

East Voyager Academy of Charlotte Student and Parent Handbook



2023-2024

7429 Tuckaseegee Road
Charlotte, North Carolina 28214
Office Hours 7:30 am – 4:00 pm A.S.P.I.R.E. 3:30 pm - 5:30 pm
Main Number – (704) 412-6988

Administration & Support Staff	Board of Directors
Renee Mathews: CEO/Principal	Dr. Jian Zhang - Board Chair
Jim Chiang: Assistant Principal	Shaday Agosto-Vazquez - Vice Chair
Thomas Hess: HR/Operations Manager	Dr. Victor Mack - Secretary
Annie Zhang: Bookkeeper/Finance	Si Blake- Treasurer
Amy Chang - Registrar/Technology	Kevin Lu- Member
	Sue Tyte- Member
	Lin Wang- Member

Dear Parents and Students,

Welcome to East Voyager Academy. Founded in 2018, EVA is a tuition free public charter school with an instructional focus on Chinese language immersion. The chart below shows that language immersion is just the beginning of what makes East Voyager Academy a great choice for your students.

Bilingual Proficiency	Strong Academics	Intercultural Competence
<ul style="list-style-type: none"> • Mandarin immersion with at least 50% of content taught in Mandarin • No prior Mandarin background required to enter • A research-based proven model • Proficiency-based Chinese instruction 	<ul style="list-style-type: none"> • Curriculum allowing to teach above grade level • Departmentalized and team teaching structure • High school credits for middle school students • Blending the best of west and east teaching practices • Low student-to-teacher ratio 	<ul style="list-style-type: none"> • Cross-culture related classes and extra curriculum • International sister schools • Pen pal programs • USChinaKidsClub • Chinese culture related school events • China trip

The mission of the East Voyager Academy is to graduate its students with English-Chinese bilingual proficiency, strong academics, and intercultural competence.

The administrative team maintains an open-door policy realizing that strong partnerships with parents will benefit the children we serve. Our school motto is Learners Today, Leaders Tomorrow. To reflect our school motto in action we refer to students in elementary grades as our “Learners” and our middle school students as our student “Leaders.” As our students advance in their grades and studies we expect them to become more independent and to serve as role models for younger students. Our theme this year is Leading the Way! Through teamwork and collaboration, at EVA we grow leaders for tomorrow!!

Sincerely,

Renee Mathews, Principal/CEO

East Voyager Academy does not discriminate on the basis of age, race, creed, color, disability, spousal affiliation, sex, national origin, sexual orientation, religion, pregnancy, service to the armed forces, or status with regard to admission to, treatment in, or employment in its programs and activities as required by Title II of ADA, Title VI, Title IX and Section 504, or any other protected characteristic, as may be required by law. Non-discrimination inquiries regarding students should be addresses to the CEO/Principal. Non-discrimination inquiries regarding employees and adults should also be directed to the CEO/Principal. She can be contacted at 7429 Tuckaseegee Road, Charlotte, NC 28214, (704) 412-6988. East Voyager Academy does not discriminate on the basis of race, religion, color, national origin, sex, disability, age, immigrant status, English-speaking status, or any other characteristic protected by applicable federal or NC law in its programs or activities.

PANDA PAWS VALUES

The Panda PAWS Values sets the core expectations for our school culture. We expect all staff and students to abide by these values.

Core Values	In Action
Be Kind	<ul style="list-style-type: none">- Encourage Others- Be kind- Practice good manners- Be trustworthy
Work Hard	<ul style="list-style-type: none">- Do your best- Do your homework and study- Ask for help when you need it
Act Smart	<ul style="list-style-type: none">-Respect personal space and property- Use peaceful language-Follow safety rules

ACADEMIC RECOGNITION

At the end of each nine-week grading period, grades are reviewed to determine qualification for the “A” and “A/B” honor rolls. Students who qualify for the “A” or Principal’s honor roll must maintain a minimum average of 90 (5 in related arts) in each subject in which he/she is enrolled. Students who qualify for the “A/B” honor roll must maintain a minimum average of 80 (4 in related arts) in each subject in which he/she is enrolled. For the annual honor roll recognition, students must remain on the honor roll every grading period.

ALCOHOL AND DRUG USE

Possession, sale, distribution, use, in any amount, of alcohol, ‘vape’ or e-cigarette, marijuana, hallucinogenic drugs or any other controlled substance is prohibited. No student will possess, market or distribute any substance which is represented to be or is substantially similar in color, shape, size or markings of a controlled substance. Students in violation of this policy will face severe disciplinary action up to and including expulsion.

ANNOUNCEMENTS

General student announcements will be made at 8:00 each morning via Google Classroom. Parent information will be shared via class newsletters on ClassDojo, announcements on Facebook. weekly Communication Folders, and BrightArrow Texts/Email.

ARRIVAL AND DEPARTURE TIMES

Morning - Morning drop-off carline begins at 7:15 a.m.. This time is when the building is open and appropriate supervision is provided. Morning car line ends at 8 a.m. We request that parents do not park and walk students into the building until 8 a.m when the parent MUST sign the student in. Students are counted as tardy at 8 a.m.. **Afternoon** - Dismissal begins at 3:15 and ends at 3:45. Students will remain in their classroom until called to the car line or to clubs. Students attending ASPIRE after school will remain in classrooms until called for ASPIRE.

ASSESSMENTS

Our goal is for all tests and exams to be positive learning experiences. We use formative and summative assessments. Formative assessments inform teachers of the students current mastery and provide valuable

feedback for future instruction. Summative assessments provide a sum of what students have learned over a specific time period. Test dates will be communicated via the weekly newsletter from the teachers.

Formative assessments include teacher generated tests and i-Ready Reading and Math and writing prompts. 2

Teachers may give tests at their discretion to determine student progress. Results of the i-Ready and writing assessments are provided to parents. Summative assessments include the Assessment of Performance toward Proficiency in Languages (AAPPL) language proficiency examination for students enrolled for five years or more, NC EOG assessments and other state mandated assessments. These tests are used to measure student success at meeting established school or state standards.

ATTENDANCE REGULATIONS

School policy and state laws are clear about school attendance. Regular attendance is necessary if a student is to make satisfactory progress. Therefore, students are expected to attend school regularly. A written excuse for each absence should be presented to the front office within three school days. Absence forms are available at the front office. Absences from school are categorized as either lawful or unlawful. A note from a parent or guardian, physician, legal office, dentist or other recognized medical professional is required for each absence. **The note should include the date, the student's full name, the parent's full name, the date(s) of absence(s), the phone number of the parent/guardian and the required signature.** EVA has an optional form available at the front office and it is also shared with parents electronically to make the process of completing a parent excuse easier. The importance of punctual and regular attendance for every student cannot be overemphasized. Any student who is absent more than ten days, lawfully or unlawfully, will have each absence reviewed. All absences over ten must be classified as a lawful absence (medical, legal or death in family). A student may be retained at the current grade level if the attendance requirements are not met. Family obligations requiring three or more consecutive absences will be reviewed by the school administration and may qualify as an administratively excused absence. This type of absence must be approved one week prior to the absence.

ATTENDANCE REGULATIONS / OFF CAMPUS

All appropriate attendance requirements apply to off-campus students as well as on-campus students. Off-campus students are expected to sign-in and attend their scheduled classes / course each time they are offered and/or complete assignments posted in the Google Classroom. Our goal is for all our students to progress in their academic achievement. Off-campus students who miss a class due to technological problems will be given the opportunity to complete their work and will be counted as present when the completed work is turned in in accordance with the required due date established by the teacher.

