

Student/Parent Handbook

2021-2022



“Every child deserves a champion; an adult who will never give up on them, who understands the power of connection and insists that they become the best they can possibly be.” – Rita Pierson

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AGREEMENT FORM

Dear Parents:

Please read and review this Lakeside Charter Academy Charter School System Student/Parent Handbook and any school handbook with your Student. It is important that parents and Students understand the expectations and rules for our community. Your signatures will indicate that you have reviewed and discussed the handbook(s) together and that you join with the Lakeside Charter Academy in our efforts to keep your school safe and orderly. If there is a conflict between the rules expressed in this Student/Parent Handbook and your child's school handbook/agenda/planner, the rules expressed in this Student/Parent Handbook shall take precedence. A separate form must be submitted for each Student.

School: Lakeside Charter Academy

Parent/Guardian Signature: _____ **Date:** ___/___/___

Student Signature: _____ **Grade:** _____

Remove, Sign, and Return to the Designated Contact at Your School within 3 days

Lakeside Charter Academy Board of Education

MISSION STATEMENT

In Partnership with parents, we will cultivate engaged learners through scholarship, leadership and citizenship.



SCHOLARSHIP

Challenging, comprehensive academic program that can be differentiated for a large range of competencies.



LEADERSHIP

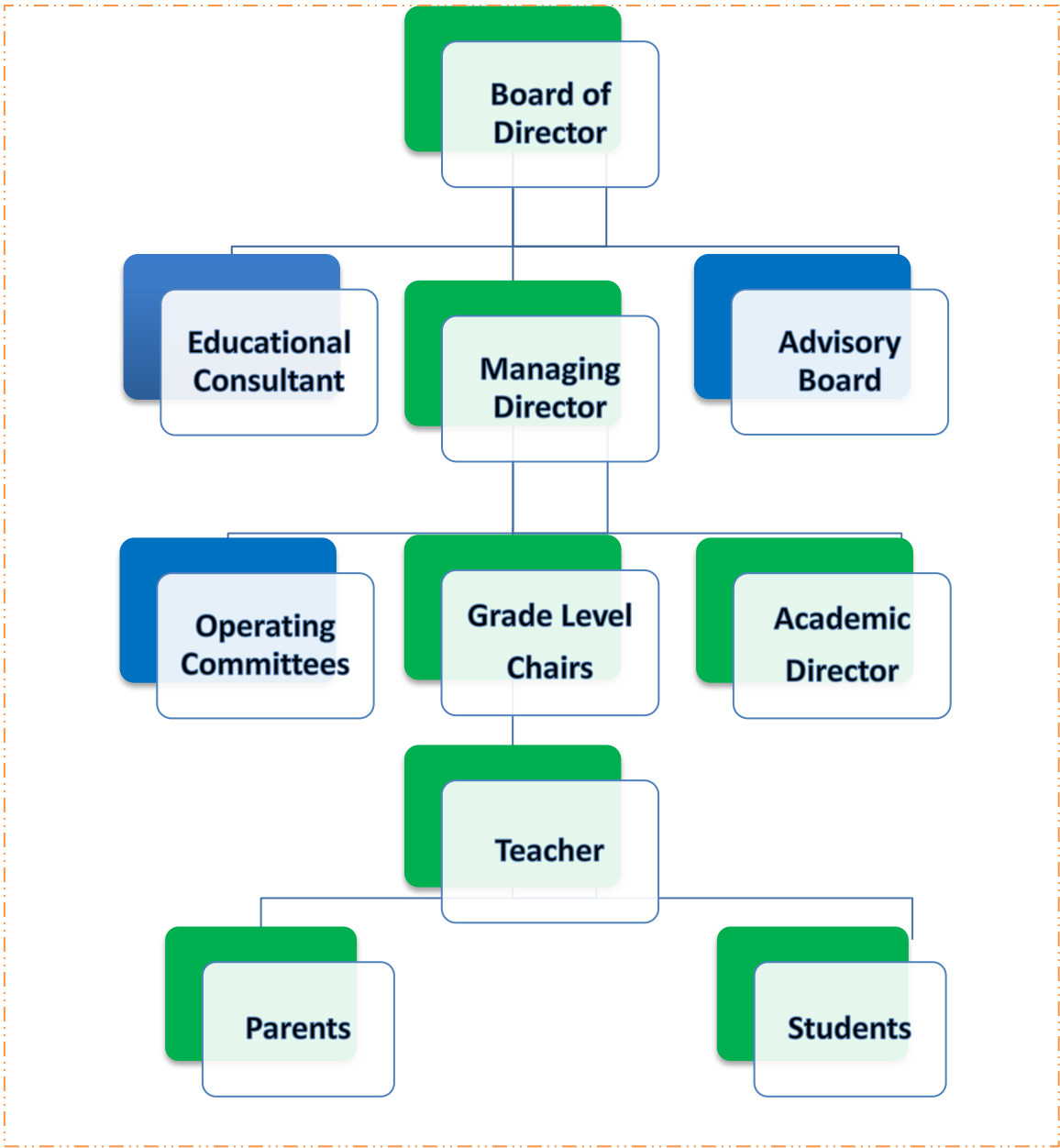
Unique leadership curriculum designed to develop confident, capable student



CITIZENSHIP

Community service, civics instruction, focus on student responsibility; produce students who are productive members of our community

LAKESIDE CHARTER ACADEMY BOARD GOVERNANCE STRUCTURE



Green - Direct Operational Responsibilities **Blue** - Staff or Supportive Responsibilities

Dear Lakeside Charter Academy students and families,

Welcome to the 2021-2022 school year! Where we are building tomorrow's leaders today!!! The Student-Parent Handbook is a resource to help all of us in that effort. It includes information on Student assignment, school meals, our policies and procedures and much more. Parents must help school personnel to effectively communicate information from this handbook to Students.

Parents help by requiring Students to be in school every day they are physically able to be in attendance, providing information such as correct addresses and phone numbers, attending scheduled conferences with school staff, sending the necessary absence or tardy notes, and learning about the school, its mission, its plan for improvement, and its activities. Parents are encouraged to meet with school staff; however, conferences with teachers should be scheduled in advance to avoid interruption of instructional time.

The information included is important and knowing it will make the school year easier for the students. If you have questions about information in this handbook, call your school principal. If further assistance is needed, the principal will direct you to the appropriate department to address your specific concerns. You may also visit the Lakeside Charter Academy website at www.lakesidecharteracademy.com. Our goal as a district is to help every child learn and grow. We are eager to partner with you in this endeavor.

Thank you for choosing Lakeside Charter Academy.

Dr. Jim Montague

Jim Montague
Principal

2021 – 2022 School Calendar

August	16 th – 20 rd Teacher Orientation/Planning 20 th Open House K-8 23 rd First Day of School for Students
September	6 th Labor Day Holiday – No School 17 th Teacher Work Day – No School for Students
October	25 th End of First Quarter
November	1 st – Teacher Work Day/Conferences- No School for Students 11 th Holiday (No School) 23 rd Early release, 12:00pm 24 th -26 th Holiday (No School)
December	17 th Early Release, 12:00pm 20 th -31 st Holiday (School Closed)
January	3 rd -Students return to school 17 th – Holiday – No School 20 th - End of Second Quarter 21 st – Teacher Workday- No School for Students
February	7 th – Teacher Workday- No School for Students 18 th Early Release, 12:00pm 21 st – Holiday (No School)
March	11 th Early Release, 12:00pm 22 nd End of Third Quarter 25 th – Teacher Workday- No School for Students
April	8 th Early Release, 12:00pm 11 th – 15 th Spring Break – No School
May	27 th Early Release, 12:00pm 30 th Memorial Day (No School)
June	10 th Last Day of School/Report Cards, Early Release, 12:00pm EOG STATE TEST (<i>Administered last ten days of school</i>) *

* EOG state testing will take place within the last ten days of school.

** Dates subject to change based on Student needs/show days

***Extended school year up to June 14th

Days will be used in the order shown. Managing Director/Principal may waive up to four make-up days

Dress Code

Lakeside Charter Academy has a uniform policy in place to provide an orderly and safe environment for our students. Students are required to wear school uniforms every school day, unless otherwise stated on the school calendar. This information may be updated on the school website.

Please visit the Lands' End website, www.landsend.com, to create your child's school uniform account. You may either select "Lakeside Charter Academy" for your school, or type in our preferred school number "900163635" to see the approved dress code options.

Our Ordering Information page has more detailed information.

