

Student and Parent Handbook

Tillery Charter Academy

2024-2025



Tillery Charter Academy
170 Academy Street
Biscoe, NC 27209

910-828-4143 Phone
910-828-4145 Fax

School Essentials..... 7

- Mission & Vision..... 7
- School Governance.....7
 - Board of Directors..... 7
 - 2024-2025 Board Members and Positions..... 7
 - 2024-2025 Administrative Team..... 7
- Non-Discrimination.....8
 - Equal Education Opportunities.....8
 - Compliance with Other Laws..... 8
- School Campus Expectation Policy.....8
 - Purpose: To establish shared expectations for the TCA community and encourage frank respectful engagement..... 10
 - Parent and Family Engagement with Title I..... 10
 - Media (Utilizing the School name or brand)..... 11
 - Misuse of the Brand (Defined):..... 11

Academics & Curriculum.....13

- Academic Honesty..... 13
- School Honor Code..... 13
- Promotion and Retention Policy and Academic Standards..... 14
- State Testing..... 15
- Schedule Changes..... 15
 - Middle School..... 15
- Withdrawal Procedures..... 15
- Student Files..... 16
- Right to Know Under the Every Student Succeeds Act..... 16
- The Protection of Pupil Rights Amendment..... 17
- Exceptional Children..... 18
- Child Find..... 18
- Grading at School..... 19
- Transcripts..... 19
- Student Letters of Recommendation..... 19

Day to Day School Operations and Procedures..... 19

- Attendance.....19
- Classroom Interruptions..... 20
- Tardy/Early Dismissal Procedures..... 20
 - Late Arrival to School.....20
 - Early Dismissal from School..... 20
- Partial Attendance for Extracurricular, Athletic and Special Event Participation..... 21
- Bus Rider Expectations.....21
- Make-Up Work for Absences..... 21

School Hours.....	22
After School Care.....	22
Arrival and Dismissal.....	22
Arrival Procedures.....	22
Dismissal Procedures.....	23
Car Line Procedures.....	23
Parent Carpool Expectations.....	23
School Communication.....	23
Dress Code.....	24
Middle School Special Event Attire Guidelines.....	25
School Directory.....	25
Caring for Our School.....	25
Teacher Responsibilities.....	25
Student Responsibilities.....	25
Lunch and Snack Guidelines.....	26
Food for School Events.....	26
Student Event and Field Trip Fees/Payments.....	26
Financial Assistance.....	27
School Event Eligibility.....	27
Field Trips and Overnight Trips.....	27
Eligibility for Overnight Trips.....	27
Overnight Trip Parent and Student Expectations.....	28
Personal Items.....	28
Classroom Cubbies.....	28
Destruction of School Property.....	28
Student Deliveries.....	29
Inclement Weather Procedures.....	29
Emergency Data.....	29
Visitors.....	29
Volunteers.....	29
Parent Concerns.....	31
School Parent/Student Grievance Procedures.....	31
Grievance Policy.....	32
Video Monitoring.....	33
Headphone and Cell Phone Usage.....	34
Student Technology Acceptable Use Policy.....	34
School's 1:1 Technology Program.....	36
Internet Safety Policy.....	37
Access to Inappropriate Material.....	37
Inappropriate Network Usage.....	37
Education, Supervision and Monitoring.....	37

Student Health and Wellness.....	39
Prevention and Control of State Reportable Communicable Diseases.....	39
Immunizations.....	40
Garrett’s Law.....	41
Medication Administration.....	41
Self-administration of Medications in School.....	42
Food Allergy Policies for Snack and Lunch Time.....	43
Student Discrimination, Harassment and Bullying Policies.....	43
Non-Title IX Discrimination, Harassment, and Bullying Complaint Process.....	48
Title IX Discrimination and Harassment Policies For Students and Staff Members.....	48
Title IX Coordinator’s Duties, Notice, Reporting And Grievance Policy.....	51
McKinney-Vento.....	60
Student Discipline Procedures.....	62
Student Code of Conduct.....	62
Athletics and Extracurricular Activities.....	66
Athletics/Extracurricular Participation Policy.....	66
Middle School Athletic Eligibility Requirements.....	66
Sports Pre-Participation & Medical Examination Forms (when applicable).....	67
Medication Responsibilities.....	67
Concussion Awareness.....	67
Insurance Coverage.....	67
Attendance at Athletic Practices and Games/Matches/Meets.....	67
Uniforms (when applicable).....	68
Inappropriate Actions, Behavior and Conduct.....	68
24 Hour Rule.....	68
Travel and Transportation.....	68
Participation Fees.....	69
Athletic Grievance Policy.....	69
Tryouts.....	69
Playing Time.....	69
Inclement/Hot Weather Guidelines for Outdoor Sports.....	70
School Disciplinary Action.....	70
Student/Parent/Coach Expectations.....	70
Student Responsibilities.....	70
Parent Responsibilities.....	70
The Coach’s Responsibilities.....	70
Extracurricular Substance Abuse Policy.....	71
General School Policies.....	72
Posting or Publishing Student Pictures and Information.....	72
Boy Scouts of America Equal Access Act.....	72
Gender Equity Policy (Title IX).....	72

Admissions and Enrollment Policy..... 72
Smoking or Vaping on Campus..... 77
Weapons..... 77
Drug and Alcohol Use..... 77
Threats and Violence..... 78
School Safety..... 78
Unsafe School Choice Option..... 78
Asbestos Management Plan..... 78
Pesticide Notification..... 79
Hazardous Chemicals..... 79
Fire and Safety Regulations..... 79

TILLERY CHARTER ACADEMY

2024-2025 SCHOOL CALENDAR

August

SU	M	TU	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September

SU	M	TU	W	TH	F	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October

SU	M	TU	W	TH	F	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November

SU	M	TU	W	TH	F	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December

SU	M	TU	W	TH	F	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January

SU	M	TU	W	TH	F	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

School Hours
7:50 am - 3:00 pm

Aug 12-20
Aug 20
Aug 21
Aug 26
Aug 27-30
Sept 2
Sept 3
Sept 9-13
Sept 10
Sept 20
Sept 23-27
Oct 1
Oct 10
Oct 14
Oct 24
Oct 28
Oct 29
Nov 1
Nov 5
Nov 8
Nov 11
Nov 18
Nov 25-29
Dec 3
Dec 6
Dec 17
Dec 20
Dec 23- Jan 3
Jan 1
Jan 7
Jan 17
Jan 17
Jan 20
Jan 24
Jan 27-31
Feb 4
Feb 14
Feb 17
Feb 18-21
Feb 18-21
Feb 28
Mar 4
Mar 5
Mar 17
Apr 1
Apr 4
Apr 18
Apr 21-25
May 6
May 12-16
May 16
May 19-23
May 26
May 27-30
May 29
June 3
June 3
June 4
June 5-6

Teacher Workday - No School
Open House 1 pm - 4 pm
First Day of School
WAPT/WIDA/BOG Testing
Make Up Testing
Labor Day - No School
Virtual PTO Meeting
MAP Testing
Back to School Night 5-7pm
Progress Reports
NC Check In
Virtual PTO Meeting
Fall School Pictures
Columbus Day - No School
Fall Festival 5-7pm
Teacher Workday - No School
Fall Read to Achieve
Report Cards
Virtual PTO Meeting
Parent/Teacher Conf. - No School
Veterans Day - No School
Open Enrollment Begins 25/26
Thanksgiving Break - No School
Virtual PTO Meeting
Progress Reports
Holiday Musical
Early Release - 12pm
Winter Break
New Year's Day - No School
Virtual PTO Meeting
Teacher Workday - No School
Open Enrollment Ends 25/26
Martin Luther King Day - No School
Report Cards
MAP Testing
Virtual PTO Meeting
No School
Presidents' Day - No School
Scholastic Book Fair
NC Check In 2
Progress Reports
Virtual PTO Meeting
Spring Picture Day
Teacher Workday - No School
Virtual PTO Meeting
Report Cards
Good Friday - No School
Spring Break - No School
Virtual PTO Meeting
NC Check In 3
Progress Reports
MAP Testing
Memorial Day - No School
EOG Testing
Spring Read to Achieve
Virtual PTO Meeting
Field Day
Last Day of School /Report cards go home
Teacher Workdays

February

SU	M	TU	W	TH	F	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March

SU	M	TU	W	TH	F	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April

SU	M	TU	W	TH	F	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May

SU	M	TU	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June

SU	M	TU	W	TH	F	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Color Codes

- Green** *First and Last Day of School
- Red** No School
- Pink** Teacher Workday - No School
- Orange** School Events
- Purple** Testing
- Yellow** Progress / Report Cards
- Grey** Virtual PTO Meeting
- Blue** Spring and Fall Pictures
- Dark Blue** Early Release

School Essentials

Mission & Vision

Mission

Our mission is to provide a rigorous classical education with high academic and personal expectations, that inspires students to be productive and thoughtful citizens in their communities and beyond.

Core Values:

Courage, Respect, and Spirit of Adventure

School Governance

Board of Directors

Tillery Charter Academy (TCA) is a non-profit organization. As a non-profit, TCA is governed by a Board of Directors. The Board of Directors has between five and twelve members and the primary responsibilities of the Board include ensuring that the school is achieving its mission, creating and following board policies, overseeing the strategic plan for the school, and approving the annual budget. The Board is also responsible for the hiring and termination of employees at the recommendation of the Principal. The Board meets every month on the fourth Monday of the month. All board meetings are open to the public and the agenda for each meeting is posted on the TCA website three days in advance of all regularly scheduled meetings. Public comments are allowed at board meetings. Anyone who would like to make a public comment must email Chrissy Fisher, chrissy.lavoie@gmail.com 24 hours before a board meeting to request a spot on the agenda.

2024-2025 Board Members and Positions

David Buckland

Amanda Cranford

Chrissy Fisher

Mike Giberti

Fred Ingle

Lance Lamonds

2024-2025 Administrative Team

Teresa Barber tbarber@tillerycharteracademy.org

Elise Smith elise.smith@tillerycharteracademy.org

The Board has the following standing committees:

- Finance & Governance

Equal Education Opportunities

The School provides equal education opportunities for all students and does not discriminate on the basis of race, creed, color, national origin, ethnic origin, sex, gender, gender identity, natural hair style, cultural or economic background, or disability. Furthermore, no student, on the basis of sex, gender, gender identity, marital status, pregnancy, or parenthood, will be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by the school. TCA will treat its students without discrimination with regard to course offerings, athletics, counseling, employment assistance and extracurricular activities. TCA adheres to the legal obligations and requirements under all state and federal laws, including without limitation, section 504 of the Rehabilitation Act of 1973 and the Individuals with Disabilities Act Amendments of 1997, including identification, evaluation, and provision of an appropriate education.

Any individual, who believes that he or she has been discriminated against, harassed or bullied is strongly encouraged to file a complaint orally or, preferably, in writing to any of the following individuals:

1. the principal or assistant principal;
2. an immediate supervisor if the individual making the complaint is an employee;
3. the *Title IX coordinator, Teresa Barber* for claims of sex discrimination or sexual harassment (see Title for contact information);
4. the *Section 504 Coordinator, Pauline Jackson*, for claims of disability discrimination; or
5. for claims of other forms of prohibited discrimination, Teresa Barber.

Compliance with Other Laws

TCA shall comply with all applicable federal laws and regulations, including but not limited to such laws and regulations governing employment, environment, disabilities, civil rights, children with special needs, transportation, and student records. TCA shall comply with all applicable health and safety laws and regulations, whether federal, state or local. Neither the State Board of Education nor the local board of education assumes the duty to oversee the operations of TCA except as may otherwise be required to monitor the charter School for compliance with applicable laws and regulations.

School Campus Expectation Policy

Purpose: To establish shared expectations for the TCA community and encourage frank respectful engagement.

Mission: *Our mission is to provide a rigorous classical education with high academic and personal expectations, that inspires students to be productive and thoughtful citizens in their communities and beyond.*

At Tillery Charter Academy (TCA), we are very fortunate to have a supportive and friendly parent body. Our parents recognize that educating children is a process that involves partnership between parents, class teachers and the TCA community. We understand and value the importance of sustaining a good working relationship between our parents and our educators to equip children with the necessary skills for adulthood. We greatly appreciate the commitment that our parents have made in choosing to entrust the education of their children to TCA, and thank them for their support of our unique TCA programming through which we engage our students daily. As we welcome and encourage parents/guardians to participate fully in the life of our school, and so we can continue to flourish, progress and achieve in an atmosphere of mutual understanding, the purpose of this policy is to provide a reminder to all parents, guardians and visitors to our school about their expected conduct. Parents, guardians and visitors are expected to:

- Respect the caring spirit of our TCA.
- Understand that both teachers and parents need to work together for the benefit of their children.
- Demonstrate that all members of the TCA community should be treated with respect and therefore set a good example in their own speech and actions.
- Use effective communication with TCA staff, administration, and board members that cultivate open dialogue while seeking peaceful solutions to issues.
- Engage the School with an open mind to help resolve any issues of concern.

In order to support a peaceful and safe school environment, TCA cannot tolerate parents, guardians and visitors exhibiting the following:

- Disruptive actions which interfere or threaten to interfere with the operation of a classroom, an employee's office, board meeting, TCA events, field trip, car line or parking lot, office area or any other area of the School grounds (including social media postings or discussions with community members regarding the School or a staff member).
- Using loud/or offensive language, swearing, cursing, using profane language or displaying temper on or in the sight of campus.
- Threatening to do actual bodily harm to TCA staff, board member, visitor, fellow parent/guardian or student regardless of whether or not the action constitutes a criminal offense.
- Damaging or destroying school property.
- Abusive or threatening emails, texts, voicemails, phone messages or other written communication.
- Defamatory, offensive or derogatory comments regarding the School or any of the pupils, parents, staff, or board on Facebook or other social sites. Any concerns you may have about the School must be made through the appropriate channels by speaking to the class teacher, or the administration team, so they can be dealt with fairly, appropriately and effectively for all concerned.
- The use of physical aggression towards another adult or child. This includes physical punishment against your own child on TCA premises.
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences).
- Carrying weapons, smoking, and consuming alcohol or other drugs whilst on TCA property, unless permitted for a specific event approved by the Board or the Principal
- Animals/pets brought onto TCA premises without permission. Service dogs are permitted at all times.

Parent and Family Engagement with Title I

Parent and family engagement is a priority at TCA. Parents/guardians are important stakeholders in their child's education. At TCA we provided a variety of ways for parents to be engaged and involved. As a public charter school, School received Title 1 funds. The federal Title I program supports students with economic need in order to help create an equitable and high quality education for all students. Parent and family engagement is required as a part of the Title I program. The Title I program also supports the *Every Students Succeeds Act (ESSA)* by supporting students in their academics. Below are the details of how TCA supports parent and family engagement.

Every quarter we hold parent conferences for all parents. At these conferences' parents learn detailed information about their child's progress. They also have the opportunity to learn about additional ways that they can support their child in and out of the classroom. The teachers provide the information in person as well as online on our website. Every quarter the administration also provides additional information for parents at the conferences. This information can include anything from school updates, new programs and events, and ways that parents can further support the school. The school also communicates with all parents on a monthly basis through an email newsletter. We also use our website, school, app, and social media to communicate details of upcoming dates, events and important information.

The second way we involve parents is through the PTO, which is the parent organization that supports the school. The PTO provides a variety of parent committees which allow parents to volunteer and be involved in many ways. The PTO leaders will speak to the parents at our annual parent meetings and they advertise their meetings and services throughout the year. The PTO allows for parents to volunteer and provide feedback and ideas for additional events and programs at the school. Parents are also encouraged to volunteer at the school through school events and field trips.. Parents and family members are also encouraged to attend our parent meetings that are held throughout the school year. All parents wishing to volunteer must have a background check completed. The background check fee is \$25. Volunteers are responsible for paying this fee.

Every year before school starts the school leadership hosts a parent meeting. At these meetings the leadership shares many details for the updated school year. The information includes but is not limited to school policies and procedures, school goals, academic results, details on events for the year, and ways that parents can support the school. Parents are invited to ask questions at the meeting. Throughout the school year parents have the opportunity to share their feedback by requesting to speak at a board meeting and by taking our annual parent survey. The results of the survey are used to help set goals for the following school year. This feedback is reviewed by the board and the School Improvement Team.

Lastly, the staff at TCA play an important role in supporting the parent involvement throughout the year. The staff are expected to follow the school communication policy which guides them through the expectations for how they must communicate with parents. The teachers also participate in school wide events and are involved in the process of reaching out to parents about volunteering for field trips and other classroom events.

At TCA we are fortunate to have many involved parents. We take the time to share this information annually at a specific Title I parent meeting.

Media (Utilizing the School name or brand)

All media utilizing the TCA name or brand (e.g. logo, mascot, etc.) must have approval by the School's Board of Directors and shall be linked to the School's official websites.

Misuse of the Brand (Defined):

The Board of Directors encourages parents and students to voice their concerns. It's important that any concerns you may have are made through appropriate channels as set forth in the student/parent handbook which includes speaking to the class teacher, the principal or the Board of Directors, so they can be dealt with fairly, appropriately and effectively for all concerned. We consider the use of social media websites to fuel campaigns and complaints against the School, board, staff, students, and in some cases other parents not in the best interests of the children or the whole School community.

In the event that any staff member, pupil or parent/guardian of a child/ren being educated at TCA is found to be posting libelous or defamatory comments on Facebook or other social network sites, they will be reported to the appropriate 'report abuse' section of the network site and may be disinvited or otherwise prohibited from the School's official social media pages, including Facebook.

All social network sites have clear rules about the content, which can be posted on the site and they provide robust mechanisms to report contact or activity, which breaches this. The School will also expect that any parent/guardian or pupil removes such comments immediately.

In serious cases, the School will also consider its legal options to deal with any such misuse of social networking and other sites. Additionally, and perhaps more importantly, is the issue of cyber bullying and the use by one child or a parent to publicly humiliate another by inappropriate social network entry. We will take and deal with this as a serious incident of School bullying in accordance with the student/parent employee handbook and any other School policies.

We may take any of following steps if a parent/guardian or visitor does not follow the policy:

1. Request a parent meeting on campus
2. Ban the parent from campus for a period of time.
3. Contact the appropriate authorities.

Parents or visitors that receive consequences based on their behavior shall follow the School's grievance process as set out in the student/parent handbook or any other policy established by the School. Students engaged in such activity will be addressed in accordance with the School's student handbook.