BOARD OF TRUSTEES

East Voyager Academy is led by a seven-person Board of Trustees. The Board is responsible for establishing the vision and direction of the school. In order to fulfill their duties, the Board meets once each month. During their monthly meetings there is an opportunity to provide public comments to the Board. Times and locations of the monthly East Voyager Academy Board meetings are posted on the front doors of the school and on the school's website.

BULLYING

East Voyager Academy prohibits any acts of harassment, intimidation or bullying of a student by students, staff and third parties which interferes with or disrupts a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment, whether such acts occur in a classroom, on school premises, at a school sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the student. For purposes of this policy, harassment, intimidation, or bullying is defined as a gesture, a written, verbal, physical or sexual act, or electronic communication, to include cyberbullying, which is the use of cell phones, instant messaging, email, chat rooms or social networking sites such as Facebook and Twitter that is reasonably perceived to have the effect of either of the following.

- Harming the student physically or emotionally or damaging a student's property or placing a student in reasonable fear of personal harm or property damage.
- Insulting or demeaning a student or group of students causing substantial disruption in, or substantial

interference with, the orderly operation of the school.

Any student who believes that he/she has been subjected to harassment, intimidation or bullying in violation of this policy is encouraged to file a complaint with school administration. Complaints will be investigated promptly, thoroughly and confidentially. All school employees are required to report alleged violations of this policy to the CEO/Principal. Reports by students or employees may be made anonymously, although disciplinary action will not be taken against any person solely on the basis of an anonymous report.

The school prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report of harassment, intimidation or bullying. The school prohibits any person from falsely accusing another of harassment, intimidation or bullying.

The administration expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. Students and employees have a responsibility to know and respect the policies, rules and regulations of the school. Any student who is found to have engaged in the prohibited actions outlined in this policy will be subject to disciplinary action. Any employee who violates this policy will be subject to disciplinary action. The school may also refer any individual who has violated this policy to law enforcement.

Our expectation is that students and staff live up to our Core Values and our motto.

Be Kind. Work Hard. Act Smart.

CAFETERIA INFORMATION

Students may bring breakfast and/or lunch or they may purchase breakfast and/or lunch from FoodCo by creating an online account. Directions are emailed to parents and are available at the front office. Students are expected to keep the cafeteria neat and clean while making it a pleasant place for all by being courteous and respectful. Teachers can not heat food for students due to the time required and their supervision duties. Students should bring hot lunch in a thermos. Students 2nd grade and above may use the microwaves available in the cafeteria. Lunch time will not be extended for microwave use. Use of a good thermos for warm foods is highly recommended.

OUTSIDE FOOD ITEMS

Treats sent to school for recognition of birthdays or for class parties must be sealed in the original commercial container. No home baked goods are allowed. **Students may NOT share food** brought from home in their lunch boxes or multi packs opened by the student. No sharing of food is permitted except when pre-arranged by the classroom teacher and distributed by the classroom teacher. Students in grades K-2 may have a snack break during the day at the discretion of the teacher. Parents will be notified and should clearly mark snack items with the word SNACK.

NOTIFY THE SCHOOL REGISTRAR IN WRITING OF ALL ALLERGIES.

CHANGES IN STUDENT INFORMATION

The school offices must have a current address and telephone number at all times. Please notify the front Office Receptionist or the Registrar immediately when changing address, telephone number or place of employment occurs. The school telephone number is (704) 412-6988.

CHEATING

Cheating is not acceptable behavior and will not be tolerated. Each teacher will explain their classroom procedure concerning cheating. If a teacher confirms a case of cheating or plagiarism, appropriate disciplinary action will be taken to include suspension.

CHILD ABUSE

Any teacher, nurse, counselor, or other school professional acting in an official capacity who has reason to believe a child under age 18 has been subjected to or adversely affected by physical, mental, emotional or educational abuse/neglect must make a report to the County Department of Social Services and/or appropriate law enforcement agency in accordance with North Carolina law.

COMMUNICATION

Communication between students, parents, and school staff is crucial to the success of students. Parents are strongly encouraged to check Class Dojo, Facebook and emails regularly for school news and updates. To best address your specific classroom concerns, please contact your child's teacher before contacting the school

administration as the teacher will have the most information regarding your concern. Parent conferences are welcomed and encouraged. If you would like to meet with your child's teacher(s), please contact them to set up a time and date to talk. We encourage our teachers to meet with parents as a teaching team so parents can get input from multiple sources and classes.

Teachers are asked to respond to email from parents or students within one school day whenever possible. Should you need an immediate response, please call the school. Teachers are expected to meet with parents in conferences as needed. Conferences need to be scheduled with the teacher in advance. Teachers can not meet with parents during arrival and departure times or for drop in meetings.

CONDUCT STANDARDS

We are aware that students are easily influenced by what they see and hear in the world. However, the climate and culture at East Voyager Academy will be one of respect where students are valued and honored. Student clothing, actions and work should promote respect for all ages, races, sexes, religions and cultural diversity. Student work or attire cannot contain profanity, inappropriate slang, or expressions glorifying, depicting or promoting racism, alcohol, violence, drugs or tobacco products.

CONSEQUENCES FOR STUDENT BEHAVIOR

Students are expected to have proper behavior at all times. The administration will treat all students as individuals while ensuring all students are treated fairly. Students who demonstrate improper behavior may be assigned any of the following consequences: administrative conference, parent conference, temporary removal from class, detention, in-school suspension and/or possible out of school suspension. Serious offenses or continued misbehavior may require a referral for expulsion.

CURRICULUM AND INSTRUCTION

EVA recognizes the whole-school language immersion model as the most efficient platform for children to achieve bilingual proficiency. We firmly believe that allowing children the opportunity to learn a second language while they are young not only produces stronger students academically, but also teaches them the value of their global citizenship.

EVA strives to serve families across the Charlotte region who desire the rich experience offered through a culture and language immersion education. Our education plan is a whole school Mandarin immersion model. Unlike the traditional method of teaching a second language, the basis of an immersion program requires the target language, which is Mandarin at EVA, to be taught through content rather than as a foreign language. Certain subjects, such as mathematics and science, are specifically taught in the targeted language. Students gain a working knowledge of Mandarin as they are studying subject content. This is the same natural process that occurred as they learned their native language. In the Mandarin instructed classes, no spoken English will be allowed as students are totally immersed in the targeted language.

Research data has shown that a well-designed whole school language immersion model not only offers the most efficient platform for children to achieve bilingual proficiency, but also produces better academic results from its students than traditional one language programs. A second language stimulates different parts of the brain such that bilingual students gain additional cognitive benefits. EVA takes advantage of this fact by aiming for rigorous academic standards. The use of the immersion model gives our students an advantage that will help them better attain the NC standards. Moreover, rich cultural content will be naturally integrated into our program as students learn the new language

Please review the detailed curriculum hub and electronic resources landing page at www.eastvoyager.org.

DISCIPLINE RESPONSE MATRIX

The framework below provides a guide for students, parents, teachers, staff members and the Leadership Team on how we generally address discipline concerns at East Voyager Academy. This framework is not meant to be inclusive. There may be actions or events that occur outside of those addressed below. The Principal and Leadership Team will always gather factual information and use their best judgment to determine the appropriate disciplinary action(s) to take.

We believe in making sure students understand our behavioral expectations and reinforcing/rewarding positive behaviors. Our goal is for every student to behave properly in school so that they and their classmates have the very best opportunity to learn and grow. However, students who do not demonstrate appropriate behavior will be subject to measured discipline.