Students are required to purchase all polo shirts, fleece jackets, hoodies, sweaters, and cardigans directly from Lands' End and have the approved Lakeside Charter Academy logo on at least 1 garment. Only Lands' End fleece jackets, hoodies, sweaters and cardigans with the approved Lakeside Charter Academy logo may be worn in the school building over the school polo shirts. At least 1 polo must have Lakeside Charter Academy's logo, other polos may be our school colors without the logo.

While outdoors, Students may wear non-logo outerwear on top of their uniform clothing.

Long - and Short-Sleeved Polo Shirts: White, Gray, and Navy Blue in regular or feminine fit, and Peter Pan styles are available. **Note:** Each Student will need to have a cobalt shirt for field trips and special school events/programs. Please pre-purchase when possible.

Long sleeved shirts under short sleeved polos **MUST** be solid white or light gray with no visible designs.

All shirts must be neatly tucked in.

Students will wear khaki (any shade) or navy bottoms (pants, dresses, skirts, shorts). We encourage purchasing bottoms from the approved vendor but do not require it. Boys or girls uniform bottoms should be nearly identical to Lands' End approved uniform pants, dresses, skirts and shorts.

All shorts, skirts and pants with belt loops require a solid brown or black belt to be worn.

- Leggings or tights under dresses or skirts **MUST** be solid white, light gray, navy or black. No combination of approved colors. Leggings are not to be worn as pants.
- Solid colored shorts must be worn underneath dresses or skirts.
- Cargo pants/shorts, sweatpants or exercise pants are not allowed at any time.

Shoes and Socks

- Closed-toed shoes are allowed. Shoes with straps are allowed, as long as the shoes are closed-toed.
- Shoes that are prohibited are flip flops, open-toed sandals/shoes, and shoes with heels. Socks may be solid white, light gray, navy or black. No combination of approved colors is permitted. Similarly, no logos or other designs are allowed on the socks.

Personal Property

Students may not bring in personal property such as toys, radios, CD's, iPods, etc. (with the exception of cell phones, as delineated below) to school unless instructed by a teacher for use during instruction. Such items can cause distraction in the classroom. These items will be taken from the students and held in the office to be picked up by the parents/guardians. LCA is not responsible for theft, loss or damage to personal property brought in from home.

Bring your Own Device/Student Cell Phone Usage

Faculty and staff at Lakeside Charter Academy respect the need for technology and its appropriate use in the classroom; however, students are not allowed to display or utilize personal cell phones unless it correlates with instructional activities planned and outlined by the teacher. There may be times when cell phone use is encouraged based on the curriculum; however, students will not be allowed to use their phones to call parents for forgotten items or potential illness unless permitted by the teacher. These circumstances should be communicated to a teacher or staff member and handled via the front office. For the student's safety, we will not allow transportation changes done via text message to students or personal voice mail messages. Please call the front office if transportation changes are necessary, and we will communicate that to the student during transitional times.

School Schedule

Grades K-8

- 8:00 a.m. – 3:00 p.m.

Carpool Procedures

The faculty and staff of Lakeside Charter Academy are dedicated to ensuring the safety of all students in our care. Please help us by adhering to the following policies and procedures regarding the arrival and departure of students.

Carpool and Early Dismissal Hours

Grades K-8

- 7:30 a.m. Earliest Arrival Time
- 2:00 p.m. Latest Early Dismissal Time for Students
- 3:00 p.m. Dismissal Begins

Procedures for Both Arrival and Dismissal (Car Tags)

- Display carpool tags at all times. It is easier for people on duty to see your tag when it is hanging from the rear-view mirror. One suggestion is to tape your tag to a hanger.
- Have your child(ren) exit/enter from the **right side only**.
- Remain in your car while child(ren) enter/exit. Once the child(ren) is/are in the car, you may pull forward and around the corner first, and then take the time to buckle in your child(ren) safely.
- There will be **no cell phone usage** during carpool. If you are on your phone, please be courteous to the staff member on duty who will remind you that for safety reasons, this is not allowed for any reason.
- The car tags are expensive to print so please take good care of your tags. If a car tag has to be re-print there is a fee of \$5.00.

Additional Arrival Procedures

- Students must arrive in the carpool line no earlier than their designated time.
- Failure to adhere to these policies will result in delayed drop-off times.
- Students may be dropped off in front of the school. If parents choose to come into the building, parents are asked to drop off their student(s) then park in the designated parking spaces.

- If children arrive after the tardy bell, parents must walk their children into the building and record the time on each child's card in the office.

Additional Dismissal Procedures

- All bus riders and After School Enrichment Program (ASEP) students will be dismissed first/when said transportation arrives. All Students will be dismissed by grade-level, to ensure a safe and orderly dismissal.
- If you have an appointment or an emergency, and you need to pick up your child early, please do so before 2:00 p.m.) In addition, please do not call the office after this time for last-minute changes in dismissal instructions for your child.
- The Parent(s)/Guardian(s) may not pick up the student(s) directly from the classroom(s). All students must be signed out in the office if they are picked up before the end of the instructional day. Staff members are instructed to release all students only after the office has notified them to do so.
- Parent(s)/Guardian(s) must send in a hand-written note with a current telephone number every time someone other than the Parent(s)/Guardian(s) is to pick up the student(s).
- All transportation/dismissal changes must be sent in writing to the teacher or faxed to the school office with a copy of valid photo identification. Due to security risks, no change requests will be honored by phone or email.

Carpool Etiquette

- Please be courteous to other automobiles, drivers, and staff members to ensure a more efficient carpool process.
- Please arrange the contents of your vehicle so student(s) can enter the vehicle from the curb.
- Please do not get out of your vehicle and walk your child around to the driver's side of the vehicle.
- A staff member will gladly assist the student(s) in the vehicle and will allow for a more efficient carpool line.
- Once the student(s) have been released to the Parent(s)/Guardian(s), they will not be allowed to re-enter the school building without Parent(s)/Guardian(s) supervision.

Arrival time begins at 7:30 am.
Class instruction begins at 8:00 am.

K-8 Students are to be in their classroom ready to start their day by 8:00 am.

If you are arriving on the lot at 8:00 am, your student is missing instructional time. **Anyone arriving in class at 8:00 am or later** will be marked Tardy, per our school attendance policy.

NO CELL PHONES

NO CELL PHONES during drop off and pick up times. We have had some close calls, as well as delays due to people being on their cell phones.

NEIGHBORHOOD SAFETY

Parents entering the car rider line from the Caldwell Station residential neighborhood are reminded to adhere to the posted stop signs, speed limits and no left turn signs.

Lunch

Lakeside Charter Academy is a "bring your own lunch" school. Mamma's Pizza will also deliver lunch to the school. Information will go home ahead of time to plan accordingly.

Visitors

We welcome visitors to Lakeside Charter Academy. Whenever a visitor comes into the building, he or she should first sign in at the school office and let the person at the front desk know the purpose of the visit. All visitors are expected to obtain a Visitor Badge. In addition, all visitors are responsible for signing themselves out of the building upon departure. If parents or guardians want to meet with any staff member, they are expected to make an appointment.

Classroom Celebrations

Celebration treats and snacks should be served during lunch time and distributed to the entire class. Please come to the classroom prepared to serve what you have brought and to clean up afterwards. Individual cupcakes or cookies work best for distribution. Any food shared in school must be from an inspected commercial facility. For example, items such as cupcakes, cookies, or crackers, purchased from a grocery store are acceptable, and must have all ingredients and nutritional information clearly printed on the label. The staff appreciates your consideration that classroom teachers have a limited amount of time for lunch. Please do not bring balloons or presents for the Student.

Parent Volunteers

Instructional Teachers and Co-Teachers welcome parent volunteers with general clerical assistance. Volunteering in classrooms will begin after the classroom teacher has established routines. He/she will inform the parents when volunteering will begin in the individual classrooms.

Parent Observations

Parents may observe students for 30 minutes in a specific class. Parents must give the office and teacher being observed a week notice prior to the observation. Observations can be done for a maximum of 1 per quarter. Parents may not talk with or have any contact with any other student while observing their student.

Video recording or photography of Students, Teachers, staff members, or others in the school building or on the grounds is prohibited.