We trust that parents/guardians and visitors will assist our School with the implementation of this policy, and we thank you for your continuing support of the TCA.

Nothing in this policy is intended or should be construed to interfere with or infringe upon any rights, obligations, or responsibility under state or federal law, including but not limited to free speech rights. Furthermore, nothing in this policy is intended or should be construed to discourage or interfere with any individual's right or decision to participate in a proceeding with any appropriate federal, state or local government agency, or to prohibit any individual from cooperating with any such agency in its investigation.

Academic Honesty

Academic honesty is required by TCA and any form of academic dishonesty is a violation of the school's Honor Code and the Student Code of Conduct. Academic dishonesty is defined as cheating; working with another person(s) without permission, copying someone else's work, sharing your work with others, unauthorized use of notes or books on examinations, tests or quizzes; giving or receiving information on examinations, tests, quizzes, classroom assignments, lab assignments, homework assignments or any other work without the approval of the instructor; forging a parent signature; and plagiarism. Plagiarism is defined as intentionally using another person's words, thoughts or ideas as one's own without proper citation. Any act of academic dishonesty could result in loss of credit for the assignment and/or other disciplinary action.

School Honor Code

The purpose of the Honor Code at TCA is to build a community of honor and trust among administrators, teachers, students, parents, and staff.

School Honor Code

School students are good citizens who value honor and demonstrate integrity in all that they do. They help members of the community by having a positive attitude and by respecting other people and school property.

Honor: Having high moral standards of behavior; Being judged by other people as possessing good qualities or character.

Integrity: Possessing the quality of being honest and fair.

Lying: Purposefully being dishonest or misleading to a fellow student, teacher, or administrator.

Cheating: Receiving unauthorized help on work; copying another person's work or answers on assessments. Asking other students to provide information such as questions posed or material covered on tests, quizzes or other assignments already taken or completed by the other student. Plagiarizing is a form of cheating:

Plagiarism: Passing off another's work or ideas as your own or intentionally failing to cite sources for information that is not widely known. Ignorance of proper citation procedures is not an acceptable excuse for failing to cite sources. Plagiarism includes:

- Excessive parental assistance on homework or projects.
- Forgery or falsification of documents.
- Lying, outwardly and/or by omission.
- Aiding others who are violating the School Honor Code.
- Taking property that does not belong to you without permission.
- Not abiding by the rules and/or guidelines outlined by the School Technology Handbook.

Stealing: Taking another person's belongings or ideas (plagiarism) without permission or providing proper citations.

Disrespectful of People or Property: Being rude, defiant, or unkind to another person; vandalism or misuse of school property.

Inappropriate Use of Technology: Loading unauthorized programs or viewing non-approved websites on school laptops.

Student Honor Pledge:

“As an honorable member of School, I promise to uphold the Honor Code of my school to promote honor and integrity. I pledge not to lie, cheat, steal, be disrespectful of people or property or use technology inappropriately.”

Reporting of Honor Code Violations

Each TCA student is honor bound to report immediately all violations of the Honor Code of which the student has first-hand knowledge; failure to do so is itself a violation of the Honor Code. All students, staff, and other employees of TCA are responsible for familiarity with and support of the Honor Code. Any staff member may charge a student with a violation of the Honor Code. Charges are presented to the Grade Level Principal.

Consequences for Violating the Honor Code

Cheating on any assignment, quiz or exam will result in a zero entered for the grade and parents will be contacted by the teacher.

Subsequent cheating will be handled by the grade level principal.

Students found plagiarizing will be given a zero for the assignment. In the case of the first offense, the student will be given the opportunity to rewrite the assignment for half the credit. Upon subsequent offenses, the student will receive a zero with no opportunity to make up the assignment.

Promotion and Retention Policy and Academic Standards

All students will be expected to master the grade level material each year. The teachers at TCA will be responsible for assessing each student throughout the school year in order to track their progress towards mastery. All data, work samples and other pieces of academic evidence will be kept in each student’s individual student portfolio. If a teacher has a concern about a student’s academic progress or behavior they will bring the concern directly to the Student Assistance Team, which is called the Multi-Tiered System Support (MTSS) Team. The MTSS Team includes the Principal, the School Counselor, the MTSS Director, the Exceptional Children’s Director and the Dean of Students.. The MTSS Team will discuss the teachers concern and will then create an intervention plan. The teacher will communicate the details of the plan with the parents. If a teacher has a concern about the promotion of a student, the teacher will communicate their concern to the MTSS Director by following the required steps. If necessary, the teacher, parent, student and MTSS Director will meet to discuss the details of the student’s academic progress and an additional intervention plan will be put in place. Any student being considered for retention must have already been referred to the MTSS Team. At the end of the school year the Principal will review all of the data in the students file and a final decision will be made about the promotion or retention of the student.

Pursuant to state law, third graders who fail to achieve reading proficiency may not be promoted unless a statutory exception applies. Parents of impacted students will be informed of the law’s application. Any parent who wishes to learn more about this law and its application should contact the Principal.

State Testing

All TCA students in grades 3-12th will take the North Carolina required state tests. These tests include the following:

3rd Grade

- Reading BOG (takes place before the 20th day of school)
- Reading EOG
- Math EOG

4th Grade

- Reading EOG
- Math EOG

5th Grade

- Reading EOG
- Math EOG
- Science EOG

6th & 7th Grade

- Reading EOG
- Math EOG

8th Grade

- Reading EOG
- Math EOG or Math I EOC if taking Math I in 8th Grade
- Science EOG

ESL Students Only (Grades K-12)

- ACCESS

Schedule Changes

Middle School

All requests for schedule changes must be made in writing to their grade level Principal within the first ten (10) days of school. The requests will be reviewed and any changes will be made based on the academic reason for the requested change, student data and space availability in a class.

Withdrawal Procedures

If a parent would like to withdraw their child from TCA, they should fill out the online Student Withdrawal Form or the Paper Student Withdrawal Form. Parents are required to list their student's next school on the form at the time of withdrawal. If the student will be homeschooled, the state issued homeschool identification number

must be provided for the student to be withdrawn. A records request for one of our current students from a new school can be considered a request for withdrawal and if a records request is received the records will be sent and that student will be withdrawn from TCA.

Student Files

TCA 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>).

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents and eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records, which they believe to be inaccurate or misleading. If TCA decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, TCA must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows TCA to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- TCA officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Right to Know Under the Every Student Succeeds Act

Parents of students have the right to know the professional qualifications of the TCA's classroom teachers. Parents can ask for certain information about their child's classroom teachers, and the school will give this information to parents in a timely manner if they ask for it. Specifically, parents have the right to ask for the following information about each of their child's classroom teachers and the School:

- Whether the State Department of Education has licensed or qualified the teacher for the grades and subjects he/she teaches

- Whether the State Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances
- The teacher’s college major
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees
- Whether any teachers’ aides or similar paraprofessionals provide services to their child and, if they do, their qualifications
- The School Improvement Plan
- Qualifications of your child’s teachers
- Professional development opportunities for teachers and assistants to ensure highly qualified personnel
- Opportunities for parent involvement and input
- The Title I Parent Involvement Plan and School Parent Involvement Plan
- School Report Card
- School Parent Compact

The Protection of Pupil Rights Amendment

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

- Consent before students 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 students or student’s parent
 2. Mental or psychological problems of the students or the student’s 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 students or parent
 8. Income, other than as required by law, to determine program eligibility
- Receive notice and an opportunity to opt a student 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 students (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 a School to its students
 2. Instruments used to collect personal information from students for marketing, sales, or other distribution purposes
 3. Instructional material used as part of the educational curriculum

TCA has developed and adopted policies regarding these rights, as well as arrangements to protect students' privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. TCA will directly notify parents of these policies at the beginning of each School year and after any substantive changes. TCA will also both directly notify parents through U.S. Mail, e-mail, parent meetings, or the Parent and Students 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 student 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

Exceptional Children

The mission of the School's Department of Exceptional Children is to ensure that children and youth with disabilities develop educationally, socially, emotionally, and vocationally through the provision of a free, appropriate education and related services in the least restrictive environment. We will continue to educate, support and advocate for students with disabilities and assist them in achieving their true potential.

Through the Individual Education Program process, TCA offers a free appropriate public education to each of its students with special needs. This includes the Occupational Course of Study courses to high school students if determined to be appropriate by the student's IEP Team. Further information about occupational course of study courses can be found at the OCS website maintained by the North Carolina Department of Public Instruction: <https://ec.ncpublicschools.gov/disability-resources/intellectual-disabilities/occupational-course-of-study>.

Child Find

TCA participates in Project Child Find, an effort coordinated with the Exceptional Children Division of the State Department of Public Instruction, to locate and identify children and youth ages birth through 21 with disabilities who are in need of special education and related services. TCA informs parents and/or guardians of the services available from TCA as well other state and community agencies. The children who qualify for these services have been diagnosed or are suspected to have intellectual, physical, or emotional disabilities and are unable to benefit from a regular school program without special assistance. TCA identifies these students through our Multi-Tiered System of Support (MTSS) as well as from parent and teacher referrals and provides the following help:

- A complete evaluation, and if appropriate and within the guidelines of eligibility in NC, eligibility in one of the 14 disabling conditions
- An Individualized Education Program for children with a disability
- A referral to other agencies when needed.

Grading at School

The long-term success of our students at TCA is of the utmost importance to us as a TCA. In keeping with our mission to develop productive citizens that take responsibility for their future, our grading policy requires student accountability. We believe that our students should be expected to put forth their very best effort in the classroom every day. For consistency and fairness within the school, we believe it is essential to have a clear set of grading expectations clearly understood by students, teachers, administrators and parents. Each grade level will communicate their grading policy to the students and parents at the beginning of the year.

Grading Scale for Grades 3-7

A	90-100% = 4.00
B	80-89% = 3.00
C	70-79% = 2.00
D	60-69% = 1.0
F	0-59% = 0.00

Grading Scale for K-2:

M	Meeting Standards
E	Exceeding Standards
A	Approaching Standards
N	Needs Improvement

All Honors level courses will be awarded .5 Quality Points when calculating each student's GPA. All AP courses will be awarded 1 Quality Point when calculating GPA.

Transcripts

Official transcripts may be requested in person at the main office and require 72 hours advance notice. Electronic transcripts will be provided free of charge and hard copies furnished by the school will be provided for a fee.

Student Letters of Recommendation

Students requesting a letter of recommendation must request them a minimum of two weeks prior to the date needed. Staff are not required to write the letter of recommendation but if they agree to do so, they will be expected to furnish the letter to the appropriate party within two weeks. A copy of the letter will be kept on file in the School Counselor's office.

Day to Day School Operations and Procedures

Attendance

At TCA, every day is essential to the learning process; therefore, we encourage every student to be at school every day. Students are responsible for collecting and making up any work that they missed while they were out of school. Students or parents may arrange to pick up work missed during an absence after they return.

Absences are considered Excused Absences in accordance with State law and will be excused for the following reasons:

1. Illness/Injury
2. Quarantine
3. Death of an immediate family member
4. Medical or dental appointments (a note from doctor/dentist office is required to verify appointment)
5. Court proceedings
6. Religious observance

7. Inclement weather

Absences must be documented in order to be considered excused. Please do your best to inform the school of your child's absence by emailing attendance@tillerycharteracademy@gmail.com by 9:00 am. At any point in the year that a student's excused absences are for an illness or injury, the principal may require a statement from the student's physician in order to excuse future absences. This action will automatically be recorded in Infinite Campus. Absences will be considered **Unexcused** if a student misses school for any other reason or if the proper documentation is not provided for the absence within 7 days of the absence. Absences will be handled in the following manner:

Number of Absences	Follow Up
Seven (7)	Communication from Office
Ten (10)	Communication from Principal
Fifteen (15)	Meeting with Principal
Twenty (20)	Meeting with Principal, Counselor and Director

Any student with 20 or more absences in any class in a school year is subject to failure of that course or grade level. If the grade level Principal determines that retention or failure of a course is necessary based on attendance, the parent/guardian and student will be notified in writing.

Students will be considered present for the day according to the following times depending upon their grade level:

Grades K-7 – Arrive before 12PM or leave for early dismissal after 12PM

Classroom Interruptions

Every minute of instructional time is valuable at TCA so we do not allow class time to be interrupted for any reason. If you need to speak to your child's teacher you must make an appointment ahead of time. No visitors will be given access to any classroom unless the visitor has made prior arrangements for their visit.

Tardy/Early Dismissal Procedures

Late Arrival to School

Students are expected to arrive at school on time. Students are considered tardy if they are not in their classroom by the beginning of homeroom 7:50 AM. Tardiness is only excused for medical and dental appointments or to comply with court ordered attendance at a legal proceeding. In all such instances, for the tardy to be excused proper documentation is required within 48 hours. Students tardy due to illness will only be excused with parent communication – in writing via email to attendance@tillerycharteracademy.org.

Early Dismissal from School

Early dismissals are only excused for medical and dental appointments or to comply with court ordered attendance at a legal proceeding. Early dismissals for athletics are considered excused. Please remember, teachers are still instructing in the classrooms until the end of the School and early dismissals interrupt instruction.

Early dismissals are classified in Infinite Campus as tardies in the same way that a late arrival to school appears. Early dismissals are only excused for medical and dental appointments or to comply with court ordered attendance at a legal proceeding. In all such instances, for the early dismissal to be excused, proper documentation from the doctor/dentist's office is required within 48 hours. Early dismissals due to illness will only be excused with parent communication – in writing via email to attendance@tillerycharteracademy.org.

We encourage parents to make appointments for their child outside of school hours; however if you must pick your child up from school early please notify the teacher in advance. Parents must sign students out in the main office. Students will only be released from school to authorized drivers for the student. Those NOT listed as an authorized adult on the list can only pick up a student if the school has received a written and signed note from the parent/guardian giving permission for that person to pick up the student. **Proof of identity is required in order to pick up a student.**

The latest time a child may be picked up for early dismissal in grades K-7 is 2:45PM. Please schedule appointments accordingly and be mindful that students will not be dismissed after this time.

Bus Rider Expectations

All TCA bus riders are required to follow the bus safety rules and expectations:

- All riders must remain seated and facing forward for the duration of the ride
- Students are not permitted to use any electronic devices on the bus. Pictures and video recording are prohibited.
- Students may not throw objects on the bus or from the bus.
- Students must remain in their assigned seats for the duration of the ride
- It is the responsibility of the driver to transport students safely. Following these rules will ensure a safe and enjoyable ride for all students and the driver.
- Bus violations will be reported by the driver and handled accordingly using TCA's discipline policy.

Bus rider violations will result in the following consequences:

- 1st offense, parent notification
- 2nd offense, parent notification and lunch detention
- 3rd offense, short term suspension from bus
- 4th offense, long term suspension from bus

Partial Attendance for Extracurricular, Athletic and Special Event Participation

Students must be counted as present for the day in order to participate in any school sponsored activity/event including extracurricular, music performance, athletic or special event activities.

Grades K-7 – Arrive before 12PM or leave for early dismissal after 12PM

Make-Up Work for Absences

Students are responsible for, and they are permitted to, make up all work missed during absences. All work must be made up according to the course syllabus unless the teacher or an administrator determines that extenuating circumstances might support an extension of time. In grades 5-12 **the student is responsible for finding out which assignments, quizzes and exams were missed and completing them within the specified time period.** The teachers will work with the student in this process and to provide the student with make-up assignments or exams as needed. Detailed information about make up work can be found in each course

syllabus and should be referenced in the event of an absence. Students who are absent due to a suspension from school will be provided an opportunity to complete work and take any examinations missed.

Middle School students are given 3 days to make up work from when they were absent.

School Hours

Grades K-7

Drop off- 7:25 AM-8:00 AM

School hours- 7:50 AM-3:00 PM

Pick up- 3:00 PM-3:15 PM

Students will be marked tardy at 8:00 AM

After School Care

After School Care is available for students in grades K-7 between the hours of 3:00 PM and 6:00PM. Families electing to participate in the After-School Care program will be expected to follow all policies and procedures as provided in the Tillery Charter Academy Student and Parent Handbook. If your child needs aftercare, they must register ahead of time. The cost of aftercare is \$10 per day/per child. The drop-in (day of) rate for aftercare is \$15/day/per child. Parents must call the school if a child needs to attend aftercare and is not registered. A phone call needs to be made by 12pm to ensure proper staffing.

Arrival and Dismissal

Arrival Procedures

Car Riders

Students may not be dropped off before their designated drop off time. Please make sure that your child enters the school safely and that he or she is supervised as he/she is crossing streets, parking lots etc. **All car riders must be dropped off in the carpool line. Students may not be dropped off or picked up in parking lots.**

Walkers

Students may only be considered “walkers” if they live in the neighborhoods surrounding the school. Parents of students that walk from nearby neighborhoods are responsible for the safety of their child until they arrive on campus.

K-7 Students may not be on campus prior to 7:25 AM.

At dismissal time, students must be picked up by an authorized adult. If a student is being picked up by someone who is not on the student’s authorized for pick-up list, the parent must authorize the pickup in writing by sending an email to the child’s teacher or Heather Raines heather.raines@tillerycharteracademy.org

Dismissal Procedures

Walkers

Students may only be considered “walkers” if they live in the neighborhoods surrounding the school.

K-7th Grade Car Riders

As we are using the carpool lanes during PE class, please do not drive on to the TCA property prior to 2:45 PM. Our K-7 carpool lanes will not open until 3:00PM so please respect this rule on a daily basis.

Any students not picked up in the car rider line by 3:15PM will be taken to aftercare. Parents will be required to park and walk in to check their child out with a staff member. The After School Care provider will charge the day rate for their services and the parent will be required to pay for that service.

Car Line Procedures

Parent Carpool Expectations

- For the safety of our students, parents must refrain from using cell phones while the carpool line is in motion.

Third Party Transportation Providers (Uber/Lyft)

If the adult picking up is not listed as a parent or guardian on the child's records nor as an emergency contact, the child will not be released until the front office staff has been able to reach the parent by phone to confirm the pick-up.

TCA does not condone students leaving campus in third-party car services (outside of child aftercare providers) and, specifically, ridesharing services whose own policies explicitly prohibit minors from using them such as Uber and Lyft. TCA will not allow any student to be picked up from school in a third-party car service, such as Uber or Lyft, and will turn away such ride sharing services from the school.

School Communication

School is committed to communicating with its school community on a regular basis. Parents can expect the following communication plan to be followed throughout the school year.