Infraction Category	Type of Infraction	Possible Teacher Actions for Offenses	Possible Leadership Team Actions for Offenses
<p>Level 1</p>	<ul style="list-style-type: none"> ● Refusal to complete class work ● Refusal to keep hands, feet, and objects to oneself (minor) ● Dishonesty ● Blurting out in class ● Refusing to follow directions and procedures ● Sleeping in class ● Dress code violation (first offense) ● Any other minor behavior that disrupts the classroom /school environment 	<ul style="list-style-type: none"> ● Behavior intervention referral ● Warning (non-public) ● Silent lunch, structured exercise at recess, loss of privilege or rewards, etc. ● Call / notify parent ● Behavior Reflection Work Packet ● For a dress code violation, the student may be required to remain in the front office until a parent provides a change in attire 	<ul style="list-style-type: none"> ● Generally, level 1 offenses are not reported to the Leadership Team unless they become chronic
<p>Level 2</p>	<ul style="list-style-type: none"> ● Refusal to keep hands, feet, and objects to oneself (hurt another person) ● Disrespect/Defiant Behavior ● Profanity ● Using hurtful or unkind words toward another student ● Attempting to leave school (run) without permission ● Public display of affection ● Cheating ● Inappropriate language or gestures ● Inappropriate use of technology ● Dress code violation (multiple offenses) ● Any other behavior that significantly disrupts the classroom school environment 	<ul style="list-style-type: none"> ● Any of the above Level 1 teacher actions ● Send to partner teacher's room with work to complete ● Send to complete behavior reflection packet ● Discipline referral 	<ul style="list-style-type: none"> ● Speak with the student ● Speak with parents ● Timeout in the office ● Reflection on Be Kind. Work Hard. Act Smart. ● Place in another classroom for a designated period ● Referral for Behavior Intervention

Level 3	<ul style="list-style-type: none"> ● Repeated Level 1 or Level 2 offenses ● Fighting ● Bullying ● Sexual Harassment ● Stealing ● Deliberate damage to school property ● Leaving school property /unauthorized area 	<ul style="list-style-type: none"> ● Separate student(s) to ensure safety ● Notify Leadership Team ● Discipline Referral 	<ul style="list-style-type: none"> ● Out-of-School Suspension ● Recommendation for expulsion ● Notify law enforcement or outside agency as required
Level 4	<ul style="list-style-type: none"> ● Repeated Level 1-3 offenses ● Weapon on campus ● Drugs or facsimile drugs on campus ● Physical aggression toward staff ● Sexual assault / inappropriate sexual behavior 	<ul style="list-style-type: none"> ● Immediately notify the Leadership Team ● Discipline Referral 	<ul style="list-style-type: none"> ● Out-of-School Suspension ● Recommendation for expulsion ● Notify Law Enforcement or other agency

Note: Off-campus students are subject to the same discipline guidelines as on-campus students. **Ongoing behavioral issues:**

An intervention meeting will be convened when the number of out-of-school suspensions for Level 1 to 3 infractions equals or surpasses seven days.

The hearing will include the students core teachers, MTSS interventionist or registrar and at member(s) of the Leadership Team. The hearing will determine the best course of action for addressing the students' inability to meet behavioral expectations.

The parents will be required to attend a follow-up meeting to discuss the results of the intervention meeting and determine how best to support their child.

Should a student receive an out of school suspension after the Phase 1 intervention meeting the CEO/Principal/Principal will meet with the parent(s) to discuss the student's future at East Voyager Academy. The CEO/Principal/Principal will indicate that any future behavior referrals may result in recommendation for more serious discipline including recommendation for expulsion.

Should the student have subsequent behavior issues after the parent meeting, the CEO/Principal will strongly consider recommending expulsion from East Voyager Academy

Serious Incident / Action:

Should a student commit a level 3 offense, the CEO/Principal with input from members of the Leadership Team will strongly consider recommending expulsion from East Voyager Academy. Level 4 offenses will result in an expulsion.

DIRECTORY INFORMATION

According to school policy, directory information regarding students will be handled in a manner consistent with the Family Educational Rights and Privacy Act (FERPA) as amended. Parents are provided the opportunity to indicate permission for directory or other school media publication.

DELIVERY OF ITEMS TO STUDENTS

Due to allergies and interruptions to instruction, we are unable to deliver flowers, balloons, etc. to students at school. Requests to deliver routine items such as lunches, musical instruments, homework, projects and messages will be honored. Students will pick up such items on their way to lunch, or if after lunch will be called to pick up the item at dismissal.

DRESS CODE

Clothing should not be so extreme or inappropriate to the school setting as to disrupt the educational process. Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted. Clothing or accessories (IE. book bags, jewelry, hats, etc.) that display alcohol, tobacco or other drug symbols are not permitted. Skirts, dresses and shorts will be no shorter than 3 inches above the knee. Special dress or costumes may be worn during the school day for special occasions when approved by the CEO/Principal. **Hats, hoods and bandannas are not permitted inside the school building.** Students are required to wear close-toed shoes with socks. **Crocs, flip-flops, or other open shoes are not permitted.** Parents of students violating the dress code will be called to bring appropriate clothing to the school so the student can return to class.

Face masks are optional unless Covid or other health related issues require other action which will be announced in writing by the school board or administration.

EARLY DISMISSALS

Students are expected to attend each class each day of the school year, except for medical and family emergencies. In case of an emergency or an unusual need to leave campus before the end of the school day, an early dismissal for a student may be requested by the parent/guardian. For middle school attendance, classes missed due to an early dismissal are counted as class absences.

Please follow these guidelines when requesting early dismissals:

- Except in an emergency, early dismissal must be requested in writing by the parent/guardian.
- Dismissal notes must include the following: student's name and grade, date and time of early dismissal, reason for early dismissal, telephone number where parent/guardian can be reached and the signature of the parent/guardian.

- At the time of dismissal, the student will be called to report to the front office to be signed out. Students are not allowed to leave school unsupervised. A parent/guardian must pick them up and sign them out prior to 2:30 pm. From 2:30 until 3:30 parents will use the carline process to pick up their student.

EMAIL & INTERNET USE

- Students are responsible for appropriate use of the Internet, email and the school network.
- Network usernames and emails belong to East Voyager Academy.
- Passwords must be kept secure.
- Communication on our network, and East Voyager Academy email, will be monitored.
- All communications should comply with the Children's Internet Protection Act.
- Prohibited files, including profane images, songs, text, and multimedia are not to be visited nor downloaded on school devices.
- Users should not expect files created on East Voyager's devices or network to be private.
- Students will not attempt to filter or block internet communication while on the EVA network.
- East Voyager Academy is not liable for harm or injury that is the consequence of any inaccurate information the user may obtain through the Internet and Electronic Mail Services.
- Misuse of email and the Internet will result in disciplinary action.

EMERGENCY DRILLS

The school will hold regular emergency drills. It is expected that all students on campus at the time of such drills will participate fully. Failure to do so could possibly put other students in danger and will be treated as a serious discipline offense. Should you find yourself on campus while a drill is taking place, please participate with your child. We have three basic emergency drills:

- Evacuation – An evacuation occurs when there is a reason that all staff and students must leave the school building. The most common evacuation drill is a fire drill.
- Lockout – During a lockout, the perceived danger is outside of the school. This is normally implemented when a crime has taken place in the vicinity of the school. No one will be allowed in or out of the building during a lockout. All activities inside the school continue as normal.
- Lockdown – During a lockdown situation, the perceived danger may already be inside the building or specifically directed toward a target in the school. All students and any person in the school seeks immediate shelter. All activities cease. Students **MUST** remain quiet.