STUDENT ATTENDANCE

A. Attendance Records

It is the belief of Lakeside Charter Academy that regular school attendance and punctuality are important from the beginning of the school year through the last day. There is a direct correlation between regular school attendance and student achievement. It is important for the success of the Student in school, as well as developing behavior patterns which impact success in life. Regular attendance by every student is mandatory according to North Carolina State Law. The State of North Carolina requires that every child in the state between the ages of seven (or younger if enrolled) and 16 years of age attend school. Parents or legal guardians have the legal responsibility for ensuring that Students attend school and remain at school each day. The following Lakeside Charter Academy, Board of Directors procedures are designed to ensure that every student meets the requirements of North Carolina Compulsory Attendance Law, G.S. 115C-378, as well as the attendance requirement of the School. Under the N.C. Compulsory Attendance Law, a parent/legal guardian may be prosecuted in a criminal action if a student has more than 10 unexcused absences.

All Students must attend school a minimum of one-half of the school day in order to be counted present for the entire day. To be counted for a full day of attendance, a Student must be at school until 11:30 a.m. Monday – Friday. Parents will be contacted by a school

representative when their child accumulates 3, 6 and 10 unexcused absences. After 10 unexcused absences, the principal's designee or attendance official will issue a 10- day letter stating that the student is in violation of the NC attendance law and parents may be referred for prosecution.

The following absences are school initiated and Principal approved:

- Field trip (school-initiated activity)
- Special programs (*community program sanctioned by the school District or approved by the principal that is of educational value*)
- Explorers (see details #7)

B. Attendance Expectations

1. Students must attend school a minimum of one-half the school day in order to be counted present for the entire school day. Students must be signed in no later than **11:30 a.m.**, and cannot be signed out any earlier than **11:30 a.m.**
2. K-8 Students are expected to be in school by **8:00 a.m. each day.**
 - They are considered tardy at **8:01 a.m.**
3. Students will not be dismissed from their classes, after **2:00 p.m.** (firm). This is due to office staff having to assist with dismissal.
 - Make arrangements to pick your child(ren) up before **2:00 p.m.** if you have an afternoon appointment.

C. Reporting an Absence

Parents/Legal Guardians should notify the school in one of the following ways:

- 1) Call the school. (***We will need a written excuse note upon return of student.***)

Parents/Legal Guardians must notify the school office upon the return of the student to school stating the reason for the absence, the date of the absence, and any other pertinent information. The written note, or preferably doctor's note, may be sent in to the classroom teacher, who will forward it to the attendance personnel. The excuse note should be sent into the school when the student returns. **ALL** absences are considered unexcused until a written excuse preferably doctor's note is presented.

D. The absences listed below are considered excused once school personnel have received verification:

1. **Illness or Injury:** When the absence results from illness or injury which prevents the student from being physically able to attend school.
2. **Quarantine:** When isolation of the student is ordered by the local health officer or by the State Board of Health.
3. **Death in the Immediate Family:** When the absence results from the death of a member of the immediate family of the student. For the purpose of this regulation, the immediate family of a Student includes, but is not necessarily limited to, grandparents, parents, brothers, and sisters.
4. **Medical or Dental Appointments:** When the absence results from a medical or dental appointment of a Student.
5. **Court or Administrative Proceedings:** When the absence results from the attendance of a Student at the proceedings of a court or an administrative tribunal if the Student is a party to the action or under subpoena as a witness. The Local Board of Education can be considered an administrative tribunal.
6. **Religious Observance:** School principals are required to authorize a minimum of two excused absences each academic year for religious observances required by faith of a Student or a Student's parents. The Student shall be given the opportunity to make up any tests or other work missed due to this excused absence. (S.L. 2010-112 – House Bill 357)

The rules shall require school principals to authorize a minimum of two excused absences each academic year for religious observances required by the faith of a Student or the Student's parents. The rules may require that the Student's parents give the principal written notice of the request for an excused absence a reasonable time (Five days' notice) prior to the religious observance. The Student shall be given the opportunity to make up any tests or other work missed due to an excused absence for a religious observance.

School principals are required to authorize a minimum of two excused absences each academic year for religious observances required by faith of a Student or a Student's parents. The Student shall be given the opportunity to make up any tests or other work missed due to this excused absence. (S.L. 2010-112 – House Bill 357)

7. **Educational Opportunity:** When it is demonstrated that the purpose of the absence is to take advantage of a valid education opportunity, such as travel. Approval for such an absence must be submitted/granted 5 days prior to the absence. This would include, but is not limited to, a Student serving as a legislative page or a governor's page. For an absence to be excused for an educational opportunity, the intent of the experience should have been educational from the outset and should be comparable to that which the Student would have experienced in school. **Family trips and vacations that were not initially designed to be educational will not be excused. Educational opportunities (trips) must reflect the standard/subject and content being taught in the classroom prior to the time of the trip. Parents can obtain an educational opportunity form from the main office. Signing said form**

ensures that said absence is for a valid and approved educational opportunity. Teacher must ensure the following essentials is in place prior to the educational experience.

8. **Local School Board Policy:** LEAs may excuse temporary or occasional absences for other reasons in accordance with local school board policies, provided that the Student has been in attendance for at least one-half of a school day during the current school year.
9. **Absence related to Deployment Activities:** A Student whose parent or legal guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting for the purpose of visiting said parent or legal guardian. (G.S. 115C-407.5 Article V (E))
10. **Child Care:** Absences due to the illness or medical appointment during school hours of a child of whom the Student is the custodial parent are to be coded excused (lawful). (G.S.115C-375.5)

It is the Student/parents responsibility to contact individual teachers to make up any work missed during the absence. It is up to the individual teacher, as to when the missed work would be due, but it will be no less than 1 day to make up work for each day of school missed. (**Ex:** If a Student missed school on Monday, he/she would have until Wednesday to turn in missed work.)

E. Unexcused Absences: Examples

1. Traffic/car trouble
2. Inclement Weather
3. Lack of heat, electricity
4. Oversleeping
5. Carpool Issues
6. Babysitting
7. Illness
8. Out of School Suspension
9. Restrictions on parents/legal guardians driving

Absences not classified as excused in section (D) are considered unexcused and unlawful. Parents will be notified in writing when their child has accumulated **3 unexcused absences**. After **6 unexcused absences**, the Managing Director shall notify the parent/legal guardian that their child may be in violation of the N.C. Compulsory Attendance Law GS 115C-378. Once the parents have been notified, the school's Managing Director or designee may work with the child and his/her family to analyze the causes of absences and determine steps to eliminate the problem. After **10 accumulated unexcused absences** in a school year, the Managing Director or designee shall review any reports to or investigations produced by the school Attendance Personnel pursuant to GS 115C-381. The Managing Director shall meet with the Student and his/her parent/legal guardian to determine if they have been notified of the Student's absences, and has made a good faith effort to comply with the law. If the Managing Director determines that the parent/legal guardian has not met their obligations, the Managing Director or designee

may notify the district attorney. Evidence that shows the parent/legal guardian was notified and that the child has accumulated 10 absences which cannot be justified under the Board's established attendance policies, can result in the Managing Director filing a complaint with the juvenile court counselor indicating that the Student is continuously absent from school without a valid excuse.

F. Tardiness

When your child arrives to school late or leaves early, he/she misses out on important instructional time. It is often hard for him/her to catch up with the work missed which directly affects Student learning. In addition, chronic lateness to school, as well as early dismissals can interrupt the teaching and learning of the other Student in the classroom.

Students who arrive late to school must report to the office to be signed in by a parent/legal guardian and receive a pass to present to their classroom teacher. Students who are tardy because of a medical/dental appointment or a court appointment, and provide official documentation confirming appointment, will receive an Excused Tardy. Students will receive an Unexcused Tardy for all the same reasons listed in the Unexcused Absence list (E). After, 10 Unexcused tardies, the Managing Director may request a meeting with the parents/legal guardian, as to why there is excessive tardiness, and to formulate a plan to be at school on time. If the excessive tardiness continues, consequences may be assigned by the Managing Director.



ACADEMIC POLICY AND PROCEDURES

Homework/Enrichment

Homework

Homework/enrichment is an important teaching and learning strategy. Homework is defined as any school work that is required to be done outside of the regular instructional day, and includes assignments for short and long-term duration.

Enrichment

Enrichment assignments allows Students to dig deeper into the content being covered in class. These projects are done either by Students themselves or with a partner or small group. These projects can include collaboration via various communication electronic media. These projects can be hands-on and bring in some real-world applications. These projects can use Students' prior knowledge as a baseline, providing Student an opportunity to push them into deeper into the topic/content. These project(s) have the ability to not only enhances Student's education by introducing new concepts to light but also providing an opportunity for Student to pull from old concepts in new ways.