- All parent communication will come through email, Class Dojo (weekly email newsletter), and Infinite Campus (student schedules, grades and attendance). Grades K-4 will receive their weekly newsletter via email.
- All emails sent to staff that require a response will be returned within 72 business hours. Phone calls will be returned within 72 business hours. If a parent has an urgent or time sensitive matter to discuss with a teacher or administrator, it is recommended that they call the front office and leave a message. Our teachers and administrators are not consistently on their email during the instructional day as teachers are expected to be teaching, not on their email while students are in class.
- The school does not communicate through Facebook, or any other social media sites, regarding personal matters, questions or concerns. All school related questions must be asked in person, over the phone or in an email.
- The TCA website is the school's main source of information. Please refer to the website first with any questions regarding policies, procedures or dates of school functions.
- Schoolwide email newsletters will go to ALL TCA parents approximately once a month.

- Student communication will come through Infinite Campus for grades K-7. TCA encourages students (Grades 6 and 7) to handle any questions or issues directly with their teacher either in person or via messaging in Infinite Campus. Starting in 7th grade all students will be required to communicate directly with their teachers about any classroom assignments, tests or grades. Parents are expected to encourage their students to take personal responsibility for their learning.
- Parents should **ONLY** communicate with members of TCA staff through their school email address, via the app, over the phone or in person. TCA staff members are not permitted to communicate directly with parents through direct text messaging and personal devices. We ask that all parents please respect the staff by not communicating late in the evenings or on the weekends. A healthy work/life balance is as important for the TCA staff as it is for our TCA families.

Dress Code

The purpose of the dress code is to clearly identify appropriate attire for all of our students when attending **any School related event (athletic events are the exception) or on a non-uniform day**. In keeping with our school mission, the board and administration of the school believe attire should be modest, not offensive to others and not disruptive to the learning environment while on school property or out at a TCA event or field trip. We believe it is important for all of our students to learn the importance of presenting themselves well and that they should begin learning those habits while at school. Students must exert a certain amount of judgment in their choice of clothing to wear to a school event.

Some examples of attire that cannot be worn:

- Mesh shirts
- Attire with a slogan or symbol that disrupts the educational process
- Hats, beanies, toboggans, bandanas, or headbands with items that protrude from head (unless for religious reasons, and with admin permission)
- Clothing that exposes bare midriffs or backs, or plunging necklines
- Clothing that displays any suggestive or objectionable material.
- Clothing advocating drug, alcohol or tobacco use
- Clothing with inappropriate or suggestive language and/or pictures
- Clothing that defames, degrades or is offensive to a gender, race, color, religious group, sexual orientation, national origin, ancestry, age, a physical or mental impairment or culture.
- Leggings or yoga pants unless they are under a skirt
- Tank tops with straps that are less than 1" wide or that don't cover all under garments.
- Clothing that exposes bare midriffs or bare backs
- Jeans and pants with holes
- Pants worn that are excessively sagging
- Pajamas and slippers
- Sheer or see-through clothing
- Clothing that allows undergarments to be visible
- Halter tops and strapless tops
- Pants with writing across the backside
- Facial piercings (beyond earrings and nose studs)
- **ALL TCA students must wear sneakers for PE**

This list is not all-inclusive and is subject to change at the Administration's discretion. Failure to comply with the School's dress code are violations of the Student Code of Conduct.

Middle School Special Event Attire Guidelines

TCA recognizes the need for guidelines as it pertains to attire for special events such as Middle School dances or Honor Society Inductions. Students (and their dates) must adhere to the following guidelines:

- 2 Straps are required on dresses – no requirement for the width of the strap.
- Excessive cleavage is not allowed.
- Dresses must not have a slit that comes higher than the knee.
- Dress length must be at minimum natural fingertip length - both in the front and the back.
- No bare-skin midriffs permitted.
- Pants should be sized appropriately and should not sag below the hips.
- Shirts must remain buttoned up to the second button from the collar at all times.

If students have questions regarding the attire they would like to wear for an upcoming event, they may bring a photo of the front and the back of the outfit to their grade level Principal for approval prior to purchasing their prom dresses, suits or sports coats.

School Directory

The School may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. If a parent would prefer that the TCA not release directory information about his/her student, s/he must inform the Principal in writing.

Caring for Our School

We believe that children learn best in an orderly environment.

Teacher Responsibilities

1. Ensure that students have orderly places to work.
2. Supervise students in taking care of their classrooms, cubby areas and outdoor spaces.
3. Supervise children in cleaning of all items that cannot be vacuumed in all areas that you use.
4. Check to be sure all recess equipment has been collected at the end of recess.
5. Wash tables down every morning with provided cleansers and paper towels.
6. Wash tables down after lunch every day.
7. Pick up visible trash off the floor.
8. Clean the whiteboard on a nightly basis.
9. Assist students in placing chairs on tables every night.
10. Lock doors and windows each night.
11. Hang lost and found up on the lost and found racks.
12. Turn off lights.
13. Check to be sure all areas have been swept and cleaned up on a daily basis.

Student Responsibilities

1. Stack chairs on tables at night.

2. Clean-up project and art areas.
3. Pick up trash on the floor including small pieces of paper, staples, paper clips and thumbtacks.
4. Put away books and supplies.
5. Attend to plants and animals in the classroom.
6. Pick up trash when eating or playing outside or in the courtyards.

Lunch and Snack Guidelines

Students will have time for a snack once a day. Please pack one snack, a lunch, and a reusable water bottle every day. Please make sure you label your child's water bottle and lunch box with their name. We encourage students to pack fruits or vegetables for their snack. Please pack a healthy lunch for your child, including a drink separate from their water bottle. **Lunch may not be brought in or delivered from outside restaurants for students.**

The following items are not allowed for a snack or for lunch:

- Gum
- Candy
- Soda

Parents, Guardians and Grandparents wishing to have lunch with their child should plan to follow the lunch schedule as set by their homeroom teacher.

Food for School Events

School Events

When bringing food for school events, all food must be purchased at the store.

Classroom Events

Consideration for any additional classroom allergies must be given if outside food is to be used or eaten in the classroom by the whole class.

Student Celebrations

Snacks or desserts for your child's birthday are permitted. A Birthday Party may not be planned for your child during the school day.

Student Event and Field Trip Fees/Payments

Throughout the year, the school holds several sponsored events as well as field trips. Parents will be required to RSVP by the designated date for their child to be able to attend. In addition, payment for the field trip must be made by the deadline. If a parent RSVP's that their child will be attending the trip, they will be liable for the full cost of the trip. There are no refunds and full payment will be expected by the payment deadline as the school is expected to pay for tickets well in advance of field trips and is unable to get a refund. Field trip/Overnight Trip fees must be paid by the deadline and the permission slip must be signed for the student to be able to attend the trip. There will be no exceptions to this. All payments and permission slips will be done through Infinite Campus (Campus Payments). Cash payments can be made in the front office prior to the deadline if needed.

Financial Assistance

If there is a financial hardship in the family, the parent/guardian should contact the finance office to request financial assistance. The Finance Director will communicate directly with the parent/guardian regarding financial assistance that can be provided for each event, fee or trip. Requests for financial assistance must be received at least two weeks prior to the payment deadline to allow for adequate planning. Any partial payment that is required for those with financial assistance will still be due by the payment deadline.

School Event Eligibility

Students may not attend a school sponsored event (clubs, field trips, overnight trips, dances, athletic games etc.) if they have any outstanding fees due – including but not limited to technology, device repairs, club dues, athletic fees, etc.

Field Trips and Overnight Trips

Field trips are an important part of enhancing a student's learning experience. TCA provides field trip opportunities that provide academic value or community building time for our students. Field trips and overnight trips are a privilege at TCA. Please review eligibility requirements below prior to paying for a field trip or signing a permission slip.

No School student will be permitted to leave a field trip early except in the case of an emergency or unless requested by a member of the TCA staff for disciplinary reasons. All students must remain with the group for the duration of the field trip. Due to the responsibilities of a chaperone to supervise the students in their care, we are not able to accommodate bringing additional children that are not in the designated class or course.

Students and families should be aware that any student who chooses to participate in a school-sponsored field trip is subject to search of their room or belongings if there is a reasonable suspicion that the student may be in violation of school policy or law. Local law enforcement may also be called to investigate if there is a belief that the student's behavior violated the law. Students who have been involved in serious disciplinary action may lose the opportunity to participate in future field trips scheduled in the same school year. Students not in good academic standing may not be allowed to participate in field trips, which involve missing instruction time.

Personal devices including cell phones, laptops, kindles, ereaders, tablets and pads are not permitted on overnight trips unless otherwise directed by the Principal. This rule is in place as a protection for all of our students. Personal devices brought on trips will be confiscated by staff chaperones and will be returned after the trip.

Eligibility for Overnight Trips

1. Students must be in good academic standing (grades 5-12).
 - a. Students may not be failing any classes (F1 grade – cumulative grade for the year) - grades will be checked two weeks prior to field trips/overnight trips. If a student is failing any classes at that time they may not be able to attend the trip or school event.
2. Students must meet the following behavior requirements:
 - a. Student may not have accrued more than 10 Lunch Detentions during the school year for any reason

- b. Student may not have more than 6 Full Day In-School Suspensions
 - c. Student may not have 3 or more out of school suspensions
 - d. Students may not have a 10-day suspension
3. Student must meet the following attendance requirements:
 - a. Students may not have more than 15 absences (excused and unexcused)
 - b. Students may not have more than 20 unexcused tardies or early dismissals
4. Permission slip must be received by the due date
5. Payment must be paid on time per due dates scheduled in field trip and overnight trip information
6. Students may not have any outstanding fees due – including but not limited to technology, repairs, club dues, athletic fees, etc.

No refunds will be given for students that become ineligible to attend the trip due to one of the reasons above. All final decisions regarding student participation on overnight trips are at the discretion of the administrative team.

Overnight Trip Parent and Student Expectations

Overnight trips are optional for all students. Students not in good academic and behavior standing will not be able to attend trips as they are offered. Deposits and payments made towards trips are nonrefundable as vendors are paid well in advance of trips and will not refund the money to the school. Student accommodations will be made on trips per the student's IEP or 504 Plan, but special accommodations for dietary requests, rooming preferences, and parent or student desires will not be honored.

Personal Items

TCA will not accept responsibility for the personal items of students. We expect students to leave belongings that are not necessary for their education at home. Any personal items that staff members judge to be unsafe, inappropriate for TCA, or interfering with students' educational focus will be confiscated and held in the office or remain in the possession of a staff member until the parents retrieve them. Such items may be subject to search. TCA shall not be responsible for any items lost or damaged while in its possession.

Classroom Cubbies

All TCA students will have an assigned cubby in their classrooms. All items stored in cubbies on the TCA campus are subject to search at any time.

Destruction of School Property

A student shall not intentionally cause or attempt to cause substantial damage, as determined by school officials, to school property or steal or attempt to steal school property either on school grounds or during a school activity, function or event off of school grounds. Damage or theft involving school property will result in disciplinary action up to and including exclusion from school. The parents or guardians will be asked to pay for the property that the student has damaged or destroyed. Students who have outstanding fines may be prohibited from all non-required activities (i.e. athletics, dances, parking, field trips, etc.)

Student Deliveries

To protect the integrity of the classroom environment, we do not accept the delivery of flowers, food or gifts for students in the main office. Parents who deliver items for students (lunches, athletic equipment, etc.) should be aware that we do not deliver items to students (with the exception of Lower School students), they may pick up items in the office at lunch and after school. Every effort should be made to refrain from dropping off forgotten items. Only lunches, athletic uniforms on game days and eyeglasses will be accepted in the front office. Homework, musical instruments, and additional coats, or umbrellas will not be accepted unless there are extenuating circumstances. **We believe in encouraging student responsibility and would ask parents not to come back to the school with forgotten items.**

Inclement Weather Procedures

The Principal will make all decisions regarding school delays or closures due to inclement weather and does not necessarily follow the local school district. TCA cancellation or a delayed opening will be communicated through an email to all parents and staff, via text through Infinite Campus, Class Dojo, and social media sites. The information will also be posted on our website at www.tillerycharteracademy.org.

Additionally, the Principal has the ability to call for an early dismissal if there are concerns about the road conditions or the safety of the children. Parents should ensure that their emergency contact information is updated for communication regarding inclement weather delays.

Emergency Data

Every family must provide Emergency Contact Information to the school. Please communicate any changes to the information throughout the year by emailing Heather Raines at heather.raines@tillerycharteracademy.org.

Visitors

All visitors at TCA must sign in at the front office. All visitors are required to wear a visitor tag while on campus. Once a visitor has checked in, they will then be escorted to their destination. All visitors must abide by the policies set forth in this handbook at all times. Parents, grandparents and siblings are welcome to join their students during the lunch hour on designated days. Your child's teacher will communicate the days of the week that are open for visitors during lunch. Please notify your teacher if you plan to come for lunch so they can plan accordingly and/or let you know of any changes to their daily schedule.

Volunteers

The staff at TCA welcomes volunteers! Parent volunteers are a huge piece to the success of our school. All volunteers must adhere to the volunteer requirements outlined below as per our Volunteer Policy. Volunteers must sign in at the front office and a volunteer visitor badge must be worn at all times if volunteering during school hours. All volunteers are expected to abide by all of the school policies set forth in this handbook.

A volunteer is anyone who provides services, without compensation or benefits of any kind of amount, on an occasional or regular basis at the TCA or TCA activities. TCA 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 the School and the health and

safety of our students and teachers. Volunteers in large group functions may not be subject to all the same requirements to serve.

1. All volunteers at TCA are required to:
 - a. Have a background check including a Sex Offender Registry Check performed through School's third-party vendor on file dated within the last two calendar years. The cost of this is \$25. Volunteers are responsible for paying this fee.
 - b. Complete, sign, and date the Volunteer Policy and Confidentiality Agreement Acknowledgement.
 - c. Confirm in writing that they have been provided with a copy of, read, understand, and agree to comply with this policy.
2. The Director 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 TCA. All administrative staff will have a copy of the Authorized Volunteer list and will prohibit any person not on this list from volunteering at TCA
3. Information collected during the screening process for volunteers will be treated as confidential to the extent allowed by the law.
4. The Director or her/his designee will review all 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 TCA. The Director will evaluate other criminal records on an individual basis. If a criminal history presents itself in a review, the Director 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 Director shall document the decision.
5. All volunteers must report directly to the School office when they arrive and should sign in as visitors. The School office and/or the background check company will provide an official badge identifying the volunteer that must be worn always.
6. 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 TCA administration and staff. Volunteers are expected to abide by all Board policies, procedures, and TCA rules when performing their assigned responsibilities.
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. If there is a safety concern or an emergency, it must immediately be communicated to someone in authority at TCA.
9. Volunteers shall not use information learned or acquired during volunteering for any reason other than in furtherance of their volunteer efforts at TCA. 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 serving as class parent.
10. Volunteers are to serve as positive role models. School volunteers must always:
 - Use appropriate language
 - Dress appropriately
 - Discuss age-appropriate topics
 - Refrain from inappropriately touching students
11. Volunteers are prohibited from disciplining students. Behaviors requiring discipline should be reported immediately to the appropriate teacher or staff member.
12. Volunteers are prohibited from administering medications of any kind to students.
13. Volunteers should refrain from giving students gifts, rewards, or food items of any kind without the permission of TCA personnel.

- a. 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.
- b. Volunteers may not take students off TCA property without the written permission of parents and TCA personnel.
- c. Volunteers must leave children not enrolled at TCA at home when volunteering.

TCA does not tolerate any kind of racial, ethnic, disability, gender discrimination or sexual harassment by volunteers of TCA and it is expected that all volunteers will comply with the School's policies related to such matters.

Parent Concerns

TCA encourages the involvement of parents in their child's education. If you have a concern regarding your child, please contact your child's teacher first. As a parent, you may request a conference with the teacher at any time. Please make these arrangements directly with your child's teacher. If you feel that your concern has not been handled by the appropriate teacher, then you can contact your child's Principal.

Resolution of Student Issues

If a parent wishes to meet to resolve a classroom/student issue, we encourage them to contact the following in this order:

1. Student's Classroom Teacher
2. Principal

School Parent/Student Grievance Procedures

Parents:

GRIEVANCE POLICY

Grievance Policy For Parents/Students

Purpose: To provide the procedures parents/students will follow when they have an issue at the School that constitute a grievance.

This policy is in place to respond to parent/student grievances. Grievances may only come from current students or parents of current students. It is expected that any guardian/parent/student with an issue should try to resolve the issue by using open communication with the teacher. This means that if a parent or student disagrees with any policy or procedure within the classroom, the first level of grievance is their student's Teacher. If the student/parent is not satisfied with the teacher's response, they should then set a meeting with the grade-level Principal. At that meeting, the teacher, student, grade-level Principal and parent must be present and the issue at hand will be fully discussed. If the parent or student wishes to pursue the matter further, they may then meet with the Director. Similarly, if a guardian/parent/student disagree or have an issue with a policy or procedure at the School, the guardian/parent/student should set a meeting with the Director. If the guardian/parent/student feels that their issue is still a concern after meeting with the Director and the issue meets the definition of a grievance set forth below, the guardian/parent/student may initiate the grievance procedures as described

below. Many issues that a guardian/parent/student has with the classroom, teacher or School will not rise to the level of a grievance and appropriate resolution will be found with the teacher and/or grade-level Principal.

1. **Definition of a grievance:** a grievance is defined as a formal written complaint by a guardian/parent/student stating that a specific action has violated a School policy, board policy, or law/regulation. Complaints under other policies including those under Title VI, Title IX, IDEA, Section 504, the School's Non-Title IX Bullying policy, those under the Parent's Bill of Rights, and those pertaining to student discipline are not grievances and this policy does not apply to such complaints. Please refer to the School's policies and procedures for those matters.
2. **Time Limits:** A grievance will only be heard if the complaint has been filed within fifteen calendar days of the meeting with the Director. The fifteen-day deadline may be extended at the discretion of the Director.
3. **The grievance process is as follows:**

Step 1: If the parties are not satisfied with the decision of the Director, and the grievance meets the definition set forth above, the guardian/parent/student must submit a letter in writing stating the School policy, board policy or law/regulation that was violated including details of the actions and the place, date and time of the violation. The guardian/parent/student should make all efforts to include any details about the event that may be helpful in the decision making process. The written letter should be submitted to the Director of the School and to the Chair of the Board of Directors. If the Director of the School is implicated in the grievance, the grievance should only be submitted to the Chair or the Vice Chair of the Board of Directors.