FEES

There may be occasions when students/families have received services or materials that must be paid for with fees. Examples include late fees for school provided services such as tardy to pick up students from ASPIRE, extracurricular activities, optional academic material (including student workbooks), technology fees, etc. Fees are not refundable. Additional expenses may include class field trips, school t-shirts, yearbooks, fall and spring school pictures and event admission tickets.

FERPA NOTICE

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. Annually parents have the opportunity to provide their preference regarding consent for "directory" information on the enrollment and re-enrollment questions in Lotterease.

FUNDRAISING

Various groups and clubs will sponsor fundraising for a variety of charities and organizations. Participation is voluntary. All requests to fund raise must be approved by the School Finance Office and the Principal.

GIFT GIVING

We recognize that our students develop close relationships with their fellow classmates and may want to give gifts. However, in order to maintain the academic environment, and provide a space where all students feel included, the giving of personal gifts between students is not allowed on school grounds.

GRADE REPORTS AND DISTRIBUTION

Report cards and interims will be issued eight times per year. The 100 point grading scale below will be utilized for all students in core content subjects: social studies, English, math, science, and Mandarin.

A = 90 – 100 Related Arts (Art, Music, SEL, Life Skills, Dance, etc.) graded 5,4,3,2,1 with 5 being the best)

B = 80 – 89

C = 70 – 79

D = 60 – 69

F = Below 60

Parents will be contacted for a conference if their child has a 59 or lower average in any core subject at the end of the grading period.

HALL PASSES

Students are expected to remain in class or assigned areas. Staff members will issue written passes for a student to leave class or an assigned area. The pass must specify the student's name, destination, date and time. Students who "cut" class or wander to areas not allowed by the pass will be subject to disciplinary action.

HEALTH ROOM PROCEDURES

EVA does not have a school nurse on staff. Staff members are trained in CPR and First Aid. Designated staff members are trained and responsible for providing students with medications as directed by the student's physician.

The classroom building is equipped with a first aid station to care for minor illnesses or injuries that occur at school. Injuries or health concerns that occur outside of school should be treated at home or by your healthcare provider. The school cannot diagnose or prescribe treatment. This is the responsibility of your family physician or health care provider.

There are times when a student should remain at home for his/her own welfare and for the protection of others. Students who have had any procedure requiring the use of sedation and/or anesthetic should not return to school until the anesthetic has completely worn off.

Students with a temperature of 100.4 or greater must remain home until their temperature is normal for 24 hours without the use of fever reducing medication. Students with vomiting or diarrhea must remain at home until they have been symptom free for 12 hours and been able to tolerate a meal. For other conditions that would require your child to remain at home please see the NC Department of Health and Human Services School Exclusion List for students. The exclusion list may be found at https://ncchildcare.ncdhhs.gov/Portals/0/documents/pdf/C/Communicable_Diseases_and_Exclusion.pdf

If a student develops a communicable disease, the parent should notify the school registrar/attendance officer. This will allow notification to teachers to observe other students for symptoms or to notify appropriate persons if needed.

Parents should also notify the school registrar/attendance officer of any special health needs. In the event a student becomes ill or injured and needs to go home, the persons listed on the health card will be contacted and expected to come for the child immediately. For this reason, the school should be kept up to date on any changes in phone numbers of those persons to be contacted in an emergency. When parents are called to pick up a sick child, they must make arrangements to pick up as soon as possible.

Medications to be taken during school hours must be brought to school and delivered to the Registrar or Family Liaison in the original container with all labels intact. Over the counter medications should only be sent to the school for a specific condition your child is known to experience. Whenever possible, medications should be given before or after school. All medications must be accompanied by parental permission and prescription medication also requires written authorization from the prescribing physician or health care provider. Herbals, food supplements, alternative medicinal products and other items that do not have FDA approval will not be provided at school.

Most of the student visits to the front office with a health concern do not require verbal notification of a parent or guardian. The school will send an Owie Form home to the parent for notification of a minor injury and the parent will be called for any more serious injury or symptoms.

HOMEBOUND INSTRUCTION

In some cases, an illness or medical condition may require a student to miss school for an extended period of time. Please contact the registrar or Principal to discuss whether medical homebound, remote learning or another program might be necessary. It is the parents' responsibility to complete appropriate documentation to request services. Parents whose children require homebound must have the appropriate forms completed by the physician before homebound may begin.

HOMEWORK

We expect students to read for 15 minutes or more each night, to work at least 15 minutes on Mandarin, and 20 minutes (grade 3 and above) on academic software (Lexia, iReady, Stemsscopes, IXL). Students are also expected to complete classwork in class. Any incomplete classwork may be assigned as homework.

Teachers may assign homework to reinforce in-school learning and may assign individual homework to students to remediate or enhance in-school work.

Teachers will provide expectations for homework for their grade level and content areas. It is the student's responsibility to see that daily preparation for each class is completed. It is the parent's responsibility to recognize that students who do their homework will have a greater chance for academic success and to help students make school work a top priority.

INDIVIDUAL WITH DISABILITIES ACT (IDEA)

Students ages three through 21 years of age may receive services under IDEA if the student needs special education and related services to benefit from his or her educational program. A team decides if a student qualifies for services under IDEA. The team includes the student's parent(s) or legal guardian, teachers and other school staff. The team develops an individualized education program (IEP) if the student meets federal and state requirements. The IEP outlines a plan for helping the student receive a free, appropriate public education and meet goals set by the team.

LIBRARY

The library maintains a variety of materials and media to enhance and expand student learning in both English and Mandarin. The library is open during the school day. A free loaner library is available for students in the cafeteria. Students are encouraged to find a book to read during early morning drop off and to take home that book to complete reading. Students are encouraged to return books to the loaner library when they have completed reading the book. This library is operated on the honor system. On-line library services are provided to students and parents.

LOST AND FOUND

Parents must clearly label their student's personal items (jackets, sweaters, lunchboxes, water bottles, notebooks, etc.) with the student's full name. If items are lost, parents and students are asked to check the lost and found area in the school office. Any items that are unclaimed by the last day of each month will be donated to charity.

MAKE-UP WORK

Students will be permitted to make up work missed during an absence. This work must be completed within three days unless an extension is granted by the teacher. Parents and students are encouraged to check the Google Classroom for assignments. Students whose absence results in missing a test will be provided a scheduled opportunity to make up the test(s) missed within three days. Parents will be notified by the teacher of the makeup day for missed tests. In rare cases, the principal may provide extra make up days for assignments.

Multi-Tiered System of Support (MTSS)

MTSS is a multi-tiered framework which promotes school improvement through engaging, research-based academic and behavioral practices. NC MTSS employs a systems approach using data-driven problem solving to maximize growth for all. North Carolina Department of Instruction's vision for MTSS is that every North Carolina pre-kindergarten-12th grade public education system implements and sustains all components of a Multi-Tiered System of Support to ensure college, career, and community readiness for all students. MTSS is not a graded course.

Online Newsletters

Announcements of upcoming events and school-wide activities can be found in our online school calendar accessible at www.eastvoyager.org. Announcements are also communicated via teacher newsletters distributed on Mondays via Class Dojo, hard copy Weekly Communications Folder distributed on Wednesdays, and via Bright Arrow texts and emails.

Parent Involvement and Communications

Quality Assurance

We want parents to feel welcomed in our school. Your input is appreciated and desired. If you need to voice a concern, please take the following steps:

Step 1- Contact your child's teacher to discuss the problem. Email is the quickest way to get a reply from teachers. They are teaching during the day and are not usually able to take phone calls until the afternoon. Our teachers are readily available to discuss concerns regarding your child. Teachers are expected to respond within 24 hours during the weekdays.