Homework Assessments and Grading Procedures

Homework assessments and grading procedures will be clearly defined at the beginning of the course and communicated to both the Students and parents. Each homework assignment will have a clearly stated purpose and be an extension of the class work. It is the Student's responsibility to copy and take home assignments and to ask questions in class if they are unsure of the homework assignment. All homework will be assigned with awareness of the available home resources to the Student and the family. It is the Student's responsibility to complete the homework assignment as neatly and accurately as possible. The teacher will evaluate and return to the Student the completed homework assignments within a reasonable time. Teachers may request completed assignments be returned with a Parent/Guardian signature. A Student who is missing homework assignment(s) or due date(s) will be allowed to make up the work, excused or unexcused. Arrangements for completing missed work will be made within five school days of the Student's return to school. Communication is key; therefore, our goal is to ensure that our Students are successful and have an opportunity to make-up homework missed.

Credit for late work will be awarded according to the following guidelines:

- If a Student was present in class on the due date, the work may be given less credit.
- If the Student was not present in class on the due date because of an excused or coded zero absence, full credit shall be given for the completed work.

- If the Student was not present in class on the due date because of an unexcused absence, the work may be given less credit.

Average Homework Time (recommended)

Average total homework times are suggested as recommendations only, and are not meant to be a minimum or maximum amount of time. The time varies with the subject area, content matter, teacher, grade level, the Student's ability and the complexity of the assigned task. A Student should schedule study time so that projects and long-term assignments are planned and completed over a period of time.

- Grades K-1 - 10-20 minutes per night plus 30 minutes nightly reading
- Grades 2-3 - 20-30 minutes per night plus 30 minutes nightly reading
- Grades 4-5 - 40-50 minutes per night plus 30-40 minutes nightly reading
- Grade 6 -8 – 50-60 minutes per night plus 40-45 minutes nightly reading

Parents are encouraged to support their child's homework by taking the following actions:

- Promote a positive attitude toward homework
- Provide a consistent time and a suitable place for study
- Make resource materials available whenever possible
- Communicate to the teacher special circumstances that may affect the Student's ability to complete assignments

Grading

- Students enrolled in grades K-2 will receive number grades consisting of number evaluations of 1, 2, 3 and/or 4 that identify specific strengths and weakness in each subject, social and physical developmental areas (see below.)
- Students in grades 3-8 will receive letter grades based upon a 10-point grading scale (see below.)

Each Student's progress will be reviewed with the Parent(s)/Guardian(s), which will minimally include end-of-first-quarter teacher conferences. Additional conferences may be scheduled by contacting the Teacher. Report cards are published quarterly, and a written progress report will be given mid-way through each quarter to keep Parent(s)/Guardian(s) informed as to how the Student is progressing toward his/her official quarterly grades.

Transcript Requests / Withdrawal Process

When a Student's enrollment is withdrawn the following procedures will be adhered to:

- The Director of Admissions will manage the process.
- All transcript request forms should be presented to the Director of Admissions.

- Admissions only, including any Teacher’s recommendation forms, if applicable.
- The Director of Admissions will gather necessary data and will send it to the requesting school authority.

Parents/Guardians wishing to review their child(ren)’s transcripts/cumulative folders should contact the Director of Admissions in writing.

LCA Grading Scale (K-2)	LCA Grading Scale (Grades 3-6)
4 - Mastery	A: 90-100
3 - Satisfactory	B: 80 - 89
2 - Needs Improvement	C: 70 - 79
1 - Below Average	D: 0 - 69
	F: Below 59
Pluses (+) and Minuses (-) are not given	

Special Education/Exceptional Children's

The Individuals with Disabilities Education Act (IDEA) requires our school to provide a free appropriate public education (FAPE) to children who need special education or related services because of a disability. Lakeside Charter Academy's program for Exceptional Children is dedicated to ensuring that all Students with disabilities will have access to a full continuum of educational opportunities and services based on individual need. Lakeside Charter Academy provides special education services and related services according to the federal mandates of the Individuals with Disabilities Education Act (IDEA). Lakeside Charter Academy also provides support and training to the regular education teachers as needed to implement interventions, accommodations and modifications in the regular education classroom setting. The Public Schools of North Carolina, Exceptional Children Division provides local units with detailed policies for the delivery of special education services. These rules and regulations are detailed in [Policies Governing Services for Children with Disabilities, Amended June 2010](#).

Section 504 of the Rehabilitation Act of 1973

Section 504 is part of a federal civil rights law known as the Rehabilitation Act of 1973. This law specifically prohibits discrimination against Students with disabilities and guarantees them a free and appropriate public education (FAPE). Discrimination, as defined in Section 504, is the failure to provide Students with disabilities the same opportunity to benefit from education programs, services, or activities as provided to their nondisabled peers. Therefore, schools cannot exclude Students with disabilities from facilities, programs, benefits, activities, or services that are provided to Students without disabilities. Schools must make sure that all Students receive equal access to educational opportunities.

A "person with disabilities"

The Rehabilitation Act of 1973 defines a person with disabilities as any person who has a physical or mental impairment that substantially limits one or more major life activities or body function, has a record of such impairment, or is regarded as having an impairment. Major life activities include but are not limited to caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. Learning does not have to be the major life activity affected in order for an individual to be eligible for protections and services under Section 504.

Identifying Student Disabilities

Anyone may raise a concern about a Student's unique need for special help. Parents, teachers, and other staff members meet to discuss all relevant information about the Student. The parents' participation in this meeting is critical and helps to establish an accurate picture of the Student's needs. At the meeting, the Section 504 team considers whether the Student has a disability that substantially limits a major life activity or body function. If the team needs more information, the team will obtain the parent's consent to conduct an evaluation. If the team determines that the Student has a disability, the team identifies what types of support or accommodations are appropriate to meet the Student's needs. The accommodations will be described in a document referred to as the Section 504 Accommodation Plan.

Section 504

Section 504 of the Rehabilitation Act of 1973 and the ADA (Americans with Disability Act) Amendments ACT of 2008 prohibits discrimination against Students and/or employees on the basis of a disabling condition. All individuals determined to have a disability are protected by this law. 504/ADA cases in schools involve Students who are not found to be in need of special education; however, have various types of diagnosed physical or mental impairments that are shown to substantially limit one or more of the Student's major life activities. Those major life activities include, but are not limited to, areas such as learning, concentration, walking, seeing, breathing, hearing, lifting, bending, and performing manual tasks. Additionally, major life activities include the operation of "major bodily functions/systems" such as the immune, neurological or respiratory systems.

Differences between IDEA and Section 504

Both IDEA (Individuals with Disabilities Education Act) and Section 504 guarantee Students with disabilities access to a free and appropriate public education. However, there are major differences between them, specifically in the criteria used to determine eligibility and the definition of a free and appropriate education. IDEA provides more specific categories of disabilities such as including hearing impairments, visual impairments, autism, and traumatic brain injury, other health impairments, and specific learning disabilities. For a Student to receive exceptional Student education services under IDEA, the Student's educational performance must be adversely affected by the disability and he or she must be in need of special education services, i.e., specialized instruction. Students with a disability who meet specific IDEA requirements are also protected under Section 504. IDEA applies only to individuals from birth through age 21. Section 504 is not limited to specific disability categories and does not require evidence that the disability adversely affects the Student's educational performance;

however, the definition states that in order to be eligible for an accommodation plan, the Student “must have a physical or mental impairment which substantially limits one or more major life activities or body functions.” Students ineligible for services provided under IDEA may be eligible for accommodations under Section 504.

Role of Parents

Parents are their child’s first and most important teachers, as well as their advocates. If a parent believes his or her child has a disability or is having problems in school, the child’s teacher should be contacted to discuss these concerns. Building a strong parent/school relationship begins with effective communication. Parents play a key role by providing important information to schools about their child’s needs, particularly for Students with disabilities.

Role of Teachers

Teachers play an integral role in the development and implementation of a Student’s Section 504 accommodation plan. Teachers attend eligibility and review meetings, implement the needed accommodations, and provide ongoing progress monitoring of the accommodations listed on a Student’s plan. A teacher’s ongoing communication with the Student’s parent/guardian and school staff ensures that the Student’s needs are being met. Teachers are required under Section 504 to make necessary accommodations as specified in the Section 504 accommodation plan.

Addressing Issues with Accommodation Plans

Ongoing communication between parents and teachers will help avoid disagreements related to the Student’s accommodation plan. When parents or teachers’ concerns are not addressed to their satisfaction, they should contact the school principal or the designated staff member responsible for Section 504. If the plan is not appropriate, it should be revised following the same procedures used to develop the original plan. Because situations change and Students’ needs change, flexibility in this process is key to assist everyone meet the Students’ needs.