Step 2: Where the grievance is filed directly with the Board as set forth above or after receiving the appeal letter, the appeal shall be considered by the Board at its next regularly scheduled board meeting provided such meeting is more than seven days after the filing, or the Chair of the Board of Directors may call a special meeting of the Board to consider the appeal in accordance with the School's bylaws. The Board will consider and discuss the grievance in accordance with Open Meetings laws. At that meeting the Board of Directors will review the facts and notify the parties in writing (email accepted) if further action is necessary. If the board decides that it needs additional time to consider the grievance, gather information and/or conduct an investigation, it may defer its decision until another regularly scheduled board meeting or schedule a special meeting. At the meeting where the board makes a decision on the grievance, the board will give the individual filing the grievance or appeal notice and the opportunity to attend the meeting. Once the board reaches a decision on the grievance, the Board will communicate that decision to the individual who filed the grievance within five School days. The Board's decision concerning the grievance is final. The Board reserves the right to appoint a Board Panel to address the grievance. In such cases, the Board Panel's decision is final and there is no appeal rights to the Board. Notwithstanding any other provision, the Board may conduct an investigation and/or gather additional information regarding the grievance, including interviews or engagement of an investigator, at any time.

Approved 03/25/2024

Video Monitoring

TCA recognizes that the use of video monitoring/surveillance systems is warranted to maintain campus security, to increase student and employee safety and to assist with the enforcement of the school's policies and rules concerning student and employee conduct, safety and security.

TCA buildings and grounds may be equipped with video monitoring devices, but such devices shall not be placed where there are reasonable expectations of personal privacy such as in locker rooms, changing rooms, nursing and health room areas or bathrooms.

Use of Video Recordings

- Video recordings will only be utilized for official TCA business.
- A video recording of actions by students may be used by administrators or the Board as evidence in any disciplinary action brought against students arising out of the student's conduct on or about school property.
- The video surveillance recordings may not be used in connection with instructional observations of professional staff. This policy does not prohibit the administration from establishing other methods of videotaping lessons for the purpose of instructional observation.
- Video surveillance recordings of students, staff and/or others may be reviewed for the purpose of determining adherence to school policy and rules. This includes school bus cameras.
- Such recordings may be used to detect or deter criminal offenses that occur in view of the camera(s) and may be shared with law enforcement officials.
- Video surveillance recordings will be released to others only in accordance with applicable state and/or federal law or regulation.

Headphone and Cell Phone Usage

Cell phones, head phones and all other electronic devices must remain turned off and in backpacks throughout the School day (including before care, aftercare and carpool) unless authorized by a staff member. This includes cell phones, PDAs, iPods, MP3 players, video equipment, cameras, and gaming devices. If they are brought with them to school, they must be turned off and stored in their backpacks. TCA will not be responsible for lost, stolen, or broken items.

The possession of such electronic devices at TCA or during TCA events constitutes the consent to the search (either in the presence of the students possessing the device(s) or outside that students' presence) and confiscation of the device(s) by School personnel.

Please do not call or text your child's cell phone as it is against TCA policy for students to use them during School hours.

Students are not permitted to bring cell phones on field trips and overnight trips. Students disregarding our policy on overnight trips will be able to pick up their cell phone 10 days after the completion of the trip in the main office. A parent must sign the phone out at the end of the 10 days.

Students who disregard the cell phone/head phone policy during the school day are subject to disciplinary actions, including but not limited to the following:

1st offense: The phone/headphones will be held in the office for the student to retrieve at the end of the school day.

2nd offense: The student will get a write-up and the parent will receive communication regarding the infraction and the phone/headphones can be picked up in the School front office by a parent from 3 – 4PM.

3rd offense and on: students will receive consequences as stated in the Student Code of Conduct.

Additional consequences for violations of this policy may be administered in the discretion of the grade-level Principal and/or Director.

If during state testing a student is found to be in possession of ANY electronic device, it will be reported to the Regional Accountability Office and the device will be held until their investigation is completed.

Student Technology Acceptable Use Policy

Students are offered access to the School network for creativity, communication, research, and other tasks related to the academic program. All use of computers, iPads, furnished or created data, software, and other technology resources as granted by TCA are the property of the school and are intended for school business and educational use. Students are to use the computer network responsibly. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and using the school's computer network and technological resources.

1. **Privacy:** TCA reserves the right to monitor Internet traffic and to retrieve and review any data composed, sent, received, or stored using its network or Internet connections, including e-mail. Users do not enjoy any expectation of privacy when using any technology or transmissions originating within or around TCA property. Furthermore, students should have no expectation of privacy in any location or on any network while utilizing school issued technology.
2. **Cyber Bullying:** TCA prohibits cyber-bullying, an act involving the use of information and communication technologies, including but not limited to email, text messages, blogs, instant messages, personal Websites, on-line social directories and communities (e.g., Facebook, Instagram, Wikipedia, YouTube), 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.
3. **Materials and Language:** Use of or accessing profane, abusive, pornographic, obscene, and/or impolite materials or language is not permitted. Accidental access should be reported to the instructor immediately. Intentional circumvention of web-filtering is prohibited including but not limited to VPN sites, browser extensions, etc.
4. **Installing/Copying:** Students are not to install or download any hardware, software, shareware, or freeware onto any media, devices or network drives. Software installed by anyone other than the network administrator will be removed and disciplinary action will follow. Downloading of non-work related files is permitted only with an instructor's permission. Students may not copy other people's work or intrude into other people's files. Please refer to the Honor Code for the consequences for copying the work of another student. All copyright laws must be respected. Use of any other organization's network or technology resources via the network requires the instructor's permission and must comply with the rules appropriate for that network.
5. **Access:** Users may not access the computer network without proper authorization. Attempting to access the network without proper authorization and hacking is expressly prohibited. Users are to use their own username and password when using a school issued device or student account. Users must log off shared devices when they are finished with their work and are not to log on to a device for someone else or tell

others their password. Students are to notify the instructor if someone else is thought to know his/her password.

6. **Data Protection:** Users must not attempt to damage or destroy equipment or files. Though efforts are made by TCA to ensure the safety and integrity of data, the school makes no warranties of any kind, either expressed or implied, for the service it provides. TCA will not be responsible for any damage to data.
7. **Storage:** Users are to delete their files and materials they no longer need. Students are not to store personal documents, images, videos or other digital material on school devices or school maintained accounts (google drive, one drive, O365, Canvas, Infinite Campus, etc.).
8. **Passwords:** Students are reminded not to share their password with anyone except a parent or guardian. Students should not use login IDs and passwords belonging to other students or faculty and staff members.
9. **Email:** All email correspondence on the School system, the laptop/iPad, or in the student's assigned email account is the property of TCA. Documents and other files created by the students and located on the laptops or TCA computer system are also property of TCA.
10. **Data Sharing:** Students may not transfer, email or airdrop photographs or videos. Doing so will be addressed according to the school's discipline policy.
11. **Daily Student Expectations:** Students who are assigned a school electronic device are responsible for making sure the following:
 - a. Device is completely recharged before classes start for the day.
 - b. Students will need to bring their device to school every day. Failure to do so may result in a failing grade on assignments that require the use of the device for that day.
 - c. Students are only permitted to use laptops/Chromebooks during class when authorized to do so by a faculty member and only for the purpose stated by the faculty member.
 - d. Students may not remove electronic devices from school provided protective cases. If a student feels the need to remove the device from the case for any reason, they must first have it approved by the IT staff.
 - e. Chromeboks will not be allowed to be used at lunch. Chromebooks must be stored in the students backpack or cubby.
12. **Personal Cell Phone Use:** Cell Phones may not be used during the school day and are not a replacement for the school issued technology.

The following consequences will apply if a student violates this policy. Any of the below consequences may be enforced alone or in conjunction with one another by the school against the violating student.

- Revocation or limitation of electronic device access privileges
- Temporary or permanent confiscation of the student electronic device
- Disciplinary action as provided for in the discipline policy
- Any other sanctions or remedies provided by the law

School's 1:1 Technology Program

Students are expected to take excellent care of the equipment. Physical damages to the device will be charged back to the student and parent with the exception of normal wear and tear which is covered by the technology fee. The charges below will be billed to the parent for damage to the device that is above and beyond minor issues. Students may also face disciplinary consequences if the damage was caused by their negligence.

Regardless of whether the student believes they are responsible for the breakage, the parent will be responsible for the cost to return the device to its original state. Students are ultimately responsible for returning the same iPad and case/keyboard (devices all have serial numbers and are issued per student at the beginning of the year) at the end of the year. Suggesting that another student may have taken it or broken it does not negate the need to pay for the repair/replacement.

Cost per Repair (includes parts, labor and tax)

- Broken Screen: \$60
- Broken keyboard or keys missing: \$60
- Lost or missing charging block: \$20
- Lost or missing charging cable: \$20
- Broken bottom/side outer casing: \$100
- Missing case: \$100

A replacement fee will be charged if the device is lost or stolen. The replacement cost for a lost or stolen device is \$429.

All outstanding fees must be paid prior to students attending any school events, field trips and overnight trips including Graduation.

The following consequences will apply if a student violates this policy. Any of the below consequences may be enforced alone or in conjunction with one another by the school against the violating student.

1. Revocation or limitation of iPad access privileges
2. Temporary or permanent confiscation of the student device
3. Disciplinary action as provided for in the student handbook
4. Any other sanctions or remedies provided by law

Internet Safety Policy

It is the policy of TCA to:

- (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- (b) prevent unauthorized access and other unlawful online activity;
- (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors;
- (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Access to Inappropriate Material

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff

supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes:

- (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities;
- (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the IT Department

The IT Department will provide age appropriate training for students who use the Internet facilities. The training provided will be designed to promote the commitment to:

- (a) The standards and acceptable use of Internet services as set forth in the Internet Safety Policy;
- (b) Student safety with regard to:
 - i. safety on the Internet
 - ii. appropriate behavior while on online, on social networking Web sites, and in chat rooms
 - iii. cyberbullying awareness and response
- (c) Compliance with the E-rate requirements of the Children’s Internet Protection Act (“CIPA”).

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the School’s acceptable use policies.

Prevention and Control of State Reportable Communicable Diseases

Students are excluded from school in cases of certain **reportable** communicable diseases. While the list of diseases reportable to the state Division of Public Health is lengthy, the number of such diseases common to the school age child is not. This list is available upon request from the school nurse.

When a student is suspected of having one of those **reportable** communicable diseases, it is the responsibility of the parent to take the child to the local health department or primary health care provider for verification and treatment before that student can return to school. Students should be temporarily excluded from school if presenting symptoms of a reportable disease is present. In each case, readmission to school should also take into account whether the student is able to participate in school. In some cases, a student with a disabling disease, who is no longer contagious but may require ongoing care, may be eligible for additional services under Section 504 of the Rehabilitation Act.

A list of students who have not been vaccinated for bona fide religious or medical reasons or who have illnesses that cause immunosuppression will be maintained in the school health office so that appropriate action can be taken to protect these individuals when serious communicable disease outbreaks do occur.

TCA staff makes every effort to reduce the prevalence of disease-causing organisms through ensuring cleanliness of the environment, emphasizing frequent handwashing of students and staff, and following proper decontamination procedures of items used in mealtime and other activities. Despite those actions, the school age child is often the source and conduit for communicable diseases ranging from the “common cold” to ringworm among many. The majority of such illnesses are not among the diseases for which the state Division of Public Health, following guidelines issued by the Centers for Disease Control and Prevention, has issued mandatory isolation rules. **If your child has a fever or has been vomiting, please do not send them to school. They must be fever and vomit free for 24 hours without medication before returning to school.**

- **Chickenpox (Varicella):** Student is excluded until all blisters have formed scabs.
- **Fever:** The parent/guardian of any student with an oral temperature >100.4 degrees will be notified and asked to pick up their child. The student should remain at home until fever-free for 24 hours without medication.
- **Head Lice (Pediculosis):** The parents/guardians of any student found with lice will be notified and asked to pick up their student. If the student is unable to be picked up and must remain at school, he/she will remain in the nurse’s office until a parent can pick them up. The parent/guardian may consult their medical provider or treat with an over-the-counter product. The student may return to school after receiving treatment for lice and removing nits.
- **Impetigo:** Student is excluded from school if he/she has more than three to four sores until seen by a medical provider and treated with a prescription antibiotic for a minimum of 24 hours.

- **(Rubeola/Rubella):** Student is excluded until physician’s approval is given and student is no longer contagious.
- **MRSA (Methicillin Resistant Staphylococcus Aureus):** All suspected cases should be referred to their healthcare provider and if possible, lesions should be kept covered while at school. Exclusion from school and sports activities should be reserved for those with wound drainage that cannot be covered and contained with a clean, dry bandage and for those who cannot maintain good personal hygiene.
- **Nausea, Vomiting, Diarrhea:** The parent/guardian of any student experiencing nausea, vomiting, diarrhea will be notified and asked to pick up their child. The student may return to school 24 hours after the symptoms have abated.
- **Pink Eye (Conjunctivitis):** A student who is exhibiting symptoms of pink eye should be evaluated by their medical provider. Students are allowed to return to school on approval of the physician. May return when treatment has begun, has minimal drainage & student is able to keep hands away from eyes.
- **Scabies:** Student is excluded until one (1) treatment with prescription medication has been completed for at least 24 hours.
- **Strep Throat (Streptococcal and Staphylococcal Infections):** Student is excluded from school until treated with a prescription antibiotic for 24 hours and has been fever free for 24 hours.

If a student has a communicable disease, including HIV/AIDS, hepatitis B, tuberculosis, etc.; the parents are encouraged to notify the school nurse. This information will be kept confidential in accordance with the law.

If notified that a student suffers from such immunodeficiency, the school nurse will request that the notifying party provide information about what types of exposures might put the student at risk and what reasonable practices can be taken in the school setting to minimize the risk to the student. Whenever possible, the school nurse will notify the parents or guardians (or the student himself where appropriate) of an infected or immunodeficient student of the existence of chicken pox, influenza, meningococcus, measles, tuberculosis, or other contagious diseases occurring in the school that may represent a serious threat to the student’s health. Students who are removed from school as a result of such conditions will be provided instruction in an appropriate alternative educational setting.

Immunizations

North Carolina law requires immunizations for every child present in this state. Every parent, guardian or person in loco parentis is responsible for ensuring that their child(ren) receives required immunizations. It is the responsibility of the parent, guardian, or person in loco parentis to provide the immunization record of each school age child to the school **no later than 30 days** after the child enters school or the child will be suspended from school until a valid immunization record can be provided.³

EFFECTIVE JULY 1, 2015, THE FOLLOWING ARE REQUIRED IMMUNIZATIONS:

Kindergarten Required Vaccines

Vaccine	Number Doses Required Before School Entry*
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Diphtheria, tetanus and pertussis	5 doses*
Polio	4 doses*
Measles	2 doses*
Mumps	2 doses*
Rubella	1 dose*
Haemophilus Influenzae type B (Hib)	4 doses*
Hepatitis B (Hep B)	3 doses*
Varicella (chickenpox)	2 doses*

* Please contact your child's healthcare provider for further information.

7th Grade Required Vaccines

Adolescents should be up to date on all the vaccines required for kindergarten entry.

In addition:

- Meningococcal conjugate vaccine (MCV) – 2 doses
 - One dose for individuals is required entering the 7th grade or by 12 years of age whichever comes first.
 - Booster dose for individuals is required entering the 12th grade or 17 years of age beginning August 1, 2020.
 - If the first dose is administered on or after the 16th birthday the booster dose is not required
- Tetanus, diphtheria, and pertussis (whooping cough) – Tdap
 - A booster dose of Tdap is required for individuals who have not previously received Tdap and who are entering 7th grade or by 12 years of age, whichever comes first.
 - School Entry from 6th to 7th Grade

If you have specific questions regarding your child, please contact the school nurse, your child's health care provider, or your local health department.

Garrett's Law

North Carolina law mandates that at the beginning of every academic year, local boards of education shall provide parents and guardians with information about meningococcal meningitis, influenza, Human Papillomavirus (HPV) and their vaccines. This important information is available online for parents/guardians on our website.

Medication Administration

The needs of students who require medication during school hours to maintain and support their health and well-being during the educational day should be met in a safe and prudent manner.

Rationale

- Implementation of the IDEA (Individuals with Disabilities in Education Act), and amendments since enactment, has led to an increased number of children whose health problems require medication to be given while at school.
- Students with chronic illness may be dependent on routine medications, which enable them to participate more fully in all aspects of school activities and to minimize their absences.
- Students may require the administration of controlled substances during the school day in order to maximize their classroom performance.
- Some students with infections and communicable diseases are able to resume school attendance based on continuation of their medication regimen.

North Carolina State Recommendations

- All medications administered by school personnel during school hours must be prescribed by a licensed healthcare provider
- All medications administered at school must have a written request/permission signed by the parent or legal guardian
- Students with asthma and/or at risk for anaphylactic allergic reaction, may possess and self-administer medication on school property within certain parameters.

TCA personnel ***will not administer any medication*** to any student unless they have received the “**School Request for Medication Administration in School**” form properly completed and signed by the doctor. The medication must be received in an appropriately labeled container. To protect your student’s well-being, there will be no exception to this policy. If you have any questions about this policy, or other issues related to the administration of medication in school or during school-sponsored activities, please contact the school nurse. Thank you for your cooperation.

Self-administration of Medications in School

In accordance with North Carolina state law, there are a limited ***number*** of health conditions which may require the student to carry medications at all times. These include asthma (inhalers), diabetes (insulin or source of glucose), and severe anaphylactic allergies (EpiPen). In addition, learning to care for one’s health and well-being is an important developmental milestone for all students. Parents should be informed that students who are approved to self-carry medications while at school and during school sponsored activities are independent in the management of their medication with no oversight from school staff.

In order for a student to self-carry a medication, the following ***requirements must be met annually***:

- A. The student’s parent/guardian must submit a written treatment plan prepared by a healthcare provider for managing asthma, anaphylaxis, or diabetes. Examples include: asthma action plan, diabetic treatment plan, etc. The plan must state:
 - a. The student has a diagnosis of asthma, anaphylaxis, or diabetes
 - b. Self-administration of required medications is part of the student’s treatment plan
 - c. The student has been instructed in, and has demonstrated to the healthcare provider, the skills necessary to self-administer the medication
 - d. The name or type of medication that the student may self-administer while in school or during school sponsored activities

- B. The student’s parent/guardian must submit a completed “**School Request for Medication Administration in School**” form
- C. The parent/guardian must provide School backup medication that will be kept in the health office to which the student has immediate access in the event the student does not have the required medication.
- D. When medication such as asthma inhalers, diabetes medications, and emergency medications will be self-administered, an appropriate “Individualized Health Care Plan” (IHCP) will be completed by the school nurse in partnership with the parent/guardian and student.
- E. The student must demonstrate to the school nurse the knowledge, competence, and skills necessary to self-administer medication.
- F. Students will be required to sign a “**Student Agreement for Self-Carried Medication**” form acknowledging their role in self-carrying as well as a commitment to communicate to school staff when he/she is experiencing difficulty or adverse reactions. The student will agree to keep their medication secure.
- G. Students must dispose of contaminated sharps in accordance with OSHA guidelines.