Step 2- Contact the Principal or if an academic concern, the Chief Academic Officer. Parental concerns that cannot be resolved by the teacher should be redirected to the next level within the school. Your school administration is qualified and possesses the decision-making skills to solve most problems that may arise. If you have exhausted all levels of communication within the school, you may appeal to the Board of Trustees by providing the Board chairman with a written statement of your concern. Contact information for board members is available on the school website.

Volunteering

Parents are encouraged to participate in school-related activities, including those pertaining to curriculum and instruction, such as tutoring and storytelling. Volunteers may also help as office helpers, classroom assistants, school project or event directors. Monitors are needed on the playground and at student drop-off and pick-up. Other opportunities will arise during school events, extracurricular activities and community outreach projects.

If you are an employee of a business or a member of an organization that would like to volunteer to partner with our school, please contact the school office. Volunteer partnerships involve direct and indirect support to students, teachers and schools through donated time and resources.

A log of volunteer hours is kept in the school office. Volunteers are recognized annually.

Field Trips

We love to have parents participate on our field trips. Volunteers are welcomed to serve as chaperones. Parent chaperones are vital to ensure the safety of our students. We ask all chaperones to remain vigilant and attentive to all students throughout the trips. Due to insurance requirements, babies and children who are not enrolled at EVA may not attend field trips.

Parent Conferences

Formal parent/teacher conferences are held after the first quarter and before the third quarter to facilitate open communication between parents and teachers regarding students' progress. Refer to the school calendar for specific dates. Dates are set in the months of October and February.

EVA has an open-door policy. We want you in our school and encourage you to visit your child's classrooms, however for student safety and to keep disruptions at a minimum, please sign in at the front office. Conferences with teachers and administrators can be scheduled at any time during the year. These conferences must be scheduled in advance and agreed upon by both parents and staff.

PARENT ADVISORY COUNCIL

The parent advisory council meets quarterly to review programs, curriculum and progress for federal and state funded programs such as AIG, NC ACCESS, Title I, ML, and EC among other special programs and grants. The valuable input of parents helps guide planning and budgeting decisions.

PARENT TEACHER ORGANIZATION (PTO)

The PTO is an important partner for our school. This organization provides parents and teachers with an opportunity to improve facilities and sponsor events and programs that are not normally funded. PTO members volunteer to help monitor testing, chaperone, plan special events, raise funds for projects and teachers and contact volunteers for special school needs. All parents are encouraged to join the PTO.

PAYMENTS

Methods of payment are cash, credit card (online only), bank card (online only), checks or money order. Checks and online payments should include parent(s) full name, street address, phone number, child's name and purpose for payment. When providing a check as payment, you authorize us either to use the information from the check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. If your payment is returned unpaid, we will collect a \$30.00 fee through an electronic fund transfer from your account or directly from you. This procedure applies to checks made to the school or to the PTO. Payments may also be made online through www.eastvoyagersc.org . For payments made online a surcharge may be assessed.

PERSONAL PROPERTY

Personal property including candy, toys, video games, Smartwatches, etc. that interferes with instruction should not be brought to school without the permission of a teacher or administrator. The school cannot and will not be responsible for lost, misplaced or stolen items or valuables.

Toy weapons are strictly prohibited, and no cell-phones, headphones, radios, games, virtual pets, electronic gaming devices, etc., are allowed and will be confiscated and only returned to a parent. Gum is **NEVER** allowed in school.

Promotion, Retention, and Acceleration of Students

As the instructional leader of a school, the principal is responsible for making the decision to promote a student to the next grade or course level, retain a student at the same grade level, or accelerate a student beyond the next grade level. The principal shall follow guidelines established by the State Board of Education and the East Voyager Academy Board of Trustees in making the decision to promote, retain, or accelerate a student. Students will be taught the North Carolina Standard Course of Study in a challenging Mandarin immersion instructional framework.

I. Definitions

The following definitions apply to the provisions of this regulation:

A. Adequate progress

Student performance at or near grade level as indicated by student work, assessment data, and other evaluation information.

B. Focused intervention

Help for students in attaining competency goals and objectives, based on an evaluation of what the student knows and is able to do. Strategies for helping the student shall be based on the evaluation of the student's work.

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C. Extended Content Standards: Extensions of the North Carolina Standard Course of Study (NCSCOS)

Students with significant cognitive disabilities participate in the NCSCOS through use of the Extended Content Standards. The Extended Content Standards are established at each grade level for the content areas of Science, English/Language Arts, and Mathematics. The content standards of the NCSCOS have been expanded while maintaining the essence of that standard, thereby ensuring that all students with significant cognitive disabilities have access to, and make progress in, the general curriculum. The Extended Content Standards establish an expectation of what students should be able to know and be able to do that differs in depth and complexity from the expectations for other students at a particular grade level

D. Grade-level proficiency

A score at or above grade level on local assessments or on North Carolina End-of-Grade (EOG) tests in reading and mathematics in grades three through eight, or a score at or above Level III on NC End-of-Course (EOC) tests in courses in which high school credit is earned.

E. Multi-tiered System of Support (MTSS)

MTSS is a system of data-driven problem-solving and research-based instructional practices used to address concerns for all students. In a typical Multi-Tiered System of Support, Tier 1 includes the differentiated core instruction all students receive. Tier 2 includes supplemental instruction/intervention provided in addition to Tier 1 for students identified “at risk” and/or not meeting benchmarks. Tier 3 includes intensive, small group or individual interventions for students showing significant barriers to learning the skills required for school success.

Parents/guardians are to be notified when a student is brought to the MTSS Tier 2 Team for intervention consideration and given the opportunity to provide input. When a child is identified as needing Tier 3 support, parents shall also be invited to participate in meetings concerning their child.

F. Parent

One or both of a student’s parents, legal guardian(s) or other legal custodian(s).

II. Elementary School Promotion Standards

A. Elementary School Promotion Guidelines

In order to be promoted, a student in the elementary grades must demonstrate mastery of grade level skills. Mastery of grade level skills shall be determined by measuring the student's performance and understanding of the standards in the assigned subject area.

B. Retention Limits

The decision to retain a student shall be made by the principal. A principal should not retain a student more than one time during elementary school.

C. Kindergarten to Grade 8

The teacher shall provide Tier 1 and Tier 2 MTSS interventions for any student who scored below grade level on assessments at the end of the previous school year and/or performs below grade level on approved assessment during the current school year (including EOGs, BOG3, i-Ready test) or is otherwise at risk for academic failure. Teachers must document all actions taken pursuant to this section, including efforts to contact parents.

1. Students will be assessed periodically, using approved assessment instruments. 2.

Within five school days of the fall i-Ready test teachers must review the student's i-Ready test result (for K-5th grade), and the previous year's End-of-Grade (EOG) test result (for 4th-5th grades), or Beginning-of-Grade Reading 3 (BOG3) (for 3rd grade) and any other pertinent school records.

3. By the end of first quarter, for each student who is not performing on grade level in math, reading, science (as applicable) or writing (as applicable), or is otherwise at risk for

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academic failure, the teacher must follow the MTSS process and provide Tier 1 and Tier 2 interventions.

4. During the third quarter, for a student performing below grade level or otherwise at risk for academic failure, the teacher must notify the student's parent of the possibility that the student will be retained. The notification may be mailed or sent home with the report card and a copy of the notice must be provided to the Principal.

5. In conjunction with the third quarter progress report, for a student who may be retained at the end of the school year, the teacher must make an additional parent contact in person or virtual. Documentation must be provided to the principal.

D. Grade 3 Read to Achieve Program

Students must meet the requirements for reading proficiency as set forth in the Read to Achieve program, as administered by the North Carolina Department of Public Instruction.