Student Discipline

While all Students are expected to follow classroom and school rules, a Student with a disability may need a specialized behavior plan or accommodations to support appropriate behavior during all school activities. Students with disabilities are not exempt from consequences for violations of the code of Student conduct. In cases of

severe violations of the district's code of Student conduct, disciplinary interventions are frequently based on approved school board policies and require specific consequences. If a Student has been suspended for more than 10 days cumulatively during a school year, the Student's Section 504 team must convene a meeting to conduct a manifestation determination review (MDR). An MDR is the process for determining if a Student's misconduct is related to the Student's disability. The Section 504 team must determine if:

- The conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; OR
- If the conduct in question was the result of not implementing the Section 504 accommodations plan.

If either is found to be the case, then the conduct was a manifestation of the Student's disability and the Student must be returned to school immediately. If not, the Student may be disciplined in the same manner as his or her non-disabled peers. Revisions may include strategies and supports that will reduce the likelihood that inappropriate behaviors occur in the future and encourage more socially acceptable behaviors within the school setting. Although Section 504 does not specifically address discipline, best practice encourages the use of policies and procedures outlined in the Individuals with Disabilities Education Act (IDEA) when making decisions about disciplinary consequences for a Student eligible for a Section 504 accommodation plan.

Parents with additional questions and/or concerns, please contact Mrs. **Wendy Britt**, **Exceptional Children Coordinator** @ wbritt@lakesidecharteracademy.com.

Family Educational Rights and Privacy Act (FERPA)

Pursuant to the requirements of the Family Educational Rights and Privacy Act (FERPA), the Lakeside Charter Academy Preparatory Board will share certain Student information with Medicaid and its authorized representatives. The information will only be used to request reimbursement from Medicaid for certain medical services that the school provides to Student pursuant to their Individualized Education Program (IEP) under the Individuals with Disabilities Educational Act (IDEA). The Student information is limited and may include the following: the Student's name; date of birth; Medicaid number; IEP documentation, including evaluations; the dates and times services are provided to the Student at school; and reports of the Student's progress, including notes, and progress notes.

The Family Educational Rights and Privacy Act (FERPA) afford parents and Students who are 18 years of age or older (“eligible Students”) certain rights with respect to the Student’s education records. These rights are:

- The right to inspect and review the Student’s education records within 45 days after the day the school receives a request for access. Parents or eligible Students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible Student of the time and place where the records may be inspected.
- The right to request the amendment of the Student’s education records that the parent or eligible Student believes is inaccurate, misleading or otherwise in violation of the Student’s privacy rights under FERPA. Parents or eligible Students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible Student, the school will notify the parent or eligible Student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible Student when notified of the right to a hearing.
- The right to provide written consent before the school discloses personally identifiable information in the Student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, support staff member (including health or medical staff and law enforcement unit personnel), or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, medical consultant or therapist; a parent or Student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, Student or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school in which a Student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the Student's enrollment or transfer. FERPA also permits disclosure of a Student's education records, without parental consent, to a caseworker or other representative of a State or local child welfare agency authorized to access a Student's case plan when such agency or organization is legally responsible, in accordance with State law, for the care and protection of the Student. A record of disclosures of the education records will be maintained. A parent may inspect and review that record.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-5920

Notice for Directory Information

The Family Educational Rights and Privacy Act require that Lakeside Charter Academy (LCA), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, LCA may disclose appropriately designated "directory information" without written consent, unless you have advised LCA's Board to the contrary. The primary purpose of directory information is to allow LCA to include this type of information from your child's education records in certain school publications. Examples include, but are not limited to the following:

- A playbill, showing your Student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets

Directory information, which is information contained in an education record that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Directory information may only be released to outside organizations that offer and/or supply school memorabilia such as companies that manufacture publish yearbooks or provide graduation products, etc.

If you do not want LCA to disclose directory information from your child's education records without your prior written consent, you must notify the LCA in writing within 10 days after the first day of the academic school year.

LCA has designated the following information as directory information: Student's name; Address; Telephone listing; Electronic mail address; Photograph; Date and place of birth; Dates of attendance; Grade level; Participation in officially recognized activities and sports; Weight and height of members of athletic teams; Degrees, honors, academic recognitions and awards received; The most recent educational agency or institution attended; and Student ID number, user ID or other unique personal identifier used by a Student for purposes of accessing or communicating in electronic systems that cannot be used to access education records without a PIN, password, etc.

Child Find Efforts in North Carolina and the Department of Public Instruction

North Carolina has a continuing Child Find procedure in place to locate all children with disabilities residing in the State, including children with disabilities attending private schools, regardless of the severity of their disability, and who are in need of special education and related services. This effort also includes highly mobile children with disabilities (such as migrant and homeless children) and children who are suspected of being a child with a disability and in need of special education, even though they are advancing from grade to grade. The purpose of this procedure is to enhance public understanding of exceptional children and youth and with special needs, to identify and locate the children and youth, and to inform the public of available services. The collection and use of data to meet the requirements of Child Find are subject to the confidentiality requirements.

At Lakeside Charter Academy a poster and brochures are available to the public regarding NCDPI's efforts to provide information to parents, grandparents, and guardians about the Child Find Process. For more information regarding this effort, please select the following link: <http://ec.ncpublicschools.gov/policies/project-child-find/project-child-find>

Asbestos Inspections

The 1986 Asbestos Hazard Emergency Response Act (AHERA) requires inspections of all public facilities since 1989. Asbestos is a naturally occurring mineral and has been used in building materials for many years. Unless it is disturbed or damaged, it poses no health risk. Management plans have been developed for all facilities regardless of ACM (Asbestos containing material) content. Depending upon the condition and

potential for exposure, the plan calls for repair, continued surveillance and, if needed, removal of ACM.

Annual AHERA Notice

This notice is to inform you, as required by the Federal Asbestos Hazard Emergency Response Act (AHERA), that the documentation for the Lakeside Charter Academy Asbestos Management Plan, the semiannual surveillance inspections and the three-year re-inspection are available for your review in the office.

Lakeside Charter Academy Email Acceptable Use Policy

By signing below, I state that I understand and will follow the Lakeside Charter Academy Student Email Acceptable Use Policy. I understand that Student email is a privilege, and that it is intended for education **purposes only**. I also understand that Lakeside Charter Academy may take away my right to Student email if I break the rules of the acceptable use policy. When using school email, I understand that anything I write or receive can and may be viewed by my teacher, principal, parents, or other school personnel.

My school email account will not be used for:

- Personal emails (to friends, family, etc.)
- Downloading files or programs (unless my teacher approves first)
- Bullying other users (making threats, insults, etc.)
- Sharing personal information about myself
- Any illegal activities
- Selling products

I also agree that I will keep my account information (username, password) secret, and I will report any suspicious, threatening, or potentially unsafe activities that occur with my account.

I, _____, have read and agree to follow the Lakeside Charter Academy Acceptable Use Policy above and I understand that violation of the rules of having an email account may result in account restrictions, the loss of my account, and/or disciplinary consequences at Lakeside Charter Academy.

Student Signature: _____ Date: _____

Parents Signature: _____ Date: _____

STUDENT TECHNOLOGY POLICY

Lakeside Charter Academy technological resources, including access to the internet, school-owned devices and laptops, and other electronic devices, are provided for school-related purposes only. Before accessing these resources, users and their parents/guardians must agree to this policy, which ensures that such resources are limited to responsible, safe, honest, efficient, ethical, and legal activities that support learning and teaching.

The use of LCAs technological resources is a privilege, not a right; unauthorized or inappropriate use may result in revocation of that privilege and/or disciplinary action. This policy applies regardless of whether such use occurs on or off LCA property, and it applies to all LCA owned and operated technological resources, including but not limited to devices, computer networks and connections, and the resources, tools, and learning environments made available by or on the networks and all devices that connect to those networks.

Users and their parents/guardians assume responsibility for understanding and adhering to the policy and guidelines as a condition of using LCA technological resources.

EXPECTATIONS FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES

Student behavior standards, including those prescribed in applicable board policies, the Student Code of Conduct and other regulations and school rules, apply to said resources.

These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive. Failure to follow these rules will result in disciplinary action, including revocation of user privileges. Willful misuse may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

LAKESIDE CHARTER ACADEMY HONOR CODE AND TECHNOLOGY

The LCA Honor Code applies to all aspects of LCA, including care and use of school technological resources:

RESPECT

Students are expected to:

Access, download, view, and create only trusted and approved content not in violation of federal, state, or local law, ordinance, school policy, regulation or the Code of Conduct and only as authorized by a staff member or administrator.