Food Allergy Policies for Snack and Lunch Time

All students at TCA will be given the time for one snack a day on a full day and one snack on a half-day. Snacks will be eaten in the classroom. Parents and students are encouraged to pack a healthy snack.

Lunch will be eaten in the lunchroom or outside. There will be space designated for life-threatening allergies for lunch as needed. After lunch all teachers must wipe down tables and counters with the spray provided by the school. Students may not be responsible for wiping down the tables after lunch.

Teachers and staff must ensure that all students wash their hands before and after lunch. All trash from lunch must be disposed of in the designated classroom trash can.

Student Discrimination, Harassment and Bullying Policies

Non-Title IX Discrimination, Harassment, and Bullying Complaint Process

The School takes seriously all complaints of discrimination, harassment, and bullying. The process provided in this policy is designed for those individuals who believe that they may have been discriminated against unlawfully, bullied, or harassed in violation of the School’s Non-Title IX Prohibition Against Discrimination, Harassment, and Bullying Policy. Individuals who have witnessed or have reliable information that another person has been subject to unlawful discrimination, harassment, or bullying also should report such violations in the manner provided in this policy. Reports may be made anonymously. This policy does not apply where an individual seeks to assert allegations regarding or related to the identification, evaluation, educational placement, or free appropriate public education of a student under Section 504 or the IDEA, such allegations may be raised through the procedures governing such matter. This Policy also does not apply to Title IX complaints, behavior falling within Title IX or Title VII complaints. Please refer to the School’s policies for Title IX and VII matters.

A. Reporting by Employees or Other Third Parties

1. Mandatory Reporting by TCA Employees

Any employee who witnessed or who has reliable information or reason to believe that an individual may have been discriminated against, harassed, or bullied in violation of School Non-Title IX Prohibition

Against Discrimination, Harassment, and Bullying Policy must report the offense immediately to an appropriate individual designated in subsection B.1., below. An employee who does not promptly report possible discrimination, harassment, or bullying shall be subject to disciplinary action.

2. Reporting by Other Third Parties

All members of the school community including students, parents, volunteers, and visitors are also strongly encouraged to report any act that may constitute an incident of discrimination, harassment, or bullying.

3. Anonymous Reporting

Reports of discrimination, harassment, or bullying may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

4. Investigation of Reports

Reports of discrimination, harassment, or bullying under this policy will be investigated sufficiently to determine whether further action under this policy or otherwise is necessary, and school officials shall take such action as appropriate under the circumstances. At the option of the alleged victim, the report may be treated as a complaint by the alleged victim under this policy.

B. Complaints Brought by Alleged Victims of Discrimination, Harassment, or Bullying

1. Filing a Complaint

Any individual who believes that he or she has been discriminated against, harassed, or bullied in violation of the School's Non-Title IX Prohibition Against Discrimination, Harassment, and Bullying Policy is strongly encouraged to file a complaint orally or in writing to the following individuals as applicable:

- a. the school counselor, teacher, dean of students, principal of TCA for any claim of discrimination, harassment or bullying, including Title VI complaints;
- d. the Title IX coordinator for claims of sex discrimination or sexual harassment;
- c. the Section 504 coordinator or the ADA coordinator for claims of discrimination on the basis of a disability; or
- d. any member of the Board if the alleged perpetrator is the Principal.

2. Time Period for Filing a Complaint

A complaint should be filed as soon as possible but no later than 30 days after disclosure or discovery of the facts giving rise to the complaint. Complaints submitted after the 30-day period may be investigated at the discretion of school officials and outside the formal process described in Section C of this policy; however, individuals should recognize that delays in reporting may significantly impair the ability of school officials to investigate and respond to such complaints.

3. Informal Resolution

TCA acknowledges that many complaints may be addressed informally through such methods as conferences or mediation. TCA encourages the use of informal procedures such as mediation to the extent possible; however, mediation or other informal procedures will not be used to resolve complaints alleging sexual assault or sexual violence or complaints by a student of sexual harassment perpetrated by an employee. Informal procedures may be used only if the parties involved voluntarily agree. Any informal

process should be completed within a reasonable period of time, not to exceed 30 days unless special circumstances necessitate more time.

C. Process for Addressing Complaints of Alleged Incidents of Discrimination, Harassment, or Bullying

1. Initiating the Investigation

- a. Whoever receives a complaint of discrimination, harassment, or bullying pursuant to subsection B.1. shall immediately notify the Principal who shall designate an individual to conduct an investigation and respond to the complaint, such individual may be a school employee or outside consultant.
- b. As applicable, the investigator shall immediately notify the Title IX, or other relevant coordinator of the complaint, and, as appropriate, may designate the coordinator to conduct the investigation.
- c. The investigator shall explain the process of the investigation to the complainant and the alleged perpetrator.
- d. Written documentation of all formal reports and complaints, as well as the school system's response, must be maintained in accordance with the School's Non-Title IX Prohibition Against Discrimination, Harassment, and Bullying Policy.
- e. Failure to report, investigate, and/or address claims of discrimination, harassment, or bullying may result in disciplinary action.

2. Conducting the Investigation

- a. The investigator is responsible for determining whether the alleged act(s) constitutes a violation of the Non-Title IX Prohibition Against Discrimination, Harassment, and Bullying Policy. In so doing, the investigator shall impartially, promptly, and thoroughly investigate the complaint. The investigator shall interview (1) the complainant; (2) the alleged perpetrator(s); (3) individuals identified as witnesses by the complainant or alleged perpetrator(s); and (4) any other individuals, including other possible victims, deemed likely to have relevant information. The alleged perpetrator shall be notified of the general nature of the allegations. The investigation will include a review of all evidence presented by the complainant or alleged perpetrator.

If the investigator, after receipt of the complaint, an interview with the complainant, and consultation with the board attorney, determines that the allegations submitted, even if factual, do not constitute discrimination, harassment, or bullying as defined in School's Non-Title IX Prohibition Against Discrimination, Harassment, and Bullying Policy, the matter will be treated outside the scope of this policy. Information regarding the investigator's determination and the process for addressing the complaint will be provided to the complainant.

- b. The complaint and investigation will be kept confidential to the extent possible. Information may be shared only with individuals who need the information in order to investigate and address the complaint appropriately and those with a legal right to access the information. Any requests by the complainant for further confidentiality will be evaluated within the context of the legal responsibilities of the school system.
- c. The investigator shall review the factual information gathered through the investigation to determine whether, based on a preponderance of the evidence, the alleged conduct constitutes discrimination, harassment, or bullying, giving consideration to all factual information, the context in

which the alleged incidents occurred, the age, and maturity of the complainant and alleged perpetrator(s), and any other relevant circumstances.

3. Notice to Complainant and Alleged Perpetrator

a. The investigator shall provide written notification to the complainant of the results of the investigation within 15 days of receiving the complaint, unless additional time is necessary to conduct an impartial, thorough investigation. The investigator shall specify whether the complaint was substantiated and, if so, shall also specify:

1) reasonable, timely, age-appropriate, corrective action intended to end the discrimination, harassment, or bullying, and prevent it from recurring;

2) as needed, reasonable steps to address the effects of the discrimination, harassment, or bullying on the complainant; and

3) as needed, reasonable steps to protect the complainant from retaliation as a result of communicating the complaint.

b. Information regarding specific disciplinary action imposed on the alleged perpetrator(s) will not be given to the complainant unless the information relates directly to the complainant (e.g., an order requiring the perpetrator not to have contact with the complainant).

c. If the investigator determines that the complaint was substantiated, the perpetrator(s) shall be subject to discipline or other corrective steps, as set forth in School policy. If the corrective steps involve actions outside the scope of the investigator's authority, the Principal or designee will be notified so that responsibility for taking the corrective steps may be delegated to the appropriate individual.

d. The alleged perpetrator will be provided with a written summary of the results of the investigation in regard to whether the complaint was substantiated, whether the alleged perpetrator violated relevant law or School policies by his or her actions, and what, if any, disciplinary actions or consequences may be imposed upon the perpetrator in accordance with School policy. The perpetrator may appeal any disciplinary action or consequence in accordance with School policy and law. However, an appeal by the perpetrator of disciplinary action does not preclude school officials from taking appropriate action to address the discrimination, harassment, or bullying.

4. Appeal

a. If the complainant is dissatisfied with the results of the investigation, he or she may appeal the decision to the Principal. The appeal must be submitted in writing within ten days of receiving the notice of the results of the investigation. The appeal must state with particularity whether the complainant is appealing (1) the investigator's determination of whether the alleged conduct constitutes discrimination, harassment, or bullying in violation of the School's Non-Title IX Prohibition Against Discrimination, Harassment, and Bullying Policy, or (2) the School's response to any violation, including the appropriateness of any remedial measures taken by the district. If the complainant is appealing pursuant to option (2), he or she must state what additional measures the complainant believes should have been taken by the district. The Principal or designee may review the documents, conduct any further investigation necessary, or take any other steps the Principal or designee determines to be appropriate in order to respond to the complaint. The Principal or designee shall

provide a written response within 10 days after receiving the appeal, unless further investigation is needed. The Principal's decision is final.

b. If the alleged perpetrator is the Principal or the Principal declines to hear the appeal and refers it to the Board of Directors, the complainant may appeal the decision in writing within ten days of receipt directly to the Board of Directors. The appeal must state with particularity whether the complainant is appealing the Superintendent's decision with regard to (1) the investigator's determination of whether the alleged conduct constitutes discrimination, harassment, or bullying in violation of School's Non-Title IX Prohibition Against Discrimination, Harassment, and Bullying Policy, or (2) the School's response to any violation, including the appropriateness of any remedial measures taken by the School. If the complainant is appealing pursuant to option (2), he or she must state what additional measures the complainant believes the School should have taken. Upon receipt of the appeal, the Board Chair shall appoint a panel of not less than two members of the Board to hear and decide the appeal. The panel shall make reasonable efforts to meet and consider the appeal within twenty days after the chairperson refers the grievance to the panel. The panel shall review the complaint on the record unless it determines that additional information may be presented. No new evidence, written or verbal, may be presented without the prior knowledge and consent of both parties. At the Board Panel's discretion, they may hold a hearing and ask each party may make a brief oral presentation of no more than twenty minutes to summarize his or her position. The panel has the authority to ask questions, extend time limits, exclude extraneous or duplicative information, and otherwise maintain an efficient and fair appeal hearing. If a hearing is held, it will be recorded and shall be held in closed session. The Board panel may affirm, reverse or modify the decision. The Board panel shall use the preponderance of the evidence standard in reaching its decision. The Board panel will provide a final written decision within twenty days after the Board hearing unless the panel determines that additional time is needed for further review. The decision of the Board panel shall be final.

D. Timeliness of Process

If any school official charged with investigating the complaint or reviewing the investigation fails at any step in the process to communicate a decision within the specified time limit, the complainant will be entitled to appeal the complaint to the next step unless the official has notified the complainant of the delay and the reason for the delay. The school official shall make reasonable efforts to keep the complainant apprised of progress being made during any period of delay. Delays that interfere with the exercise of any legal rights are not permitted.

Failure by the complainant at any step in the process to appeal to the next step within the specified time or to attend a scheduled meeting or hearing under this policy will be considered acceptance of the results of the investigation and the School's response to the complaint, unless the complainant provided notice of the delay and the reason for the delay and the district consented in writing to the delay.

E. General Requirements

1. No reprisals or retaliation of any kind will be taken by the Board or by any TCA employee against the complainant or other individual on account of his or her filing a complaint or report or participating in an investigation of a complaint or report filed and decided pursuant to this policy. Disciplinary or other action may be taken against the complainant or other individual if the person knew or had reason to believe that the complaint or report was false or knowingly provided false information.
2. All meetings and hearings conducted pursuant to this policy will be private.

3. The complainant may be represented by an advocate, such as an attorney, at any meeting with the School under this policy. Should the complainant choose to be represented by an attorney, an attorney for the School may also be present.

4. Nothing in this policy shall prevent the Principal or Board from suspending the alleged perpetrator without pay during the course of the investigation or taking any other action deemed appropriate.

F. Records

Records will be maintained as required by School's Non-Title IX Prohibition Against Discrimination, Harassment, and Bullying Policy.

Title IX Discrimination and Harassment Policies For Students and Staff Members

Title IX provides that "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

It is the policy of TCA that students should not be subjected to forms of unlawful discrimination or harassment, while at school or school-sponsored activities. Furthermore, the policy's intent is to address the issue in a proactive manner through the establishment of a system for educating students and staff at the School regarding the identification, prevention, intervention, and reporting of such antisocial acts. The School acknowledges the dignity and worth of all students and strives to create a safe, orderly, caring and inviting school environment to facilitate student learning and achievement. TCA strives to model an inclusive environment and prohibits discrimination and harassment on the basis of gender or sex, including sexual orientation and LGBTQ+ identification. TCA will not tolerate any form of unlawful discrimination or harassment in any of its educational or employment activities or programs based on such protected classifications.

A. PROHIBITED BEHAVIORS AND CONSEQUENCES

1. Discrimination or Harassment

Students, employees, contractors, volunteers and visitors are expected to behave in a civil and respectful manner. In accordance with Title IX, the School expressly prohibits discrimination or harassment, based on sex or gender and prohibits sexual harassment (including sexual violence) and gender-based harassment. Sexual harassment is unwelcome conduct of a sexual nature. It includes unwelcome conduct on the basis of sex, requests for sexual favors in exchange for benefits (quid pro quo), and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual violence is a form of sexual harassment. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. In accordance with Title IX, the School also prohibits gender-based harassment, which is unwelcome conduct based on a student's sex, harassing conduct based on a student's failure to conform to sex stereotypes.

Sex-based harassment can be carried out by school employees, other students, and third parties. All students can experience sex-based harassment, including male and female students, LGBTQ+ students, students with disabilities, and students of different races, national origins, and ages. Title IX protects all students from sex-based harassment, regardless of the sex of the parties, including when they are members of the same sex.

2. Retaliation

The School prohibits intimidation, threats, coercion, or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under Title IX. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation. As such, the School prohibits reprisal or retaliation against any person for reporting or intending to report violations of this policy, supporting someone for reporting or intending to report a violation of this policy, or participating in the investigation of reported violations of this policy. After consideration of the nature and circumstances of the reprisal or retaliation and in accordance with applicable laws, policies, and regulations, the Principal or designee shall determine the consequences and remedial action for a person found to have engaged in reprisal or retaliation.

The exercise of rights protected under the First Amendment does not constitute retaliation. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under Title IX does not constitute retaliation prohibited under this policy, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

B. APPLICATION OF POLICY

This policy prohibits unlawful discrimination or harassment by students, employees, volunteers, contractors, and visitors. This policy is intended to apply to student's vis a via other students, faculty, staff, volunteers/visitors, or contractors. This policy also applies to employees, volunteers/visitors, and contractors. This policy applies to behavior that takes place within the School's "education program or activity," which includes, but is not necessarily limited to, behavior:

1. in any school building or on any school premises before, during or after school hours;
2. on any bus or other vehicle as part of any school activity;
3. at any bus stop;
4. during any school-sponsored activity or extracurricular activity;
5. at any time or place when the individual is subject to the oversight and authority of school personnel;
6. at any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in the schools; and
7. while using school or personal electronic communications, including employee and student emails, text messaging, instant messaging, chat rooms, blogging, websites and social networking websites (i.e., Snapchat or Instagram).

C. DEFINITIONS

For purposes of this policy ONLY, the following definitions apply:

1. Discrimination

Discrimination means any act or failure to act that unreasonably and unfavorably differentiates treatment of others based solely on the basis of gender or sex (including transgender and LGBTQ+ identification).

Discrimination may be intentional or unintentional.

2. Harassment

Prohibited harassment, including sexual harassment, under this policy means conduct on the basis of sex/gender that satisfies one or more of the following:

1. An employee conditioning the provision of an aid, benefit or service on an individual's participation in unwelcome sexual conduct (i.e., quid pro quo)
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to an education program, employment, or activity (i.e., hostile environment)
3. Sexual assault (as defined by Clery Act), or "dating violence," "domestic violence" and "stalking" (as defined by Violence Against Women Act).

For purposes of this policy, "hostile environment" means that the harassment is objectively severe and pervasive enough that a reasonable person would agree that it is harassment and must be based on sex or gender. A hostile environment may be created through pervasive or persistent misbehavior if sufficiently severe.

Examples of behavior that may constitute harassment include, but are not limited to, verbal taunts, name-calling and put-downs, epithets, derogatory comments or slurs, lewd propositions, exclusion from peer groups, extortion of money or possessions, implied or stated threats, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons. Legitimate age-appropriate pedagogical techniques are not considered harassment. Harassment, including sexual or gender-based harassment, is not limited to specific situations or relationships. It may occur between fellow students or co-workers, between supervisors and subordinates, between employees and students, or between non-employees, including visitors, and employees or students. Harassment may occur between members of the opposite sex or the same sex.

Examples of sexually harassing conduct includes, but is not limited to, deliberate, unwelcome touching that has sexual connotations or is of a sexual nature, suggestions or demands for sexual involvement accompanied by implied or overt promises of preferential treatment or threats, pressure for sexual activity, continued or repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal remarks about an individual's body, sexually degrading words used toward an individual or to describe an individual, sexual violence, or the display of sexually suggestive drawings, objects, pictures or written materials. Acts of verbal, nonverbal, or physical aggression, as well as intimidation or hostility based on sex, but not involving sexual activity or language, may be combined with incidents of sexually harassing conduct to determine if the incidents of sexually harassing conduct are sufficiently serious to create a sexually hostile environment.

Gender-based harassment is also a type of harassment. Gender-based harassment may include acts of verbal, nonverbal, or physical aggression, as well as intimidation or hostility based on sex or sex-stereotyping but not involving conduct of a sexual nature.