III. Middle School Promotion Standards and Accountability Procedures

A. Middle School Promotion

In order to be promoted, a student in the middle school years must demonstrate mastery of the standards in the assigned content area. Mastery of assigned standards shall be determined by measuring the student's performance and understanding through multiple means of assessment.

B. Grades 6 - 8: Remediation and MTSS Requirements

The appropriate subject area teacher must provide Tier 1 and Tier 2 MTSS interventions for any student who scored below Level III on an EOG (and subsequent retest) in the previous school year, performs below grade level on approved assessments during the current school year, or is otherwise at risk for academic failure. Teachers must document all interventions, including efforts to contact parents.

1. Within five school days of the fall i-Ready test teachers must review the student's i-Ready test result, and the previous year's End-of-Grade (EOG) test result, and any other

pertinent school records.

2. Students will be assessed periodically, using various approved assessment instruments.
3. By the end of first quarter, for each student who is not performing on grade level in math, language arts, science or social studies, the teacher must provide Tier 1 and Tier 2 MTSS interventions (Referral to the Intervention Team as necessary).
4. Following the end of second quarter, for a student who is performing below grade level and is at risk of academic failure in math, language arts, science or social studies, the teacher must notify the student's parent of the possibility of the student's non-promotion (retention). The notification may be mailed or sent home with the second quarter report card. The teacher must document the parental contact.
5. In conjunction with the third quarter progress report, for a student performing below grade level and at risk of academic failure in math, language arts, science or social studies, the teacher must make an additional parental contact by requesting an in person or virtual contact. The teacher must document the parental contact.

Requirements for Students with Disabilities and English Learners (ELs)

A. Students with Disabilities

1. All students with disabilities shall participate in the statewide testing program that aligns with their course of study and shall have access to all interventions available to other students.
2. The specific North Carolina Course of Study (NCSCOS or Extended Content Standards of the Standard Course of Study) that each student is to follow is documented on the Individualized Education Program (IEP). It is expected that students in the special 14 education program who are following the NCSCOS or the Extended Content Standards must take system-wide locally mandated grade-level and state-required assessments, with or without accommodations, as stated in their IEP.
3. An EC student who is following the Extended Content Standards and whose progress is assessed via the NC Extend I is not subject to the promotion requirements set forth in this regulation.

B. English Learners (ELs)

1. Students identified as English Learners (ELs) shall meet the same standards as all students. However, in accordance with federal law, lack of English proficiency shall not be the factor that keeps a student from being promoted. An English language proficiency screener must be administered to students whose Home Language Survey indicates a language other than English within the first 30 days of enrollment or within two weeks of enrollment for students who enroll at other times during the year. EL students must take the state-identified English Language Proficiency test annually. When their scores reach a level established by the state, they will exit EL status.
2. All students identified as EL must be included in the statewide testing program as follows: standard test administration, and standard test administration with accommodations. EL students may receive accommodations on state mandated tests; however, those accommodations must be documented in the student's Language Education Plan (LEP) and used routinely during classroom instruction and similar classroom assessments and must be in place at least 30 days prior to the administration of a state test. However, schools can exempt students identified as limited English proficient who score below Level 4. All EL students must have documented LEPs and documentation of the student's English language proficiency and progress made in English language

development and academic areas.

3. When an EL student who is no longer eligible for exemption from statewide testing scores below Level III on End-of-Grade tests in reading and/or mathematics, the student may be promoted as follows:

a. A school based committee of teachers and administrators are authorized to recommend promotion. Promotion should be recommended if work samples indicate that the student is making adequate progress in all academic areas. Adequate progress should be based on English Proficiency level as determined by the student's state-identified English Language Proficiency test scores.

b. In order to grant the waiver, the committee must examine the documentation of the students' English language proficiency and progress made in English language development and academic areas and determine that:

i. the student's lack of English language proficiency is the cause of the student's inability to perform at grade level; and

ii. the student is making adequate progress in English Language Development and in all academic areas.

c. The committee must recommend to the principal whether a student should be retained or promoted. The principal shall make the decision to promote or retain the student.

4. School shall provide focused intervention for EL students according to their LEP until they have met statewide promotion standards and high school graduation requirements. This intervention shall involve extended, supplemental instructional opportunities that include assistance in the development of English language proficiency. These students shall have LEPs that include the following components: diagnostic evaluation,

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intervention strategies, monitoring strategies and testing accommodations to be used routinely.

VI. Reporting Requirements

The principal shall report annually to the Board of Trustees the percentage of students promoted who scored below Level III on the EOGs and EOCs with data to be reported according to race, ethnicity, exceptionality, and socio-economic status. The Board of Education shall send a final summative copy as may be requested to the Department of Public Instruction.

VII. Acceleration

A. Definition

Acceleration is the placement of a student in a grade level or in an academic course/subject for which the student is not chronologically age appropriate but is academically and instructionally prepared.

B. Appropriateness of Acceleration

1. The principal has the authority to place an exceptionally advanced student who has mastered the curriculum of one grade level or academic course/subject in the next grade level or academic course/subject when, in the judgment of the principal, teachers, specialists, and parents, such acceleration is in the best interests of the student involved.

2. For a student to be considered for acceleration, the student must clearly demonstrate the mastery of present/current grade level based on daily performance and informal test

scores, including a locally selected evaluation, that consistently show above grade level skills.

3. Admission of students to kindergarten who do not meet North Carolina entry age standards must be done according to the process set forth in SBE Policy [KNEC-001](#), governing early entry to kindergarten.

VII. Information for Parents

The Principal shall ensure that processes are in place to inform all parents and students of the provisions of this regulation through publication in the Parent/Student Handbook.

RELIGIOUS ACTIVITY

All students at East Voyager Academy will be honored for their individual beliefs and/or religious preferences.

SCHOOL ACTIVITY ATTENDANCE

A student must either be at school or on a school sponsored activity (field trip, etc.) from 12:00 p.m. until the end of the school day to be allowed to participate in or attend after school activities and events.

SCHOOL CITIZENSHIP

Our school is a reflection of our school community and we know that you share our pride in our school.

We ask that you join us in keeping the building, grounds, and furniture in top condition and in displaying the characteristics synonymous with model citizenship.

Our motto:

BE KIND. WORK HARD. ACT SMART

SECTION 504 REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 states that “no otherwise qualified individual with a handicap shall be excluded from the participation in, or denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” It is the responsibility of East Voyager to take reasonable steps to identify and evaluate students within the intent of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 who need accommodations or special services or programs in order that such students may receive a free appropriate public education. Additional due process rights may be afforded students who are identified under Section 504.

SELLING AND ADVERTISING

The selling or advertising of items or services is permitted for school related activities only. Any school group that wishes to engage in such activities must obtain prior written approval by the CEO/Principal. This policy also pertains to all political activity.

SPECIAL EDUCATION (Exceptional Children)

Academically challenged students are provided with an opportunity to succeed at East Voyager Academy in the following ways: observation of classroom effort, formal assessments and evaluation by licensed professionals. We are committed to providing an immersion education experience to all students enrolled in our program including those with special needs. Following the identification of students who may need special education services, the teacher will document at least six weeks of classroom interventions prior to arranging a formal assessment to determine whether special education services are necessary.

SEVERE WEATHER ANNOUNCEMENTS

If severe weather-related conditions necessitate closing, delaying or having an early release, parents will be notified immediately using the parent communication platform (Classdojo). The announcement will be placed on the school's Facebook page and website. The school will also alert local television and radio stations so that they can broadcast our status. Students are not required to come to school if the district in which they reside closes school for a weather-related issue.