Maintain the LCA pre-set software image. Violations include, but are not limited to: changing the device name, operating system extensions, security, filtering, and/or monitoring software; taking apart the device; reconfiguring the software or hardware that controls access to the network and internet or any other electronic media; or enabling the Accessibility/Assistive Touch features (unless instructed to do so by a teacher, Administrator or the Technology staff).

RESPONSIBILITY

Students are expected to:

Responsible for keeping their devices and accompanying accessories clean, secure, in excellent working condition, and damage-free. Users will be held responsible for any loss or damage caused by intentional or negligent acts in caring for technological devices while

Report damage to a staff member immediately. Periodic checks for physical damage and/or loss will also be conducted during the school year. Students and their families will be assessed fees for the costs of repair if damage is realized to their device or accessories.

HONESTY

Students are expected to:

- Comply with all applicable laws, including those relating to copyrights and trademarks, file sharing, confidential information, and public records.
- Avoid plagiarism of internet and other resources as defined in the Student Handbook.
- Avoid unauthorized use of LCA or individual school names, logos, or trademarks.
- Act only as themselves. Students shall not misrepresent or assume the identity of other users.
- Avoid engaging in unauthorized or unlawful activities, such as “hacking” or using the network to gain or attempt to gain access to other devices, computer systems, infrastructure, or accounts.
- Respect the privacy of others. Students shall not intentionally view, use without permission, or modify files, communications, other data, ID, or passwords belonging to other users without permission from the individual and a staff member or administrator.

INTEGRITY

Students are expected to:

- Demonstrate digital citizenship. If a student's online behavior has a direct effect on school safety or is disruptive to the learning environment, the student may be disciplined in accordance with school policy.
- Report any security violation to a staff member or administrator. Students should not demonstrate the violation to other users. Any user identified as a security risk may be denied access.
- Avoid downloading, viewing, creating, or transmitting any material in violation of federal, state, or local law, ordinance, school policy, regulation, or the Code of Conduct.
- To protect students while at school and home and to meet the Children's Internet Protection Act (CIPA) requirements, access to the internet are filtered through a commercial filtering system. Students should report to a staff member or administrator any personal electronically transmitted attacks in any form made by others over the internet or Local Area Network (LAN). Violations of this nature may be grounds to involve law enforcement, per NC statute.

Student devices will be subject to routine monitoring by staff members and administrators. While it is impossible to predict with certainty what information on the internet students may access or obtain, LCA personnel shall take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic or otherwise harmful to minors.

While off campus, parental monitoring is highly recommended. Lakeside Charter Academy is not responsible for the content accessed by users via their personal mobile telephone technology (e.g., 3G, 4G service). Students may face disciplinary action from the school if social media is used inappropriately at home (ie. Bullying, photos of drugs/alcohol, etc.)

SAFETY

Students shall:

- Notify an adult immediately in the event they receive an unsolicited contact or an inappropriate message. If a user accidentally accesses inappropriate material, he or she should immediately notify an LCA staff member or administrator.

CONFIDENTIALITY OF PERSONAL INFORMATION

- Students shall not reveal unauthorized or confidential personal information about themselves or others.
- Staff members and administrators must not disclose on the internet any personally identifiable, private or confidential information concerning students without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA).

PRIVACY

- Per school policy, LCA administrators or individuals designated by the superintendent may review files, monitor all communication and intercept e-mail messages to maintain system integrity and to ensure compliance with school policy and applicable laws and regulations.
- Devices are the property of LCA and are not subject to the same privacy expectations as private property.
- LCA has the right to monitor devices and user accounts to ensure that students comply with the terms of acceptable use.

CELL PHONE/SMART WATCH POLICY

In an attempt to model for students the importance of the appropriate use of electronic devices, LCA has adopted the following procedure for students who have their cell phones in sight or are found to be using them during class time without teacher permission.

1st offense: The phone will be held in the office for a parent to retrieve.

2nd offense: The phone can be picked up in the office by a parent and the student will be assigned after school detention.

3rd offense: The student will be assigned an after school detention and the parent may retrieve the phone after the ASD is served. Please make note that ASDs are only scheduled on Tuesdays and Thursdays each week.

4th & subsequent offenses: The student will receive increased disciplinary consequences which may include, but are not limited to, additional ASD assignment, in-school suspension, parent conference, out-of-school suspension, etc.

Students have access to the office phone during the school day for emergencies or illness. They are asked not to call home for non-emergencies such as forgetting work or musical instruments or to make social arrangements.

Students who do own a cell phone and choose to bring them to school are asked to keep them turned off and in their bookbags until after school hours to limit the disruption to the educational process.

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

HEALTH AND SAFETY

Emergency Procedures

At Lakeside Charter Academy, we have developed and continue to refine procedures, policies, and drills that make up our Emergency Procedures Plan. If a crisis should arise, it is our goal to do everything necessary to maintain the safety of all Students. A crisis could be defined as any situation or event that affects the functioning of the regular school day when normal procedures become impossible to maintain. All Lakeside Charter Academy staff members have a primary responsibility for the welfare of our Students. If you have any specific questions any of the emergency procedures, please feel free to contact the Managing Director.

1. *Fire Drills*

LCA is required to have a fire drill once within the first twenty 20 days of school and then once per month for the remainder of the school year. Maps are located in every classroom identifying the emergency exit routes.

2. *Tornado*

LCA staff and Students will conduct practice drills during the school year. In the event a tornado warning is issued during school hours, children and staff will be moved quickly and silently to interior rooms with structural supporting walls. Staff will ensure Students kneel facing the wall with their hands over the back of their necks until the drill has concluded.

3. *Earthquake*

In the event an earthquake occurs during the school hours, Students and staff will be instructed to relocate quickly under heavy furniture such as desks and tables and hold tightly to the legs of the furniture in order to keep the furniture from moving.

4. *Lockdown Procedure*

Lockdown procedures are practiced in the event of imminent danger in our immediate area. These procedures will be conducted at random intervals during the school year. It is the staff's responsibility to explain to the Students these procedures may help keep them stay safe in an emergency. Training on these procedures will be provided during the first 20 days of school.

5. *Safety Audits*

Unannounced safety audits will be conducted during the school year by the Managing Director or designee. These audits will determine how well the LCA

staff supervises Students through Student interviews, staff interviews, and performance on a lockdown drill.

Immunization of Students

North Carolina Students are required by law (NCGS 130A-152-157) to have certain immunizations prior to attending school. The school will work to ensure Parent(s) / Guardian(s) are compliant with all required immunizations. N.C. law mandates that LCA has the responsibility to ensure that enrolled Students meet immunization requirements.

Students who do not have the North Carolina Kindergarten Health Assessment Report completed by the thirtieth (30) day of school will be suspended until the form is completed. This form is available for download on the LCA website.

The following are immunization requirements for school admission:

Age/Grade	Number of Doses
2-4 years/Pre-K	4 DTP/DTaPDT 3 Polio 3 HIB 3 Hep B 1 MMR 1 Varicella
Grade K-5	5 (4) DTP/DTaP/Dt3/Td 4 Polio *3 HIB

	3 Hep B 2 MMR Varicella if born on or after 4/1/2001
Grade 6	5 (4) DTP/DTaP/Dt3/Td 4 Polio *3 HIB 3 Hep B 2 MMR Varicella if born on or after 4/1/2001 1Tdap
Grade 7-12	5 (4) DTP/DTaP/Dt3/Td 4 Polio *3 HIB 3 Hep B if born on or after 7/1/1994 2 MMR Varicella if born on or after 4/1/2001

Students who do not have the North Carolina Kindergarten Health Assessment Report completed by the thirtieth (30) day of school will be suspended until the form is completed. This form is available for download on the LCA website.

LCA is aware that North Carolina law provides for two types of exemptions from required immunizations. If either of these exemptions applies, Parent(s)/Guardian(s) are responsible for completing the required documentation and providing it to LCA by the thirteenth (13) day of school, to avoid Student's suspension.

1. If Student(s) is/are exempt for medical reasons, it is the responsibility of the Parent(s) / Guardian(s) to provide the N.C. Medical Statement Form (NC DHHS 3987) or the Physician's Request for Medical Exemption (DHHS 3995).
2. If Student(s) is/are exempt for religious reasons, it is the responsibility of the parent(s) and/or guardian(s) to provide the School the complete documentation.