3. Conduct Not Covered by This Policy

Conduct that does not meet the definitions set forth above in this Title IX Policy are not subject to the School's Title IX Policy or any reporting/grievance procedures that govern Title IX matters. However, such conduct may still constitute a violation of other School policy, including the School's Code of Conduct, non-discrimination policy, and bullying policy. Please refer to and follow those policies for such conduct.

TO REPORT A VIOLATION OF THIS POLICY: PLEASE REFER TO THE SCHOOLS TITLE IX REPORTING AND GRIEVANCE POLICY.

This Policy as it pertains to Title IX shall remain in effect to the extent required by law.

Title IX Coordinator's Duties, Notice, Reporting And Grievance Policy

This Policy sets forth the School's Notice, Reporting and Grievance policy for Title IX matters and should be read in conjunction with the School's Title IX policy. This Policy only pertains to Title IX and alleged violations of Title IX. It does not apply to any other type of discrimination, harassment or bullying. Please refer to the School's other policies, including Non-Discrimination and Harassment Policy, and student conduct policies when Title IX does not apply.

The School's Title IX Coordinator is: Teresa Barber

[INSERT CONTACT INFORMATION]

1. TRAINING AND PROGRAMS

The designated Title IX Coordinator shall establish training and other programs that are designed to help eliminate unlawful discrimination or harassment and foster an environment of understanding and respect for all members of the school community. Information about this policy and the related complaint procedure must be included in the training plan. The training or programs should:

- (1) provide examples of behavior that constitutes unlawful discrimination or harassment;
- (2) teach employees to identify groups that may be the target of unlawful discrimination, or harassment; and
- (3) train school employees to be alert to locations where such behavior may occur, including locations within school buildings, at school bus stops, on cell phones and on the Internet.

In addition, training of Title IX personnel, including the Title IX Coordinator, Investigator(s) and Decision-maker(s), must include training:

1. On the definition of the definitions of prohibited conduct, including sexual harassment;
1. The scope of the school's education program or activity;
2. How to conduct an investigation;
3. The grievance process including appeals, and informal resolution processes;
4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;
5. Relevance, including how to apply the rape shield protections provided only for complainants.

Moreover, training for Title IX personnel, including the Coordinator, Investigator(s), Decision-makers, and any person who facilitates an informal resolution process, must not rely on sex stereotypes and must promote impartial investigations and adjudications of sexual harassment. The School will post materials used to train Title IX personnel on their websites for a minimum of seven (7) years after posted, if any, or make materials available for members of the public to inspect.

2. NOTICE

The designated Title IX Coordinator is responsible for providing effective notice to job applicants, student applicants, students, parents, and employees of the procedures for reporting and investigating complaints of unlawful sex/gender discrimination and harassment. This policy will be posted on the School's website, and copies of the policy are available at the front office. Notice of this policy will appear in all job applicant information, admissions information, student and employee handbooks, and in any School publication that sets forth the comprehensive rules, procedures, and standards of conduct for students and employees.

3. TITLE IX COORDINATOR

The Title IX Coordinator is responsible for monitoring the overall implementation of Title IX for Tillery Charter Academy and coordinating the institution's compliance with Title IX in all areas covered by the implementing regulations. The major responsibility is the prevention of sexual harassment and discrimination. Other major monitoring duties include, but are not limited to, the following recruitment and admissions, educational programs and activities, hiring and employment. Other areas of consideration include:

- Participating in the development and implementation of TCA's sexual harassment policy.
- Assisting faculty, counselors and administrators in complying with Title IX, and when a need arises, planning remedial actions.
- Making your presence known in the community by disseminating civil rights information or by speaking at parent-teacher group meetings, social or professional organization meetings, and other community functions.
- Serving as a resource on Title IX/gender issues.
- Monitoring and evaluating TCA's Title IX compliance efforts and making recommendations for any appropriate changes.
- Providing updated information to schools on Title IX implementation and issues.
- Identifying and disseminating information about Title IX educational resources (organizations, individuals, print, internet, and audio-visual)

4. EVALUATION

The Principal or designee shall evaluate the effectiveness of efforts to correct or prevent unlawful sex/gender discrimination and harassment and shall share these evaluations periodically with the School's Board.

5. CONFIDENTIALITY

The recipient, whether a TCA employee, staff member, contractor, or the Title IX Coordinator, must keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness,

except as may be permitted by the FERPA or as required by law, or to carry out the purposes of Title IX, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to the Title IX grievance procedures.

The Title IX Coordinator shall maintain confidential records of complaints or reports of unlawful discrimination or harassment. The records will identify the names of all individuals accused of such offenses and the resolution of such complaints or reports. The Title IX Coordinator also shall maintain records of training conducted and corrective action(s) or other steps taken by the School to provide an environment free of unlawful discrimination or harassment. The Principal shall report to the Board all verified cases of unlawful discrimination or harassment under the School's Title IX Policy.

6. REPORTING TITLE IX VIOLATIONS

1. For Students:

- a. To report discrimination, harassment, and sexual harassment/misconduct based on sex/gender, students or their parents should contact a trusted teacher or advisor, grade-level Principal and/or Title IX coordinator immediately and file a complaint.
- b. Employees are required to report any actual or suspected violations of this policy. When anyone reports harassment and/or discrimination to a school employee, that employee shall notify the Title IX Coordinator or Principal, as soon as possible and within 24 hours.
- c. If the Principal is involved in the allegation, then another administrator will immediately inform the Chair of the Board of Directors.

2. For Employees: for discrimination, harassment, and sexual harassment complaints based on sex/gender, employees should contact the Title IX coordinator immediately and follow the School's harassment and discrimination policy as well as its Title IX Reporting and Grievance policy.

3. Students, parents, volunteers, visitors or others are also strongly encouraged to report any actual or suspected incidents of discrimination or harassment based on sex/gender under this policy. Reports may be made anonymously, and all reports shall be investigated in accordance with that policy.

4. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by e-mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

5. Reporting may be made at any time, including during non-business hours, by using the telephone number or e-mail address, or by mail to the office address listed for the Title IX Coordinator.

G. DEFINITIONS

As used in this and all other Title IX related policies, the following definitions shall apply.

1. "Complainant" is as an individual who is alleged to be the victim of conduct that could constitute sexual harassment. This means that any third party as well as the complainant may report sexual harassment.

While parents and guardians do not become complainants (or respondents), parents and guardians have a right to act on behalf of parties (including by filing formal complaints) in Title IX matters.

2. "Respondent" is as an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
1. "Formal complaint" is as a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school investigate the allegation of sexual harassment and state that at the time of filing a formal complaint, a complainant was participating in or attempting to participate in the education program or activity of the School with which the formal complaint is filed. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator, and by any additional method designated by the school.
2. "Document filed by a complainant" means a document or electronic submission (such as by e-mail or through an online portal provided for this purpose by the school) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or a party during a grievance process, and must comply with requirements for Title IX personnel to be free from conflicts and bias.
3. "Supportive measures" are individualized services reasonably available that are non-punitive, non-disciplinary, and not unreasonably burdensome to the other party while designed to ensure equal educational access, protect safety, or deter sexual harassment. The School's selection of supportive measures and remedies shall be based on what is not clearly unreasonable in light of the known circumstances.

H. MANDATORY RESPONSE AND PROCEDURAL OBLIGATIONS

TCA is required to respond whenever any employee has notice of sexual harassment, including allegations of sexual harassment or allegations relevant to mandatory reporting laws in North Carolina. Notice to the Title IX Coordinator or to any School employee, board member, or official with authority to institute corrective measures on the School's behalf, charges the School with actual knowledge and triggers the School's response obligations under Title IX.

TCA will respond promptly to Title IX sexual harassment or discrimination in a manner that is not deliberately indifferent, which means a response that is not clearly unreasonable in light of the known circumstances. The School shall also comply with the following mandates:

1. The School will offer supportive measures to the person alleged to be the victim (referred to as the "complainant").
2. The Title IX Coordinator will promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.
1. The School will follow the grievance process set forth herein before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent.
2. The School will not restrict rights protected under the U.S. Constitution, including the First Amendment, Fifth Amendment, and Fourteenth Amendment, when complying with Title IX.

3. The School will investigate sexual harassment allegations in any formal complaint, which can be filed by a complainant, or signed by a Title IX Coordinator.

4. A complainant's wishes with respect to whether the school investigates should be respected unless the school determines that not pursuing an investigation would be deliberately indifferent (or that pursuing an investigation is necessary for community safety or similar reasons), in which case the Title IX Coordinator may sign complaint even if the complainant does not file a formal complaint (doing so will not be viewed as adversarial toward the respondent).

5. If the allegations in a formal complaint do not meet the definition of sexual harassment as defined in the School's Title IX policy, or the alleged conduct did not occur in the School's education program or activity, against a person in the United States, the School must dismiss such allegations for purposes of Title IX. However, the School may still address the allegations in any manner the School deems appropriate under the School's code of conduct or other policies.

6. Treat complainants equitably by providing remedies any time a respondent is found responsible, and treat respondents equitably by not imposing disciplinary sanctions without following the grievance process set forth herein.

7. Remedies, which are required to be provided to a complainant when a respondent is found responsible, must be designed to maintain the complainant's equal access to education and may include supportive measures; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

8. All Title IX personnel (Title IX Coordinators, investigators, decision-makers, people who facilitate any informal resolution process) shall be free from conflicts of interest or bias for or against complainants or respondents.

9. There is a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

10. The School's grievance process shall not use, rely on, or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

11. Any provisions, rules, or practices that a school adopts as part of its grievance process for handling formal complaints of sexual harassment must apply equally to both parties (complainant and respondent).

12. The standard of evidence to determine responsibility is the preponderance of the evidence standard for all formal complaints of sexual harassment, whether the respondent is a student or an employee (including faculty member).

I SUPPORTIVE MEASURES, REMEDIES AND DISCIPLINARY SANCTIONS

Supportive measures include: services, accommodations, and/or other assistance that TCA puts in place for a complainant after receiving notice of alleged sexual misconduct but before any final outcomes – investigatory, disciplinary, or remedial – have been determined. TCA wants students and employees to be safe, to receive appropriate medical attention, and to get the help they need to heal and to continue to access their educational opportunities. We also want students and employees to understand their reporting options and how to access available interim measures.

Upon receiving a report of sexual harassment, the TCA will provide the complainant, or their advocate, with a written explanation of the interim measures available at TCA and through local community resources [insert name of local resources] and shall ask complainants, or their advocates, what measures are sought. Some possible interim measures are listed below, and the School determines which measures are appropriate for a

particular complainant on a case-by-case basis. Not all of the measures listed below will be necessary in every case to keep victims safe and ensure their equal access to educational programs and activities. If the complainant or advocate identifies an interim measure that is not already provided by the School, the School will consider whether the request can be granted. In those instances where interim measures affect both a complainant and the respondent, the School will minimize the burden on the complainant wherever appropriate while ensuring that the measures are non-disciplinary and non-punitive prior to reaching a determination regarding responsibility.

A complainant or their advocate may request the interim measures listed below. The School – after consulting with the complainant and/or their advocate – will determine which measures are appropriate to ensure the complainant’s safety and equal access to educational programs and activities:

- Academic accommodations, including change in classes, testing, or assignments;
- Medical and mental health services, including counseling;
- Modifications to extracurricular activities, field trips or on or off-campus activities;
- A “no contact” directive pending the outcome of an investigation. Such a directive serves as notice to both parties that they must not have verbal, electronic, written, or third party communication with one another;
- Providing an escort to ensure that the student can move safely between school programs and activities;
- Transportation accommodations; and
- Assistance identifying an advocate to help secure additional resources or assistance including off-campus and community advocacy, support, and services.

Remedies Include:

Depending on the specific nature of the problem, remedies for the complainant may include, but are not limited to:

- Providing an effective escort to ensure that the complainant can move safely between classes and activities;
- Ensuring the complainant and perpetrator do not share classes or extracurricular activities;
- Moving the perpetrator or complainant (if the complainant requests to be moved) to a different residence hall or, in the case of an elementary or secondary school student, to another school within the district;
- Providing comprehensive, holistic victim services including medical, counseling and academic support services, such as tutoring;
- Arranging for the complainant to have extra time to complete or retake a class or withdraw from a class without an academic or financial penalty; and
- Reviewing any disciplinary actions taken against the complainant to see if there is a causal connection between the sexual violence and the misconduct that may have resulted in the complainant being disciplined.

When a respondent is found responsible for sexual harassment, TCA will offer all remedies needed to eliminate the harm to the complainant and the school community and prevent the recurrence of sexual harassment. Simply sanctioning a respondent found responsible, in some cases, may be insufficient to eliminate a hostile environment. Rather, in addition to sanctions, TCA may consider offering appropriate remedies for the broader student/staff population after the final outcome, including the following:

- Training or retraining school employees on the school’s responsibilities to address allegations of sexual violence and how to conduct Title IX investigations;

- Developing materials on sexual harassment, which should be distributed to all staff and students;
- Conducting bystander intervention and sexual harassment prevention programs with students and/or staff;
- Issuing policy statements or taking other steps that clearly communicate that the school does not tolerate sexual harassment and will respond to any incidents and to any student who reports such incidents;
- Conducting, in conjunction with student leaders, a School climate check to assess the effectiveness of efforts to ensure that the school is free from sexual violence, and using that information to inform future proactive steps that the school will take;
- Targeted training for a group of students if, for example, the sexual harassment created a hostile environment (i.e., on an athletic team);
- When a school is unable to conduct a full investigation into a particular incident (i.e., when it received a general report of sexual violence without any personally identifying information), it should consider remedies for the broader student population in response.

Disciplinary sanctions include:

- For Students found responsible: verbal warning, written warning, interim suspension, restitution, suspension, required participation in appropriate training, counseling, required completion of a probationary period without additional infractions, or requiring the respondent to stay away from the complainant for a period of time.
- For Employees found responsible: sanctions for violations of Title IX vary depending on severity from formal written warning to dismissal.

J. INVESTIGATIONS

TCA shall investigate the allegations in any formal complaint and send written notice to both parties (complainants and respondents) of the allegations upon receipt of a formal complaint.

TCA, through the Title IX Coordinator or other authorized School official, shall designate an impartial individual to serve as the Investigator and conduct an investigation. The Investigator may be the Title IX Coordinator. However, the Investigator shall not be someone with a conflict of interest or bias. The School may choose an outside investigator, TCA employee or contractor to conduct the investigation. During the grievance process and when investigating, the Investigator shall comply with the following:

1. The burden of gathering evidence and burden of proof must remain on the School, not on the parties.
2. The School must provide equal opportunity for the parties to present fact and expert witnesses and other inculpatory and exculpatory evidence.
3. The School must not restrict the ability of the parties to discuss the allegations or gather evidence (e.g., no “gag orders”).
4. Parties must have the same opportunity to select an advisor of the party’s choice who may be, but need not be, an attorney.
5. The School shall send a written notice to the parties (complainant and respondent) of any investigative interviews, meetings, or hearings.
6. The School shall send the parties, and their advisors, evidence directly related to the allegations, in electronic format or hard copy, with at least 10 days for the parties to inspect, review, and respond to the evidence.

7. The School shall send the parties, and their advisors, an investigative report that fairly summarizes relevant evidence, in electronic format or hard copy, with at least 10 days for the parties to respond.
8. The School shall dismiss allegations of conduct that do not meet the definition of sexual harassment set forth in the School's Title IX policy or did not occur in a school's education program or activity against a person in the U.S. Such dismissal is only for Title IX purposes and does not preclude the School from addressing the conduct in any manner the school deems appropriate.
9. The School may, in its discretion, dismiss a formal complaint or allegations therein if the complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations therein, if the respondent is no longer enrolled or employed by the school, or if specific circumstances prevent the school from gathering sufficient evidence to reach a determination.
10. The School shall give the parties written notice of a dismissal (mandatory or discretionary) and the reasons for the dismissal.
11. The School may, in its discretion, consolidate formal complaints where the allegations arise out of the same facts.
12. The School shall protect the privacy of a party's medical, psychological, and similar treatment records and shall not access or use such records unless the School obtains the party's voluntary, written consent to do so.

K. DECISION-MAKER

TCA, through the Title IX Coordinator or other authorized School official, shall designate a Decision-maker with regard to a Title IX complaint. The Decision-maker shall not be the Title IX Coordinator or Investigator, and shall not be someone with a conflict of interest or bias. The Decision-maker shall comply with the following rules:

1. Start with the presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
2. All Complainants are afforded rape shield protections, deeming questions and evidence about a complainant's prior sexual behavior irrelevant, unless offered to prove that someone other than the respondent committed the alleged misconduct or offered to prove consent.
3. Use the preponderance of the evidence standard in reaching her/his decision.
4. Require objective evaluation of all relevant evidence, inculpatory and exculpatory, and avoid credibility determinations based on a person's status as a complainant, respondent, or witness.
5. After sending the investigative report to the parties and before reaching a determination regarding responsibility, the decision-maker(s) must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party.
6. Issue a written determination regarding responsibility with findings of fact, conclusions about whether the alleged conduct occurred, rationale for the result as to each allegation, any disciplinary sanctions imposed on the respondent, and whether remedies will be provided to the complainant.
7. The written determination must be sent simultaneously to the parties along with information about how to file an appeal.

L. GRIEVANCE PROCESS

Prompt Filing. The Complainant must file a formal complaint within a reasonable time, ideally within 10 days of the alleged incident. A complaint will not be disallowed solely because of the passage of time. The Title IX

coordinator is charged with ensuring that all such complaints are timely, impartially, and appropriately investigated in accordance with applicable law.

Confidentiality. Every effort will be made to ensure the confidentiality of the complainant. There may be times where confidentiality may not be possible for the School to conduct a thorough investigation. There may also be instances where the School has a legal obligation to report certain information it receives to state or local authorities or to protect the School community.

Timeline. While the timeframe for completing an investigation into individual complaints may vary depending on the circumstances, the Title IX coordinator will ensure that timeframes are reasonable and endeavor to complete any investigation, including any decision, within sixty (60) days of the filing of a complaint. The timeline may be extended where appropriate at the discretion of the School. Include reasonably prompt time frames for conclusion of the grievance process, including appeals and informal resolutions, with allowance for short-term, good cause delays or extensions of the time frames.

Investigation. The Title IX coordinator or other School official shall designate an impartial Investigator to conduct the investigation. The Investigator shall have full authority to investigate, including the authority to interview witnesses. The Investigator shall follow the guidance/mandates set forth above in this policy in conducting the investigation.