STUDENT PICK UP/DROP OFF

Drop-Off

Students may be dropped off between 7:15 and 8:00 when a staff member is present, on duty. Staff on duty will assist students departing from cars during these times. Parents should only use the right lane (closest to the sidewalk) for drop-off. Please make sure your student is ready to exit your car quickly and safely. For safety reasons, parents should only drop off their children when an adult is present. Please be patient, follow the moving traffic and pull forward to drop off your child. If you wish to park and escort your child in, please park in a space away from the carline. You must escort your student across the crosswalk and positively turn-over your student to an East Voyager staff member.

Pick-Up

Parents should drive into the queue line and show the staff outside on duty their Card Number. Please place the card on the driver side dashboard or hang it from the rear-view mirror. All of the students associated with the card number will be brought to your car. Dismissal is 3:10-3:30 p.m. Students who are not picked up by 3:45 will be sent to A.S.P.I.R.E. for that day. Parents of students who are not picked up by 3:45 p.m. will be charged \$20 for that day in A.S.P.I.R.E. The student will not be allowed back in school the next day until the Parent pays the late fee and/or meets with school administration. This will count as an unexcused absence for the student.

Parents wishing to pick a child up early from school must be present in the front office prior to them being called out of class. Students will not be called for early dismissal after 2:30 PM. Students will only be released to adults listed on the child's emergency card. A.S.P.I.R.E. after-school program dismissal is no later than 5:30 p.m. Parents of students picked up after 5:30 PM but before 5:45 PM will be charged \$10 per occurrence. Parents of students picked up after 5:45 PM but before 6 PM will be charged an additional \$15 per occurrence. Students will

not be allowed back in the program until the late fees are paid in full.

STUDENT RECORDS

Student records are maintained in accordance with Board policy and State and Federal law. If a student transfers and enrolls in a school other than East Voyager Academy, his/her educational records will be transferred to that school or school system upon request by the school/system. The parent has the right to request a copy of the record that was disclosed. Parents also have a right to request an amendment of educational records if they believe the record contains information that is inaccurate or misleading.

TARDY TO SCHOOL

When a student reports to school late, she/he must be signed in at the front office by the parent or guardian and bring a note of explanation from the parent or doctor. Those students without a lawful tardy will be credited with an unexcused tardy. Students accruing twenty tardies to school will participate with their parent(s) in a **mandatory** Intervention Plan Conference. Students with excessive tardies may be assigned to Saturday Instruction to Make Up Missed Time.

TARDY TO CLASS

Tardiness to class interrupts learning time for the entire class. All students should be seated at their desks ready for instruction to begin class. Students with excused tardies should have a pass from the office or another teacher. Those without passes who are late to class are credited with an unexcused tardy. Teachers will use progressive discipline consequences to address tardiness to class.

TECHNOLOGY USE

- Students and parents/guardians will need to sign a Chromebook Policy Agreement before they receive a school loaned Chromebook. (See the attached file)
- East Voyager has access to all school-owned devices, and internet activity **even when off campus.**
- Each student should bring their own headphone/earbud.
- Cell phones and other personal electronic devices must be turned off and kept out of sight during class time, unless otherwise directed by individual teachers in their classrooms. Parents are reminded that in cases of emergency, the main office is the appropriate point of contact to ensure that your child is reached quickly and assisted in an appropriate way.
- Recording by video or voice or taking pictures of students, staff or parents without the knowledge and consent of all parties present is strictly prohibited. Violation will lead to disciplinary action up to and including expulsion.

Disciplinary Actions for Electronic Device Violations are:

1st offense: Confiscation to pick up in the office at the end of the day with documented warning.

2nd offense: Confiscation to pick up by a parent in the office at the end of the day with a documented referral.

3rd and subsequent offenses: Parent/guardian must pick up the phone in the office at the end of five school days. In School Suspension will be assigned.

TRAFFIC SAFETY

Parents should thoroughly familiarize themselves with the map depicting designated pick-up and drop-off and visitor parking areas at the school. Carefully follow the school's instructions for operating a motor vehicle in the vicinity of the school and its students. Students should exit from the passenger side of the vehicle or the side closest to the sidewalk. Students should not cross in front of or behind vehicles to get to the sidewalk. Drivers violating safety rules may be banned from driving on campus and law enforcement will be notified as needed.

TRUANCY

A student is considered truant in the following ways: five unexcused absences, any absence over ten days without a lawful medical or legal excuse or more than twenty tardies to school. A truancy Intervention Plan will be developed by the school, the student, and the parent(s) prior to any referrals to authorities.

TELEPHONE USE

There is a telephone available in the front office for student use with staff supervision before school begins and after school ends in the event of a serious need to contact their parent(s). Should an emergency arise during the day, phones are available throughout the building. Students are not permitted to use cellphones during the school day or during A.S.P.I.R.E. after school program. Cell phones seen or heard will be confiscated by the teacher and turned in to the administration. Parents will be contacted for a formal conference to retrieve the cell phone. Please refer to Technology Use for Disciplinary Action. The school is not responsible for lost, stolen or damaged cell phones or other confiscated items that are not approved for school.

TEXTBOOKS AND CHROMEBOOKS

School textbooks and Chromebooks are issued to students at the beginning of each year. If a textbook or Chromebook is damaged or lost, the cost will be billed to the parent according to the replacement cost of the item. Students/Parents are responsible for repair/replacement costs for damages.

TOBACCO POSSESSION AND USE

East Voyager Academy is a tobacco free school. Students are not permitted to use, transfer or possess tobacco products or tobacco paraphernalia while on school grounds, in the school buildings or during any other time that the student is under the jurisdiction of the school whether on or off school grounds. This includes electronic cigarettes. Parents must refrain from tobacco use on school grounds.

UNAUTHORIZED AREAS

Before school (7:15 – 8:00), students should be in the cafeteria with a teacher. During class time, any students who are not in class must have a pass. At dismissal, students should report directly to the car line or their afternoon activity.

VACCINATION REQUIREMENTS

North Carolina law requires all children in the state to receive certain immunizations. Records are checked when children enter school or childcare.

Kindergarten

Vaccination requirements for kindergarten-age children can be found below:

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

7th Grade

Vaccination requirements for 7th grade age children can be found below:

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

Required vs. Recommended

North Carolina law requires children to receive certain vaccines. But in order to be fully protected from vaccine-preventable diseases, children should receive all age-appropriate immunizations AS WELL AS ANNUAL FLU AND COVID IMMUNIZATIONS THAT MAY BE AVAILABLE. .

For more information about vaccine preventable diseases and immunizations recommended, please refer to the Centers for Disease Control and Prevention (CDC), the Advisory Committee on Immunization Practices (ACIP), and the Immunization Action Coalition.

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VIDEO MONITORING

In order to promote the safety and welfare of students and staff members while they are on school grounds, video cameras have been placed throughout the school. Therefore, while on school grounds, all individuals are subject to video and audio monitoring. Students and parents are hereby notified that individuals are subject to being videotaped on school grounds at any time and videotapes are reviewed as required to determine the safety of students and staff.

VISITOR PROCEDURES

Parents are welcome and encouraged to visit East Voyager Academy. However, all guests must check in with the front office and receive a visitor's pass before entering other areas of the school. When possible, we ask for a 24 hour notice before parents come to observe classrooms. All visitors must have a valid state ID or driver's license.

Only parents and/or legal guardians may visit a student during the school day without permission or coordination. All persons other than parents and legal guardians wishing to visit a student must first receive written permission from the parent/legal guardian. The permission must be given to the school office in advance of the visit. Any court order restricting parental visits to a child supersedes this policy. COURT ORDERS REGARDING VISITATION OR OTHER CHILD WELFARE CONCERNS MUST BE ON FILE WITH THE SCHOOL REGISTRAR.

