or designated representative will acknowledge receipt of the grievance within **5 business days**.
 - The grievance will be reviewed, and the parent or student may be contacted for further clarification or additional information.
 - In cases involving the Lead Administrator, the Board may choose to involve an external party, such as a third-party mediator or investigator, to ensure an impartial review.
- **Step 3: Investigation and Resolution**
 - The Board or designated representative will investigate the grievance in a manner similar to other formal grievances, including gathering relevant information, conducting interviews with parties involved, and reviewing documentation.
 - The Board will aim to resolve the grievance within **15 business days**. If additional time is required, the parent/student will be notified of the delay.
- **Step 4: Final Decision**
 - After completing the investigation, the Board or designated representative will issue a final written decision. This will include a summary of the findings, conclusions, and any actions taken or proposed.

- The final decision will be communicated to the parent/student, the Principal (if not the subject of the grievance), and any other relevant parties involved.
- The decision of the Board of Directors is **final and binding**.

This policy ensures that parents and students have a clear, structured process for addressing grievances and seeking resolution in a way that promotes fairness and accountability in the School community. The addition of an appeal process provides an extra layer of oversight to ensure that concerns are addressed at the highest levels of the School administration.

Title I Parent and Family Engagement Policy

The faculty, staff, and administration at Carolina Achieve is committed to working to support the education of each child. Each of the School's educators commits to reaching out to parents with the understanding that they share the responsibility of teaching the students with their parents and families. At Carolina Achieve we commit to building strong relationships with the families of our students to increase academic achievement of all students. The goal of this parent and family engagement policy is to support in a more consistent and effective manner the building of relationships to support every child.

By increasing the engagement of our parents and families, as well as community entities, the students at Carolina Achieve will grow to be productive, responsible citizens in our community and be prepared to proactively participate in their futures.

Carolina Achieve advocates parent support and engagement. Parents and guardians are encouraged to volunteer, participate in their student's classes, serve as a grade parent, attend and participate in parent seminars/workshops and participate/attend extracurricular activities.

Rights Under the Pupil Rights Protection

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights concerning scholar privacy, parental access to information, and administration of physical examinations to minors. These include the right to:

Consent before scholars are required to submit to a survey, which is funded in part or in whole by a program of the U.S. Department of Education, that concerns one or more of the following protected areas ("protected information survey"):

1. Political affiliations or beliefs of the scholars or scholar's parent
2. Mental or psychological condition of the scholars or their family
3. Sexual behavior or attitudes
4. Anti-social, demeaning, illegal, or self-incriminating behavior
5. Critical appraisals of others with whom respondents have close familial relationships

6. Legally-recognized privileged relationships, such as with lawyers, doctors, or ministers
7. Religious affiliations, beliefs, or practices of the scholars or their parents
8. Income, other than as required by law, to determine program eligibility

Receive notice and an opportunity to opt a scholar out of the following:

1. Any other protected information survey, regardless of funding
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the School or its agent, and not necessary to protect the immediate health and safety of the scholars (except for hearing, vision, scoliosis, or any other physical exam or screening permitted or required under state law)
3. Any activity involving the collection, disclosure, or use of personal information or the marketing, selling, or distributing of such information to others

Inspect the following, upon request and before administration or use:

1. Surveys created by a third party before their distribution by the School to its scholars
2. Instruments used to collect personal information from scholars for marketing, sales, or other distribution purposes
3. Instructional material used as part of the educational curriculum

The School has developed and adopted policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School will directly notify parents of these policies at the beginning of each school year and after any substantive changes. The School will also both directly notify parents through the U.S. Mail, email, parent meetings, or the Parent and Scholars Handbook at the start of each school year of the specific or approximate dates (if such events are planned and/or scheduled) of the above activities and provide an opportunity to opt a scholar out of participating in them. *Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW Washington, D.C. 20202-5920

Gender Equity Policy (Title IX)

The School certifies compliance with Title IX of the Education Amendments of 1972, as amended, 20 U.S.C 1681 et seq. (Title IX), and its implementing regulation, at 34 C.F.R. Part 106, which prohibits discrimination based on sex. The School, as a recipient of federal financial assistance from the United States Department of Education, is subject to Title IX and does not discriminate based on gender in employment or any educational program or activity it operates.

Complaints or grievances regarding discrimination based on gender should be delivered in writing to the Principal of the School and should provide specific details regarding the event, the date of the event, and the parties involved. The complaint will be considered confidential and will be

expeditiously investigated by the Principal with the assistance of legal counsel as necessary and appropriate.

Unsafe School Choice Option

Title IX, Section 9532 of the No Child Left Behind Act of 2001 provides that a scholar attending a “persistently dangerous school” or a scholar who is a “victim of a violent criminal offense” on school property, as defined by law, has the right to transfer to another safe school in the district, if his/her parent requests a transfer. If there is not another safe school in the district providing instruction at the scholar’s grade level, the school shall contact neighboring districts to request that the scholars be permitted to transfer to a school in one of those districts.

Asbestos Management Plan

The Asbestos Hazard Emergency Response Act (AHERA) requires us to annually notify parents, scholars, staff members, and others who regularly occupy the school building of compliance with AHERA. An Asbestos Management Plan (AMP) has been developed for the School and is on file in the School office. Parents may schedule an appointment with the Principal if they wish to review the AMP.

Pesticide Notification

The School aims to control pest populations and to reduce the use of active pesticides throughout the School by implementing an integrated pest management program. The health and safety of all persons within the School’s facilities are of primary concern. All pesticide applications are conducted before or after the school day in the absence of students. Please contact the School office if you wish to be notified by letter or wish to review the School’s integrated pest management program or records.

Conclusion

The Board of Directors at Carolina Achieve strives to provide an educational environment in which students can perform at the highest academic levels. In order for students to be academically successful, classroom teachers must have opportunities to teach and students must have opportunities to learn.

Educational research demonstrates that less teaching and learning occur when teachers spend time managing discipline problems. Carolina Achieve, with its Student Code of Conduct and Disciplinary Actions and Consequences strives to establish a quality, positive and responsive educational environment in which each child has the opportunity to succeed academically.