Decision-Maker. The Decision-maker shall follow the guidance/mandates set forth above in this policy and shall use the preponderance of the evidence standard in reaching her/his decision. The Decision-maker shall timely provide written notice of the outcome of the complaint to the relevant parties.

Appeal. Either party may appeal the Decision-maker's decision to the Board of Directors within 14 days after a decision is made or the School dismisses a formal complaint in a Title IX proceeding, on the following bases:

1. Procedural irregularity that affected the outcome of the matter,
2. Newly discovered evidence that could affect the outcome of the matter, and/or
1. Title IX personnel had a conflict of interest or bias that affected the outcome of the matter.

The Board of Directors will appoint a panel of three board members to serve as the impartial review panel. The review will be conducted in accordance with all applicable laws and the panel may, but is not required to, request information directly from the parties. The three-member review panel will make a decision and will provide written notice of the outcome of the appeal to the parties within fourteen (14) school days, unless circumstances require more time.

M. INFORMAL RESOLUTION PROCESS FOR STUDENTS

After a formal Complaint is filed, the School may, in its discretion, offer and facilitate informal resolution options, such as mediation or restorative justice, so long as both parties give voluntary, informed, written consent to attempt informal resolution. The School will not require participation in an informal process. And, at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

The School does not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment. Any person who facilitates an informal resolution must be well-trained. The School will not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student. Finally, the School may not offer an informal resolution process unless a formal complaint is filed.

N. POLICY APPLICATION

This policy shall remain in effect as long as required by law.

McKinney-Vento

The McKinney-Vento Education of Homeless Children and Youth Assistance Act is the primary piece of legislation dealing with the education of children and youth experiencing homelessness. The Act is also known as Title X, Part C of the Every Students Succeeds Act.

The term "homeless children and youths" is defined by the McKinney-Vento Act as

(A) means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)); and

(B) includes--

(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;*

(ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C));

(iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

(iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

Children and youth experiencing homelessness have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment, or having missed application or enrollment deadlines during any period of homelessness.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local attendance area school or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is the parent's, guardian's, or unaccompanied youth's preference. If the school district believes the school selected is not in the student's best interest, then the district must provide the parent, guardian, or unaccompanied youth with a written explanation of its position and inform him/her of the right to appeal its decision.
- Receive transportation to and from the school of origin, if requested by the parent, guardian, or local liaison on behalf of an unaccompanied youth.
- Receive educational services comparable to those provided to other students, according to the student's need.

These rights are established under the McKinney-Vento Homeless Assistance Act. To qualify for these rights, children and youth must be considered homeless according to the [McKinney-Vento definition of homeless \(see above\)](#).

Parent Resources regarding The NC Homeless Education Program (NCHEP) can be found [here](#).

Student Resources regarding the rights of Children experiencing homelessness can be found [here](#).

NCHEP is dedicated to ensuring that all children and youth experiencing homelessness have access to the public education to which they are entitled under the federal McKinney-Vento Education of Homeless Children and Youth Assistance Act. NCHEP works towards this goal by ensuring that North Carolina's state policies are in compliance with federal law, by providing technical assistance to North Carolina's local homeless education liaisons, and by providing informational and awareness materials to educators and other interested community members throughout North Carolina.

School McKinney-Vento Liaison: Teresa Barber

Student Discipline Procedures

Student Code of Conduct

TCA's expectation for student behavior are based upon the following governing principles:

1. Students will act with courtesy, consideration, tolerance, and patience in all interactions with others both at school and during school-sponsored activities.
2. Students shall treat school property and facilities with care and respect.
3. Students shall treat the property of others with care and respect.
4. Students will follow the School's Honor Code and be honest in all academic and social situations.
5. Student behavior will reflect positively upon TCA.

Good discipline is imperative to the success of the school: it is helping a student adjust to the requirements of his/her environment rather than punishment for his/her not having adjusted, it is turning unacceptable conduct into acceptable conduct, and it is not humiliating or embarrassing. The ultimate, unique achievement of good discipline is self-discipline on the part of the student. Each teacher/team has a plan for managing student behavior that incorporates effective strategies consistent with the purpose and principles established by Board policies regarding student behavior. Teachers are encouraged to seek positive, innovative and constructive methods of correcting and managing student behavior in an effort to avoid repeated misbehavior and suspension.

Consequences for violating the policies in this handbook, teacher/team standards, or rules may include, but are not limited to the following:

- Parental involvement
- Isolation or time-out for short periods of time
- Behavior improvement agreements (contracts)
- Individual or small group sessions with an administrator
- Silent Lunch
- Detention during lunch
- Exclusion from extracurricular activities
- Suspension or exclusion.

TCA is not required to engage in progressive discipline. Some offenses are so serious they warrant more severe consequences including, but not limited to, immediate suspension and/or recommendation for longer-term consequences.

This Student Code of Conduct is not to be seen as all-inclusive. The administration reserves the right to amend or add to these lists as unique situations arise. The administration further reserves the right to deviate from the stated disciplinary action(s) based on unique or aggravating factors.

Failure to follow the instruction of a teacher, administrator or other school official and any conduct in violation of any written rule, policy or procedure or code of TCA will result in appropriate disciplinary measures.

DEFINITIONS

- **Short-Term Suspension:** suspension from school, school activities and school grounds for a period of up to ten (10) school days.
- **Long-Term Suspension:** suspension from school, school activities and school grounds for more than ten (10) school days, but less than exclusion.
- **Exclusion:** Permanent removal of the student from school, school activities and school grounds. A charter school student who has been excluded may return to his local educational agency pursuant to North Carolina law.
- **Expulsion:** Permanent termination of the student-school relationship. This applies only to students 14 years of age or older whose continued presence constitutes a clear threat to the safety of other students or school staff.

CLASS I OFFENSES

Result: Lunch Detention

- Uniform/Dress Code violations
- Littering on school property
- Repeatedly refusing to complete school assignments
- Violation of the Technology Use Agreement
- Repeatedly neglecting to bring notebook, pencil and/or other learning materials to class
- Cell phone/headphone use during the school day

CLASS II OFFENSES

Result: Lunch Detention, In School Suspension or Short/Long-term Out of School Suspension

- Committing repeated Class I offenses
- Failure to comply with other assigned consequences
- Deliberately disrupting the normal educational process in the classroom
- Failure to attend an assigned class without a valid excuse, skipping school or cutting classes
- Use of profanity and/or an obscene gesture
- Lying to or deliberately deceiving a teacher or a staff member
- Willfully leaving the classroom or school grounds without permission
- Inappropriate public displays of affection
- Failure to follow instructions of school staff
- Unauthorized or inappropriate use of any electronic device while on school property not associated with the educational process during normal school hours.
- Throwing objects in the classroom or on school grounds
- Repeated tardiness
- Use of inappropriate language
- Insubordination
- Repeated violations of the Honor Code such as cheating and/or plagiarism
- Taking unauthorized or inappropriate photos or videos of another individual
- Bullying/harassment (cyber-bullying included)
- Any conduct committed off-campus that (a) if committed on campus would constitute a Class II offense and (b) has a reasonable relationship to school operations
- Causing breakage to another student's school issued technology

CLASS III OFFENSES

Result: Suspension or possible disciplinary hearing for repeated and/or severe behavior, which could include but would not be limited to a Long-Term Suspension or Permanent Exclusion from attending TCA.

- Committing a combination of or repeated Class I and/or Class II offenses
- Using school technology or network to access pornographic, violent or other unacceptable content either at school or at home using school-owned electronic devices.
- Accessing, producing, posting, displaying or sending offensive message, music or images, including images of exposed body parts
- Damaging the reputation of a staff member – defamation of character.
- Trafficking, possessing and/or using tobacco/nicotine products on school property or at a school-sponsored event including the use or possession of electronic cigarettes or paraphernalia.
- Stealing or possessing stolen property
- Threatening to physically harm or attack another student, staff member or adult on school property or at a school-sponsored event
- Physically striking or attacking a student, staff member or adult whether as an individual act or with the assistance of others
- Possessing, handling, transferring or bringing a weapon or ammunition (including a toy weapon; example – toy gun, toy knife) on school property or at a school-sponsored event
- Creating or encouraging other students to join in a disturbance, so as to cause the disruption of normal school operations
- Accessing or disseminating pornography, graphic content, sexual content or any other inappropriate material on an electronic device or in print.
- Possessing, selling, exchanging, distributing, attempting to purchase, using or being under the influence of alcohol, illegal drugs, drug paraphernalia, or any substance purported to be an illegal drug, prescription medicine or alcohol on school property or at a school-sponsored event. This includes distribution of or purposely taking more than the prescribed amount of medically necessary prescription medication.
- Touching or conduct perceived as sexual or inappropriate in nature or which is deemed offensive to that person
- Damage/destruction/vandalism/arson of or trespassing on school property
- Hazing
- Bomb threat/hoax, false alarms
- Possession or use of explosives, fireworks, sparklers, smoke/stink bombs on school grounds or at a school-sponsored event
- Any conduct committed off-campus that (a) if committed on campus would constitute a Class III offense and (b) has a reasonable relationship to school operations
- Creating or encouraging other students to join in a disturbance, so as to cause the disruption of normal school operations

Note: Any student who inadvertently possesses or finds a weapon or illegal substance or stolen property, which may subject the student to exclusion, may or may not be recommended for these sanctions if the student voluntarily surrenders the property to a school staff person prior to discovery by another person. This should be done as soon as the student realizes that he/she is in possession of the weapon or substance or stolen property.

Any student who has been given out-of-school suspension three or more times in the same academic year may be recommended for exclusion.

TCA and its employees shall follow applicable rules concerning the discipline of students who qualify under relevant special education laws.

The Principal and Dean of Students shall have the authority to suspend a student for up to ten (10) school days at a time (*i.e.*, a Short-Term Suspension). There are no appeals for short term suspensions of 10 days or less.

For Class III offenses, each the Principal and Dean of Students may recommend a Long-Term Suspension, and/or Exclusion, and/or participation in a Behavioral Contract. Decisions as to Long-Term Suspensions and/or Exclusion shall be made by the Director after appropriate written notice to the parties involved and a hearing if one is requested. In the absence of the Director, the Board Chair shall appoint a hearing officer. Student appeals from the decision of the Director or hearing officer shall be heard by a panel of three Board members who shall be appointed by the Board Chair. Appeals must be made in writing to the Board Chair within ten (10) days of the decision of the Director or hearing officer. The hearing of the panel will occur at the next regularly scheduled Board meeting date unless the family is otherwise notified. Decisions of the Board panel shall be final, and there will be no further appeal to the full Board of Directors.

TCA's disciplinary procedures will be exercised in a manner consistent with state and federal law, including the Gun Free Schools Act, the Individuals with Disabilities Education Act and the Rehabilitation Act of 1973. The disciplinary procedures applicable to students with disabilities and those who have Section 504 accommodation plans are available on the school's website.

Athletics and Extracurricular Activities

Athletics/Extracurricular Participation Policy

Extracurricular activities include ANY athletic team, Lower School and Middle School club or clubs that represent School in competition. To be eligible to try out and remain eligible to participate for any sport, extracurricular competition or club leadership role at School, students must meet the following criteria:

- All students must be enrolled in School to participate
- All students must be in good discipline status through the entire time of their respective sport season or extracurricular activity. This means that if a student is suspended for any period of time, his/her status as a team or club member may be revoked by the Coach or Administration. The student is not allowed to participate or attend any sport or co-curricular events during the time of suspension. Violations of the school's behavior policy are subject to review by the Administration and may cause a student to be placed on probation or removed from the team or club.
- All students absent or removed from school for more than half of the day of a contest for any reason may not be in the contest that school day. In order for a student to be able to participate in a contest, the student must be present for a half day of school. Please review the Attendance section of the handbook for specific times.
- Student athletes must receive a health screening each year (395 days) by a duly licensed physician, nurse practitioner or physician assistant.
- Any athlete who quits a team voluntarily, not including medical reasons, could potentially forfeit being eligible to participate in School athletics for a period of one year as determined by administration. This one-year period also applies to any athlete who has been dismissed from a team by a coach or administration.
- Parents and students are responsible for monitoring the progress of their grades throughout the quarter.
- Must pay the participation fee (per sport season) prior to the first contest in each sport season.
- Concussion Forms must be completed and on file for each school year.

Middle School Athletic Eligibility Requirements

6th Grade	<ul style="list-style-type: none">• Must meet local promotion standards• A student who is promoted from the fifth grade to the sixth grade automatically meets the requirements for the <u>first semester</u>.• Must have earned an average of 75% across all classes during the previous semester (beginning second semester). Students must maintain the average of 75% across all classes during the season to remain eligible.• Student with grades that dip below 70% in any class must attend weekly tutoring until their grade is a minimum of 70%
7th and 8th Grade	<ul style="list-style-type: none">• Must meet local promotion standards• Must have earned an average of 75% across all classes during the previous semester (beginning second semester). Students must maintain the average of 75% across all classes during the season to remain eligible.• Student with grades that dip below 70% in any class must attend weekly tutoring until their grade is a minimum of 70%

Exceptional Children (Grades 6-8)	<ul style="list-style-type: none"> The 75% average eligibility rule will be waived if (1) I.E.P. goals are being met; (2) satisfactory progress is being made in mainstreamed classes, and (3) has the principal's recommendation
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Sports Pre-Participation & Medical Examination Forms (when applicable)

In order to be eligible for practice or participation in interscholastic athletic contests, the student must receive a medical examination once every 395 days by a duly licensed physician, nurse practitioner, or physician assistant, subject to the provisions of G.S.90-9, 90-18.1, and 90-18.2. The recommended Sports Pre-participation and Medical Examination Form can be found at:

<http://www.nchsaa.org/pages/464/health-safety-sports-medicine/>. The student athlete must submit the physical form along with the concussion statement, NCHSAA athlete participation form (high school athletes only), and the signed student athlete handbook to the office prior to the first day of practice or tryouts. The student shall not participate in any tryout, practice session or contests until the completed physical has been turned in.

Medication Responsibilities

TCA coaches must adhere to the School medication administration policy found in the Student Handbook for all athletic events including tryouts, practices, & contests.

Concussion Awareness

On June 16th, 2011 the Gfeller-Waller Concussion Awareness Act was signed in an attempt to educate student athletes, parents, coaches and first responders on the symptoms and expectations related to concussions. In order to meet these regulations, student athletes as well as their parent/guardian are required to read and sign the *Concussion: Information for Student-Athletes & Parents/Legal Custodians* document included in this packet. This is an annual requirement for participation in Athletics at School. The document is meant to help educate families on the symptoms and obligations associated with concussions. *Information regarding the Gfeller-Waller Concussion Awareness Act can be found at <http://gfellerwallerlaw.unc.edu/GfellerWallerLaw/gwlaw.html>*

Insurance Coverage

It is recommended that players be covered by adequate medical and accident insurance. A Lifetime Catastrophic Liability Insurance plan is available to middle and junior high athletes through the North Carolina High School Athletic Association.

Attendance at Athletic Practices and Games/Matches/Meets

Students are expected to be in attendance during both contests and practice sessions. Students must be in school at least one half of the school day (4 classes) in order to participate in practice or contests during the same day or evening. If a student is not in attendance due to illness, injury or other required school or family commitment, the student should make prior arrangements with the coach for an excused absence. Students will be excused from team practices and/or contests during regular school vacation periods. It is the expectation of

the coach and athletic department that the student will notify the coach at least 2 weeks prior to the excused absence.

A participant who fails to attend a regularly scheduled practice session or contest and receives an unexcused absence may be withheld from the next scheduled contest. If an additional unexcused absence occurs, the participant may be dismissed from the team for the remainder of the sport season. Excused and unexcused absences may affect a student athlete's playing time as new plays, stunts and formations may have been missed.

Students absent from athletic practice for five or more consecutive days due to illness or injury must receive a medical release from a physician licensed to practice medicine before remittance to practice or contests. Students with potential head injuries must receive a medical release by a physician licensed to practice medicine before remittance to practices or contests.

Uniforms (when applicable)

Student athletes are responsible for the care, security and use of uniforms and any sports equipment provided by the school. Athletic participants will be responsible to pay the replacement fee for equipment items issued for use by the school that are deemed abused or not returned. Student athletes will be withheld from athletics in succeeding seasons and all school events and field/overnight trips until this obligation is met.

Inappropriate Actions, Behavior and Conduct

The Coach, Dean of Students and Principal reserve the right to deny athletic participation to any student whose inappropriate actions or conduct are not specifically covered in this handbook or individual team rules.

Unsportsmanlike conduct, insubordination, inappropriate behavior/conduct in school or at home or away contests, etc. are not representative of School students, teachers or families and will not be tolerated. Exemplary actions, behavior and conduct is expected from all parties in attendance. Any student, parent, or individual that exhibits unsportsmanlike conduct or inappropriate behavior will be barred from any additional athletic events that season. A second offense in subsequent seasons will result in the barring of said individual from any athletic contests involving School for the rest of the school year.

24 Hour Rule

TCA parents and coaches will be expected to follow a 24-hour rule in regard to communicating with one another. TCA coaches are competitive, and TCA parents are passionate about their children. There may be times when coaches and parents disagree about playing time, position, strategy, or any number of things. The appropriate time to discuss these matters is not immediately following an athletics contest. As a result, parents should not contact a coach within 24 hours of any such contest. Once the 24-hour window has passed a parent may request a meeting with the coach in order to discuss the disagreement. Parents and coaches should remain cordial and respectful during any such meeting.

Travel and Transportation

Coaches will provide parents with expected arrival times for practice, games, meets and meetings. It is expected that parents will respect the coaches' time and are prompt in picking up their children. Coaches are expected to

stay with students no more than ten minutes past the anticipated arrival time that was given to the parents. Any issues with parents failing to pick up their child on time will be handled by the Grade Level Principal and the student's ability to participate in practice and future games may be jeopardized.

Please note that student athletes are not permitted to ride with coaches regardless of circumstance.

Participation Fees

TCA is committed to offering athletic programs to our Middle School students (when applicable). A \$75.00 participation fee will be required from all middle school student athletes per sport. This fee is to help cover the costs of officials, field and court rentals and meet entrance fees.

A \$125.00 participation fee will be required for all JV and Varsity team participants. Payment for Middle School sports will be due immediately following team tryouts. All fees must be paid prior to the first practice. Payment must be made online through the school's app.

There will be no refunds of the participation fee unless the student athlete suffers a season ending injury prior to the midpoint of the season, which precludes them from participating in one-half of the regular scheduled season. A refund will also be granted to students who have been deemed academically ineligible before the mid-point of the season.