Food Allergies

Parents of children with life-threatening food allergies often experience anxiety over the foods their children will encounter at school. The most common allergies are peanuts, tree nuts, soy, fish, shellfish, eggs, milk and wheat. The consistency of peanut/ tree nut products makes it difficult for children that are allergic to these products to avoid its residue, thereby making this difficult to monitor in a setting. Parents should teach their children to recognize possible sources of allergens, and

possible early signs of allergic reaction. If there is a Student with a nut allergy, we create a nut-free classroom for that grade level.

When food is provided for classroom activities, please adhere strictly to the following guideline: Any food shared in school must be from an inspected commercial facility. For example, items such as cupcakes, cookies, crackers, etc. purchased from a grocery store are acceptable and must have all ingredients and nutritional information clearly printed on the label.

Sickness and Accidents

If your child should become sick at school, we will make every effort to contact you. Should he/she be exhibiting a fever or vomiting before school hours, please do not send your child to school.

If your child should have a minor accident at school, we may notify you. If an accident of a major nature occurs, we will contact you immediately. In case of life-threatening injury, we will call emergency services immediately, and contact you concurrently. Please ensure your emergency contact information is up to date at all times. Students need to be fever free/vomit free for **24 hours** prior to sending them back to school.

Inclement Weather Policy

The safety of all children and staff members is the first concern of Lakeside Charter Academy when making decisions about closing school or dismissing early.

The following guidelines are followed by LCA in making decisions related to the closing of school:

Inclement weather in the evening/night

In the event that any inclement weather presents a risk to our faculty, staff, students, or visitors travelling to or from the campus, the administration will make a determination about whether to close, delay opening, or initiate an early release.

If the school is to be closed or have a delayed opening, LCA will make every effort to release this information by 5AM.

Notifications

The school's website is the main location for weather updates. In addition to our website, information will be available through:

Facebook Page

Television: **WSOC TV Channel 9**

Inclement weather during the school day

If inclement weather begins during the school day, a decision may be made regarding early dismissal. School officials will monitor the weather throughout the day to ensure Student safety. All after-school activities would be cancelled..



STUDENT CODE OF CONDUCT

Lakeside Charter Academy (LCA) is committed to providing a safe, engaging, and supportive learning environment where all policies are enforced fairly and consistently. Student disciplinary regulations emphasize instruction and rehabilitation rather than punishment, and are designed to foster and reward appropriate behavior and keep Students connected to school in a positive manner.

Lakeside Charter Academy Leaders will model appropriate behaviors in the academic setting during the school day. Learning modeled behaviors in various environments remains an important part of today's society and helps to cultivate a highly effective leadership environment that engages, embraces, and enriches children.

Lakeside Charter Academy expects all members of the school community to be engaged while embracing and enriching the leadership-oriented learning environment. The school leadership will uphold high expectations and remain responsible for establishing and maintaining a positive school environment that continuously cultivates respectful behavior through the leadership model.

With these qualities in mind, the Lakeside Charter Academy Board of Directors has established high standards for Student conduct and discipline, which protects the rights of every Lakeside Charter Academy community member in a safe and orderly environment.

Enrollment in Lakeside Charter Academy is a voluntary choice for each Student and family. Continued enrollment in the school will be dependent on the Student abiding by the standards in the Student Code of Conduct. This stipulates that the Parent(s)/Guardian(s) of each Student support and uphold the Student Code of Conduct.

Philosophical Statement

Schools should provide the instruction and support necessary to meet Students' academic and behavioral needs, and identify fair and developmentally appropriate behavioral expectations for all members of the school community. Educators and other adults in the school should teach Students to behave in ways that conform to these policies and contribute to academic success. This is achieved by reinforcing positive behavior, preventing misbehavior before it occurs, supporting Students in overcoming challenges, and fostering positive relationships among all members of the school community.

Research shows that Students are more likely to accept responsibility for their actions and the consequences of their behavior when school discipline is administered fairly, equitably, and consistently. Schools must also employ due process protections when enforcing discipline, and must not allow harsh or exclusionary discipline to disproportionately impact specific groups of Students, including but not limited to Students of color, Students with disabilities, economically disadvantaged Students, male Students, and LGBTQ Students.

The LCA Student Code of Conduct provides a framework to support behavioral goals and disciplinary policies. All Students are expected to be aware of and abide by this Student Code of Conduct. ***For this reason, each Student and Parent/Guardian is required to review both the Student Code of Conduct and the Parent/Student Handbook and sign an agreement attesting to his/her willingness to adhere to the Student Code of Conduct.*** (See form on the last page of this handbook.) If the Student's family does not agree to the standards set forth in the Student Code of Conduct, a transfer to another school should be arranged.

All Lakeside Charter Academy personnel will be trained to support and implement the school-wide Student Code of Conduct.

Student Responsibilities

Students share responsibility with school staff for maintaining an environment of mutual respect and dignity in the school. Students take an active role in making school a supportive, safe, and welcoming place for all Students and staff in these ways:

- Demonstrate pride in self, in the future, and in school by arriving on time, dressing appropriately, and being prepared to focus on your studies.
- Be respectful and courteous to fellow Students, parents/guardians, and school staff.
- Seek the most peaceful means of resolving conflict, and obtain the assistance of teachers, administrators, parent/guardian, or school staff, when unable to resolve conflicts.
- Follow school rules and policies, and contribute to a positive school climate by behaving appropriately, even when not specifically asked to do so.
- Recognize how your conduct affects other Students and school staff, and make every reasonable effort to restore relationships and correct any harm caused to others in the school community.
- Seek access to and complete make-up work while out of school for disciplinary reasons.

Staff Responsibilities

Students who have meaningful relationships with caring adults in the school are less likely to engage in disruptive behavior, be absent, or drop out of school. School staff members should take the initiative in developing positive, meaningful relationships with Students.

When disruptive behavior does occur, school staff will use professional discretion when applying these consequences/responses and interventions in a progressive manner, to teach Students appropriate behavior and correct any harm that results from their behavior.

Staff will:

- Create and promote a positive, supportive, safe, and welcoming school environment that is conducive to teaching and learning.
- Be respectful and courteous to Students, parents/guardians, and other school staff.
- Establish clear expectations for behavior, take an instructional approach to discipline, and acknowledge positive and appropriate conduct by Students.
- Involve families, Students, and the community in fostering positive behavior and Student engagement.
- Ensure that clear, developmentally appropriate and proportional consequences are applied for misbehavior as outlined in applicable discipline policies.
- Implement graduated, progressive consequences for recurring inappropriate behavior.
- Administer discipline rules fairly, consistently, and equitably, regardless of race, ethnicity, culture, gender, color, national origin, ancestry, religion, age, disability, sexual orientation, and/or gender identity.
- Remove Students from the classroom only as a last resort, and return Students to class as soon as possible.
- Promptly notify parents/guardians if their child is suspended and if there is any investigation by law enforcement or school resource officers, related to school discipline.
- Make every reasonable effort to communicate with and respond to parents/guardians in a timely manner and in a way that is accessible and easily understood.
- Provide Students who are suspended or expelled from school with make-up work, and allow them to complete the work for credit so they do not fall behind academically.

Parent and Community Responsibilities

Parents/guardians and community members play an important role in establishing a positive school climate where Students will thrive. Parents can help Students and staff members promote a supportive, safe, and welcoming school environment in these ways:

- Talk with their child about appropriate conduct at school.
- Be respectful and courteous to other Students, fellow parents/guardians, and school staff.
- Read and be familiar with school policies, regulations, and rules.
- Have regular contact with school staff and make every effort to ensure that their child maintains regular school attendance.
- Be involved in conferences, hearings, and other disciplinary matters concerning their child.
- Help their child access supportive groups or programs designed to improve his/her conduct, such as counseling, after-school programs, and mental health services available in the school and community.
- Promptly share any concerns or complaints with school officials and work with school staff and administrators to address any behavioral problems their child may experience.

Behavior-Related Offenses and Consequences

The LCA Board believes that disciplinary responses should encourage responsible actions, promote the development of self-discipline, and change inappropriate behavior. Discipline will be administered using a continuum model that includes conferences, detention, alternative educational settings, Student reassignment, suspension, and expulsion.

Factors to consider when determining the appropriate response may include patterns of behavior, impact on the school community, and the overall severity of the infraction.

Offenses included in the Student Code of Conduct apply to behaviors that occur on school property, at school-related activities, or when Students are otherwise subject to the authority of the LCA School System. Disciplinary action may be taken for off-campus incidents if the action could have an adverse effect on the order and general welfare of the schools.

In addition to the responses in the code of conduct, loss of credit for an assignment or course may be appropriate. Restitution for loss or damage may be requested and law enforcement will be involved when appropriate.