A paid fee does not guarantee playing time or control over any conditions of the team. Parents/guardians who need financial assistance or are unable to afford these fees should contact the Principal.

Athletic Grievance Policy

All problems, concerns or complaints must be addressed in private at a time previously scheduled with the coach. Concerns should not be addressed in front of the other student athletes and must first be addressed to the coach at an agreed upon time and location. If closure is not reached between the parent and coach, then the following grievance address structure should be followed:

1. Coach of Sport
2. Principal
3. School Board of Directors

Tryouts

Roster sizes will be determined by the Head Coach of the sport. Students are strongly encouraged to be at each tryout session and must be in attendance for AT LEAST one tryout session to be deemed eligible to make a team. An athlete who does not make a team may try out for another sport provided that the tryout for that sport has not already been completed. Athletes are allowed to play only one sport at a time during a season. Only students who are currently enrolled at TCA may attend tryouts.

Playing Time

One of the most emotional issues surrounding an athlete's involvement in athletics is playing time. Although attendance, attitude, commitment, effort and ability all play a role in determining playing time, it is ultimately the coach's decision. At TCA, our sports teams are competitive and playing time is not equal across the team. It is the responsibility of each coach to decide who starts a contest, what position the athletes play and how long they should play. All students, parents and community members are asked to respect this model and the coach's

decision. If a parent or student has a concern about their playing time in a match, a meeting should be scheduled with the coach to discuss the issue. If the parent or student is not satisfied with the resolution, the parent or student should follow the grievance policy set forth in this handbook.

Inclement/Hot Weather Guidelines for Outdoor Sports

All outdoor sports should follow the Inclement/Hot Weather Guidelines found at:

<http://www.nchsaa.org/page.php?mode=privateview&pageID=575>. These guidelines are reviewed/revised annually by the Sports Medicine Advisory Committee of the NCHSAA.

School Disciplinary Action

Students currently under suspension at school will not be permitted to practice or play in games. Students on their second suspension in the school year will not be permitted to play in the next game. At any point in time a student may be removed from the team for disciplinary reasons.

Student/Parent/Coach Expectations

Student Responsibilities

1. Come to practice fully prepared and dressed appropriately
2. Come to all practices and games on time
3. Respect the coach at all times
4. Respect your fellow teammates, opponents and the officials at all times
5. Focus and give 100% effort at every practice and game
6. Represent the school well at all athletic activities
7. Maintain academic eligibility

Parent Responsibilities

1. Ensure your child attends practices fully prepared and dressed appropriately
2. **Pick up your child after every practice and game on time.** Respect the coaches and their time in this manner
3. Respect the coach's decisions at all times
4. Respect your child's teammates, their opponents and the contest officials at all times
5. Represent the school well at all athletic activities
6. Volunteer as needed at games and practices

The Coach's Responsibilities

1. Be on time at all practices and events for the team
2. Come prepared to run an efficient and effective practice for all of the athletes on the team
3. Act fairly without favoring students during practices
4. Develop strategies and formations that will benefit the team as they strive for success
5. Give 100% effort at every practice and game
6. Respect your student athletes, their opponents and the contest officials at all times
7. Ensure at least two adults are at every practice or game
8. Escalate parent or student issues to the Dean of Students in a timely manner
9. Confirm officials for all contests hosted by School

10. Stay until the last child is picked up by a parent
11. Monitoring grades per the eligibility requirements. Confirming tutoring has been attended when required.

Extracurricular Substance Abuse Policy

The use and/or possession of tobacco, alcohol and illegal drugs, including performance-enhancing products, are prohibited. If use of such substances by a School student club participant or athlete is reported to the school, the following process will occur:

1. An initial meeting will take place with the Athletics Director or Grade Level Principal, the School Counselor and the student to discuss the violation.
2. The student's parents/guardian will be notified in a timely manner.
3. The Athletics Director will facilitate a meeting of the student, their parents/guardian and a school administrator to determine the validity of the reported violation and discuss consequences.

If the student is found to have violated the Substance Abuse Policy, the following penalties will be imposed:

First Offense: The student will be suspended from active participation with the team for a period of 10 days. The student will attend but not participate in practices/club meetings. Once the suspension has been served, the student will be withheld from participation in the next two athletic contests (if applicable) but will be allowed to practice. The denial of athletic contests cannot be concurrent with the timeframe of the first suspension.

Second Offense: Student is removed from the team or club.

General School Policies

Posting or Publishing Student Pictures and Information

TCA reserves the right to post pictures and images of current and former students on its website, official Facebook page or for any other School purpose. Parents who do not wish to allow School to use their child's picture or image must send a letter to the Director.

Boy Scouts of America Equal Access Act

TCA does not discriminate against any group officially affiliated with either the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code (as a patriotic society) that wishes to conduct a meeting within an open forum. The School does not deny such access or opportunity or discriminate for reasons based on the membership or leadership criteria or the oath of allegiance to God and country of the Boy Scouts of America or the youth groups listed in Title 36 of the United States Code (as a patriotic society).

Gender Equity Policy (Title IX)

TCA 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. TCA, 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.

For complaints or grievances regarding discrimination based on gender, please refer to the TCA's Reporting and Grievance Policy.

Admissions and Enrollment Policy

Purpose: This policy is in place to address the process for handling admissions at School. The goal of this admissions policy is to declare the process and methods that will be used to admit students in a fair and consistent way that does not offer priority to any student except those specifically noted as required by North Carolina law.

TCA is a nonprofit, tuition-free charter school authorized by the state of North Carolina. As a charter school, TCA will be open to all students who would otherwise qualify for enrollment in North Carolina Public Schools. The school will not discriminate against any student on the basis of ethnicity, national origin, gender, or disability. School will open enrollment in November. The open enrollment period will end in January. If needed, the lottery will occur in February. The lottery date, time and location will be published on the school's website by January 15th of each year.

Lottery Applications

During the open enrollment period the school will have four available applications. These include the sibling application, the weighted lottery application, the individual application and the family application. No criteria for admission will be used except the completed application. The applications may be completed online through our website www.tillerycharteracademy.org unless a family is unable to access the site. In that case, we will provide a paper application to parents when requested. The application will include the student's name, parent/guardian names, current address of student, phone number of parent/guardian, email of parent/guardian, county of residence, current grade level, their grade level for the coming year, student's date of birth, the name of any siblings already enrolled at the school, declaration of the student's residence in the state of North Carolina, confirmation of access to email, parent email address and an indication as to how the family would like their children entered into the lottery. If a student is selected in the lottery with a weighted lottery application, they will be required to submit the required supporting documentation at the time of enrollment. No specific eligibility information will be retained on any of the enrollment applications.

Single or Family Application

Each family will be offered the choice to either enter all of their children into the lottery with one surname or enter each child separately in the lottery. When a family application (all siblings on one application) is pulled during the lottery, all of the students listed on the application will be pulled at the same time. If there are spots available in the appropriate grade levels, the children will be admitted. If there are no spots available, they will be placed on the waitlist for those grades at that time.

Grade Level for the Lottery Application

Parents will be asked to confirm both their student's current grade as well as the grade for the coming year. Parents may not choose which grade they would like their child enrolled in for the coming year, they must enter the actual current grade and the next year's grade as confirmation. Parents wishing to have their child considered for retention must still submit their student for the subsequent grade level and then if admitted the student will be evaluated by the Director and child's teacher before a retention decision is made. If the student's current school recommends a student for retention and has it documented in the student's file, the student will be moved to the appropriate grade if they have been admitted to school and will retain enrollment status with School. If the student is on the waitlist at the time the retention decision is made, they will be moved to the correct grade level and placed on the waitlist of their new grade based on the number they were pulled from during the lottery.

According to state law, children must turn five years old on or before August 31, 2023, to apply to kindergarten. Lottery applicants must meet the same criteria.

Returning Students

Current students at School will not be required to re-enroll. They will be asked to sign a letter of intent for the coming year in the Spring.

Enrollment Priority:

TCA will follow all rules and regulations regarding enrollment priority as specified required by applicable North Carolina law.

The following groups will have enrollment priority in the order that follows as space permits in each grade:

1. Children of full time employees and board members (may not exceed 15% of total school population)
2. Siblings (as determined by Charter School law G.S. 115C-218.45(F))
3. Students that were enrolled at School within the past two years but left for academic study abroad, an academic program at another school, competitive admission residential program or due to vocational opportunities of the parents. Determination will be on a case-by-case basis, and School administrators may consider any factors they consider relevant in making such determination.

Multiple Birth Siblings

If multiple birth siblings apply to the school, their surname will be entered once to represent all of the multiple birth siblings. If the multiple birth siblings are pulled in the lottery when there is still at least one spot remaining in their grade level, all multiple birth siblings shall be admitted. If their application is pulled after the spots are all filled, they will be added to the waitlist in the order they are listed on their application.

Other Siblings

If siblings apply for admission through the lottery, TCA will enter one surname into the lottery to represent all of the siblings applying at the same time. If that surname of the siblings is selected, then all of the siblings shall be admitted to the extent that space is available and does not exceed the grade level capacity. It is our intent to provide Lottery Procedures that benefit families but are fair and consistent for all of our applicants.

Weighted Lottery

The school will implement a weighted lottery during the enrollment period. The weighted lottery will provide an additional weight for students who are either economically disadvantaged or English language learners. Students who enter in the weighted lottery under these categories will receive an extra weight during the general lottery. Annually, prior to the open enrollment, the Principal will determine the specific weights for the lottery.

Lottery Procedures

Prior to the general enrollment lottery, the school will conduct a sibling lottery of the students admitted in the prior year if more siblings have applied than there are available spots. If there are more siblings that have applied than there are spots available, a grade level waitlist will be started and students not receiving spots will be added to the waitlist in the order in which they are pulled.

Once the sibling lottery has been completed (if needed) the general lottery will begin. TCA will place all applications received during the open enrollment period into one school wide lottery. The applicants in the weighted lottery will be given their additional weights before being put into the general lottery. Applications

will be pulled one by one and the application number will be announced out loud as it is pulled. If the application has more than one child listed on it, all children will be placed in their respective grades. If there are still spots remaining in the grade, they will be admitted. If there are no spots remaining in their respective grade, they will be placed on their grade level waitlist at that time.

TCA will add remaining applicants to the waitlist in the order they are pulled from the lottery. This waitlist will be used in the event that a spot opens and the school chooses to fill the vacant position.

Lottery Results

The school will post the results of the lottery on the website within 5 business days of the lottery. If a student has been admitted to the school, the parent/guardian of the student will be contacted via email unless they indicated on their application that they did not have access to email. If the parent is unable to receive email, an acceptance letter will be mailed to the child's residence.

The results and the waitlist will be updated monthly to allow parents to determine their current place on the waitlist. Parents of students placed on the waitlist will not receive communication via email or mail as to their student's place on the waitlist. They will be asked to look at the waitlist information placed online to determine their spot on the waitlist.

Students Applying after the Open Enrollment Period

Any students applying after the open enrollment period will be placed in their respective grade if there is still space available. Otherwise, they will be placed directly after any wait-listed students from the lottery in the order the application was received.

Enrollment

Students admitted on or before April 30th will have 30 calendar days from the date their acceptance email was sent to accept or decline enrollment and 45 days from the time of the acceptance email to turn in enrollment paperwork. If a student is admitted after April 30th, they will have 14 days to accept or decline enrollment at the school and 21 days to return the enrollment paperwork. If a student is admitted after June 15th, they will have 5 days to accept or decline enrollment at the school and 7 days to return the enrollment paperwork. If a student is admitted after July 15th, they will have 48 hours to accept or decline enrollment at the school and 5 days to return the enrollment paperwork. If the school does not receive enrollment confirmation and the paperwork back in the specified time period, the Director may decline enrollment to the student and offer the spot to the next student on the waitlist. If enrollment is declined and then a parent later decides they would like to send their student after all, they will be asked to submit a new application and they will be placed on the waitlist in the next available spot.

As spots at the school become available, the parent/guardian of the student will be contacted via email. If the parent does not have access to email and has specified that on their application, the school will mail a letter of acceptance to the child's residence.

Students admitted through the weighted lottery will be required to submit the supporting documentation for the category they applied under. If the supporting documentation is not provided by the enrollment paperwork deadline, then that student will be added to the end of the waitlist for their grade level.

School's Right to Refuse Enrollment

TCA reserves the right to refuse to enroll any student currently under a term of expulsion or suspension by his or her school until that term is over.

TCA reserves the right to refuse to enroll a student if a parent willingly and knowingly provided incorrect information on the enrollment application.

If a student has accepted enrollment at the school, but does not appear at the school in the first 2 days of school, the school will make reasonable attempts to contact the parents. If there is no response from the parent by the 3rd day of school, the school reserves the right to remove the student from their enrollment roster and offer the next student on the waitlist the spot.

Enrollment Meetings and Enrollment Forms

At least one parent or guardian will be encouraged to attend an Enrollment Meeting to learn more about the school and to turn in enrollment paperwork. At the Enrollment Meeting, the parent/guardian will sign enrollment documentation and turn in remaining enrollment paperwork. Each family will be expected to complete all information as required by the NC DPI for enrollment including proof of residence in NC. If a child is admitted to the school after the initial Enrollment Meetings, the parent will be encouraged to return their completed packet to the front office. If the parent is unable to attend one of the Enrollment Meetings but notifies the school of their inability to do so, they will be given the available times to drop off enrollment paperwork through the front office.

Handling of Errors

School Errors

If any mistake is made by School in administering the lottery (or if any discrepancy occurs in the lottery process as a result of the actions of School that is not corrected during the lottery), such mistake or discrepancy will not invalidate the lottery and the lottery results will stand with respect to all applicants who were admitted at the appropriate grade level through the lottery. The mistake or discrepancy will be corrected at the next regularly scheduled meeting of the Board of Directors (after recognition of the mistake). If a mistake is made by an applicant resulting in the applicant not being placed at the appropriate grade level in the lottery, the applicant will not be admitted and may submit a corrected application, which will be subject to the process followed for students applying after the enrollment period.

If too many students were included in the lottery at a grade level or if a student name was duplicated in the lottery at a grade level, the student or students who should not have been included (or the duplicate with the lower priority placement number, as applicable) will be removed, and any applicants with placement numbers behind the applicants who were removed will be advanced in order on the list.

If an applicant is left out of the lottery by mistake, the number of students who were included in the lottery will be determined. For each applicant not included by mistake, a random application number from the full pool of applicants received will be assigned, and the applicant will be assigned that number as his or her lottery placement number and appropriately placed as if they were pulled at the same time as the randomly assigned placement number. Any applicants with placement numbers on the waitlist behind the applicants who were left off by mistake will be moved down in order on the list. As noted above, lottery results will stand with respect to all applicants who were admitted at the appropriate grade level through the lottery.

Parent Errors

If a student name is duplicated in the lottery and School administration determines that the student was intentionally registered more than one time, the student will be assigned the lowest priority placement number assigned to the student in the lottery. If an applicant has been incorrectly placed in a grade because a parent wishes to have their student retained, the applicant will not be admitted and may submit a corrected application, which will be subject to the process followed for students applying after the enrollment period.

Smoking or Vaping on Campus

TCA is a smoke free campus. In keeping with the School's intent to provide a safe and healthy work environment, smoking is prohibited on TCA property at all times. This policy applies equally to all employees, parents, students, volunteers and visitors. This policy also includes the use of e-cigarettes.

Weapons

Weapons of any kind are expressly prohibited on school grounds or during school events. Weapons are defined to include firearm, knife, destructive device, and/or any item (regardless of its nature) used to threaten or cause actual harm.

Drug and Alcohol Use

TCA is dedicated to maintaining a safe educational environment. Thus, TCA has implemented a drug and alcohol-free school policy, which prohibits anyone from being under the influence of alcohol or illegal/misused drugs on school grounds or attending a school related event. Alcoholic beverages are never to be consumed on TCA grounds, or during field trips. Alcoholic beverages are never to be consumed in vehicles of transportation owned or operated on behalf of the School, or by their drivers while they are responsible for the operation of such vehicles. The use, sale, transfer or possession of alcohol, e-cigarettes, vaping devices, illegal drugs, hallucinogens, stimulants, sedatives, controlled substances, or drug paraphernalia on School property, at School events or on field trips is prohibited. This includes the misuse of prescription drugs, including medical marijuana, or any mood-altering substances while on School property, at a School event, on field trips or in circumstances the School believes will adversely affect School's operation or safety.

Threats and Violence

Our policy is to strive to maintain a school environment that is free from intimidation, threats or violent acts. This includes, but is not limited to, intimidating, threatening or hostile behaviors, physical abuse, vandalism, arson, sabotage, use of weapons, carrying weapons of any kind onto school property, or any other act, which, in the School's opinion, is inappropriate to School. In addition, jokes or offensive comments regarding violent events will not be tolerated and may result in disciplinary measures.

School Safety

TCA has a Crisis Management Team that will create and manage the following procedures by outlining the actions and responsibilities of staff and administration in addressing the following issues:

- Evacuation Fire
- Evacuation Non-Fire
- Hazardous Materials
- Lockdown-Perimeter
- Lockdown-Full
- Serious Medical Emergency
- Severe Weather (tornado; hurricane; etc.)
- Public Health Emergency
- Student in Crisis

The Director oversees the Crisis Management Team and it is the responsibility of the Director to ensure that the procedures are current and applicable and that all applicable parties are aware of the procedures.

The Director is also responsible for ensuring drills occur on a regular basis. These procedures will be reviewed annually by the Crisis Management Team and any changes or revisions will be made by the Director. The Director is responsible for communicating these procedures to the Board of Directors.

Unsafe School Choice Option

Title IX, Section 9532 of the No Child Left Behind Act of 2001 provides that a student attending a “persistently dangerous School” or a student 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 student's grade level, the School shall contact neighboring districts to request that the students 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, students, 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 Director if they wish to review the AMP.

Pesticide Notification

TCA aims to control pest populations and to reduce the use of active s 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. The School will notify parents in advance of pesticide applications. Notice will be posted on the front door of the School and in the School newsletter. A parent can also request to be notified by letter 48 hours before the application is to take place. 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.

Hazardous Chemicals

TCA will take all necessary steps to protect its students and staff from hazardous chemicals or other potentially dangerous materials, and it will comply fully with all required inspections, laws, ordinances, and regulations regarding hazardous chemicals.

Fire and Safety Regulations

TCA will submit to all fire and safety inspections by state, county, and municipal authorities as required by law. The School will also obtain all necessary certificates and licenses prior to opening for each School year.