DISCIPLINE POLICY

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 and 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 handbook policies or 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 (MS)
- Detention during lunch or before/after school
- Exclusion from extracurricular activities
- Suspension or exclusion

Lakeside Charter Academy is not required to engage in progressive discipline. Some offenses are so serious they warrant more severe consequences including, but not limited to, immediate expulsion.

LCA policies and procedures for discipline of students (including students with disabilities) shall be consistent with state and federal laws and regulations.

The Student Behavior Code sets parameters for addressing inappropriate student behavior. Nothing in the procedure is intended to nor does it in any way impose any

additional liabilities, requirements or obligations on the Board or the school beyond those liabilities, requirements and obligations imposed by applicable law.

STUDENT BEHAVIOR CODE

All students are expected to demonstrate integrity, respect, responsibility, honesty and self-control. This expectation is directly related to the LCA Board of Directors' and school administration's educational objectives for students to learn, to be responsible for their actions and accept the consequences for their behavior.

Integrity, respect, responsibility, honesty and self-control are critical for establishing and maintaining a safe, orderly and inviting learning environment. Parents are expected to help model these expectations through their behavior and conversations with their children.

This behavior code 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.

Please note that possession and use of cell phones by students is addressed in the Cell Phone Policy found herein.

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 LCA 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. Students who are placed in in-school suspension (ISS) are required to turn over

all electronic devices to the administration while they are in ISS.

Long-Term Suspension: suspension from school, school activities and school grounds for more than ten

(10) school days, but less than exclusion.

Exclusion: Permanent suspension and exclusion from school, school activities and school grounds.

Behavioral Contract: A Behavioral Contract is a voluntary agreement initiated by the school

administration which may be offered to a student who commits a Level III offense which could otherwise result in a long-term suspension or exclusion hearing. A Behavioral Contract will not be offered to a student whose actions had the potential to affect the health, safety or welfare of other students or staff.

Failure to agree to the contract or failure to comply with the specific criteria outlined within the contract would result in the regular school consequences being enforced.

(NOTE: Behavioral Contracts will be offered at the discretion of administration.

Behavioral Contracts will not be offered upon request of a

parent.)

CLASS I OFFENSES

Possible consequence: After School or Lunch Detention unless repeated behavior

- Tardies
- Littering on school property
- Repeatedly refusing to complete school assignments
- Repeatedly neglecting to bring notebook, pencil and/or other learning materials to class

CLASS II OFFENSES

Possible consequence: After School, Lunch Detention or Short/Long-term Suspension

- Committing repeated Class I offenses
- Failure to comply with other assigned consequences
- Violation of the Student Technology Policy
- Failure to report an inappropriate behavior or action
- Repeatedly violating dress code expectations

- Deliberately disrupting the normal educational process in the school and school-sponsored activity
- 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
- Failure to answer questions or respond appropriately to a faculty member
- Cheating and/or plagiarism (additional academic consequences may be issued)
- Possession and/or distribution of pornography
- Taking unauthorized or inappropriate photos or videos of another individual
- Bullying/harassment
- 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

CLASS III OFFENSES

Possible consequence: 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 Lakeside Charter Academy (LCA).

- Committing a combination of or repeated Class I, II and/or Class III offenses
- Trafficking, possessing and/or using tobacco/nicotine products on school property or at a school-sponsored event including the use or possession of electronic vaping device 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
- 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
- Gambling
- Theft
- 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

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.

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

Administration has 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, administration 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 an impartial Hearing Officer after

appropriate written notice to the parties involved. The Board Chair shall sit as Hearing Officer. In his/her absence, the Board Chair shall appoint a hearing officer. Student appeals from the decision of the hearing officer shall be heard by a panel of three Board members, who shall be appointed by the Board Chair. Appeals should be made in writing and within ten (10) days of the decision to the Board Chairperson. The hearing of the panel will occur at a date to be determined by the Board. Decisions of the Board panel shall be final, and there will be no further appeal to the full Board of Directors.

Student Code of Conduct

The Code of Student Conduct rules are leveled, indicating the severity of violation and type of consequence. In any instance, the Managing Director/Principal may utilize a different level of intervention than is indicated on the chart. Various interventions may be considered to address a Student's behavior including, but not limited to the following: restorative practices, detention, community resources, parent conference, letter of apology, out-of-school suspension, etc.

Students with Disabilities

Student Discipline

All LCA Students are expected to adhere and follow classroom and school rules and procedures. However, a Student with a disability may need a specialized behavior plan or accommodations to support his or her appropriate behavior during school activities. Students with disabilities are not exempt from consequences for violations of the Code of Student Conduct. In cases of severe violations involving a Student with disabilities, a case by case decision will be made. However, if it is determined that the behavior was a manifestation of the Student's disability, the consequence outlined in the Student Code of Conduct may be deemed inappropriate and consideration should be given to developing and/or revising the Student's individual behavior plan. The plan may include strategies and supports that will reduce the likelihood that inappropriate behavior occurs in the future and encourages more appropriate and socially acceptable behavior within the school setting. *(Please reference the section in our handbook regarding Exceptional Children for additional information.)*

LIST OF FORMS OR DOCUMENTS REQUIRED

Included herein is a list of documents that you will find on the website for Lakeside Charter Academy. All applicable documents must be completed and returned to the school by opening day.

- Photography and Video Release Form
- Administration of Medication Form
- Diabetes Care Plan
- School Allergy Record
- Asthma Action Plan
- North Carolina Kindergarten Health Assessment Report
- Kindergarten Immunization Form
- Medical Exemption Form
- Religious Exemption Form

Parents Grievance Policy

Grievances

During the academic year problems and misunderstandings between students, parents, and teachers may arise. The best way to resolve these problems is to keep an open, yet orderly channel of communication between all parties. The following is a strategy that will allow an open channel of communication between parents and the staff of Lakeside Charter Academy.

The following steps are critical in maintaining a sense of discipline:

Step 1: Make an appointment with your student's teacher or team to discuss issues and concerns. Remember that teachers will not be able to have conferences and lengthy conversations in the classroom or in the hallway during instruction time. We ask that parents schedule appointments with staff in advance. If you are not satisfied with the results from a teacher conference proceed to step 2.

Step 2: Contact the principal and request a conference between yourself, the teacher, and the principal. The principal will contact you with the conference time and location. Please allow 3-5 days for a written response from the Principal unless it is an issue that threatens immediate safety, physical, mental, or emotional health or constitutes a criminal act. If you are not satisfied with the results of this conference, proceed to step 3.

Step 3: Fill out the conflict resolution form to request a meeting with the Lakeside Charter Academy Board of Directors. Please include your concerns and the results from the previous meetings. Please allow 3-5 days for a written response from the school unless it is an issue that threatens immediate safety, physical, mental, or emotional health or constitutes a criminal act.

Covid-19 Information

Masks will be recommended, but not required for the 2021-2022 school year for students and staff.

Sanitation

Lakeside Charter Academy understands that children's safety and health are of paramount importance during these times. Lakeside is doing all they can to apply safety precautions for our students.

Lakeside has contracted with a professional cleaning company, Open Works, which will ensure proper cleaning, disinfecting, and sanitation are taking place.

CDC Recommendations include:

- Two Open Works custodians on site during the day.
- Regular audits performed by Open Works to ensure the scope of cleanliness, sanitation, and disinfecting are being met.
- Use of germicidal and environmentally safe cleaners to disinfect touch areas and floors.
- Installation of filling stations enabling students to fill personal water containers.
- Hand sanitizer stations located at the entrance of each classroom allowing easy and regular hands- free applications.
- Instruction to students on the importance of hand washing and cleanliness.

STUDENT CODE OF CONDUCT AFFIRMATION STATEMENT

I promise that I will do my part as a leader at Lakeside Charter Academy to support our school mission:

To cultivate a highly effective leadership environment that engages, embraces and enriches children's strengths, one child at a time

❖ I affirm that I have read, understand, and will adhere to the Lakeside Charter Academy **Student Code of Conduct.** _____

❖ I further certify that I have read the **Parent/Student Handbook** and will adhere to it fully _____



Lakeside Charter Academy administers all education programs, employment activities and admissions without discrimination on the basis of gender, race, color, religion, national origin, age or disability, in compliance with federal law. Inquiries regarding compliance with Title IX, which prohibits discrimination on the basis of gender in education programs or activities, may be referred to the district's Title IX coordinator at titleixcoordinator@cms.k12.nc.us or to the office for Civil Rights, U.S. Department of Education

The information in this Handbook is current as of August 2021