Please follow these guidelines for visitors other than parent/guardian:

- Permission for visitors other than parent/guardian must be requested by the parent/guardian.
- The visitor request must include the student's name, date, time, and location of the visit, the name of the visitor, and the signature of the parent/guardian. Visitors must abide by the dates, times and locations they have requested.
 - The visitor request must be submitted to the school office prior to the visit.
 - All visitors will be required to have their ID scanned through the database.
 - Drop off and pick up times are the most vulnerable security times for a school. We ask that parents refrain from unannounced visits FROM 7:45 a.m.-8:15 a.m. AND 2:30 p.m. TO 3:30 p.m.
 - Visits may be denied if students are taking assessments or if the visit would create a disruption to learning.
 - Students from other schools may not be on the East Voyager Academy campus without prior approval of the administration.

WATER BOTTLES AND SNACKS

Clear/transparent water bottles will be allowed at school. Teachers in grade K-2 will determine if a snack break is needed or appropriate in their class. Teachers will also approve snacks for special

occasions or as a part of lessons and/or demonstrations. Students with health issues or taking medication that requires a snack will be accommodated by the front office staff coordinating with the teacher and parent. MEDICATION FORMS MUST BE SUBMITTED TO THE FRONT OFFICE OR THE REGISTRAR.

WITHDRAWALS

A student withdrawing from school is required to have his/her parent(s) notify the office at least two days in advance of the withdrawal date. The student and parent should report to the office by the end of the last full day he/she is in school to complete the withdrawal process and sign the withdrawal form. All materials and fees should be resolved prior to withdrawal.



East Voyager Academy

Strong Academics, English-Chinese Proficiency, Intercultural Competence

CODE OF CONDUCT PLEDGE **Sign and return to the Homeroom Teacher**

EVA requires all students to abide by the *Code of Conduct*. Upon admission, students are expected to sign the pledge and conduct themselves accordingly. The success of EVA's *Code of Conduct* depends on the support of each member of the school community. Working together, faculty and staff, parents, and students can promote academic achievement and good character, and ensure the success of students at the school and throughout life. EVA expects all students to act with the highest standards of honesty, integrity, fairness, truthfulness, trustworthiness, and respect for the rights of others.

EVA is dedicated to ensuring that communication between the school and parents is continual, on-going, and uniform.

Your signature in the appropriate space below will indicate your commitment to helping fulfill the school's mission:

As the parent of _____, I
pledge to:

- maintain high expectations for my child and the school
- demonstrate consistent interest in my child's progress at school
- support my child's best efforts
- model school expectations and encourage their use as described in the *Code of Conduct*
- support and work with school staff to promote my child's learning
- resolve concerns at the lowest level in the organization chart possible

I have read the *Code of Conduct* and support the rules and expectations outlined herein.

Parent Signature: _____ Date: ____/____/____

As a student at EVA, I pledge to:

- project a positive attitude in all that I do
- be responsible for my achievements and my mistakes
- make smart choices
- stay on task at all times
- respect myself and others in the school community

Student Signature: _____ Date: ____/____/____



East Voyager Academy

Strong Academics, English-Chinese Proficiency, Intercultural Competence

East Voyager Academy Student Discipline Policy

The mission of East Voyager Academy of Charlotte is to graduate its students with English-Chinese bilingual proficiency, strong academics, and intercultural competence. In order to fulfill this mission, the Board is committed to a safe and orderly learning and work environment. Accordingly, the teacher is the recognized authority in the classroom and students are expected to conduct themselves in ways that foster their own learning and the learning of those around them. Discipline policies are provided to establish expected standards of student behavior, procedures for addressing student misconduct and consequences for violations of student behavior standards.

Discipline is defined as well-ordered, directed behavior. Therefore, students shall be taught character education, including the values of responsibility, respect for themselves and others, and self-discipline. School discipline rules must balance the need to maintain a safe and orderly school environment with the recognition of the importance of students remaining enrolled in school.

Guidelines for appropriate student behavior shall be set by the school and published annually in the Code of Student Conduct in the Parent/Student Handbook which shall be made available to students and parents. Students are expected to follow the student behavior guidelines while on school property or on school sponsored events, trips, activities, on school owned buses or other vehicles. In addition, as permitted by NC law, the Board authorizes the discipline of students for conduct occurring away from East Voyager Academy property if the conduct otherwise violates the Code of Student Conduct and has or is reasonably expected to have a direct and negative impact on the orderly and efficient operation of the school or the safety of individuals in the school environment.

1. Less Serious Violations

Some violations of the Code of Student Conduct are less severe infractions involving a lower degree of dangerous and harmful behaviors. Examples of these violations include the use of inappropriate or disrespectful language, noncompliance with a staff directive, dress code violations and minor physical altercations that do not involve a weapon or an injury (and in consideration of the age and developmental appropriateness of the infraction/consequence) . Aggravating circumstances, however, may justify treating an otherwise minor violation as a serious violation.

Less serious violations of the Code of Student Conduct may result in disciplinary measures or responses up to and including short-term suspension (exclusion from school for 10 or fewer school days). Unless circumstances dictate otherwise, consequences that occur when students do not follow the guidelines shall be progressive in nature. Other disciplinary measures or responses may include, but are not limited to, one or more of the following:

- a. parental involvement, such as conferences;

- b. isolation or time-out for short periods of time;
- c. behavior improvement agreements.
- d. instruction in conflict resolution and anger management.
- e. peer mediation.
- f. individual or small group sessions with the school counselor;
- g. academic intervention;
- h. in-school suspension (ISS);
- i. detention after school;
- j. community service;
- k. exclusion from extracurricular activities;
- l. suspension from bus privileges.

2. Serious Violations

Serious violations of the Code of Student Conduct may result in any combination of the consequences that may be imposed for minor violations. In addition, serious violations that threaten to substantially disrupt the educational environment may result in long-term suspension (an exclusion from school of more than 10 days), and serious violations that threaten the safety of students, school employees or school visitors may result in long-term suspension or expulsion. Certain violations involving firearms or explosive devices may result in a 365-day suspension.

Parents, as well as teachers, principals, administrative and support Personnel the principal, Board of Education, and students share the responsibility to work together so that students will develop and maintain disciplined behavior.

Corporal punishment is prohibited in the East Voyager Academy and shall not be used in any circumstances to maintain discipline.

The Principal/CEO is directed to issue regulations to accompany this policy.

I. SHORT-TERM SUSPENSION

A short-term suspension is the disciplinary exclusion of a student from school for 10 or 23

fewer school days. A principal has the authority to determine when a short-term suspension is appropriate and to impose the suspension, in accordance with the procedures set forth below. The principal is also authorized to impose other disciplinary consequences in addition to short-term suspension, such as those set forth above. Students shall not receive short-term suspensions of more than two days for violations of Code of Student Conduct rules regarding truancy or tardiness.

In order to impose a short-term suspension, a principal must follow these procedures:

A. Investigation and Informal Hearing

When a student is alleged to have violated a provision of the Code of Student Conduct that may result in a short-term suspension, the principal shall:

1. Investigate the incident and, whenever possible, obtain written accounts from eyewitnesses;
2. Give oral and/or written notice to the student of the alleged rule violation;
3. Promptly provide to the student the opportunity to have an informal hearing with the principal except in the circumstances described in paragraph 4, below:
 - a. The informal hearing may be held immediately after giving notice of the charges to the student; and
 - b. The student has the right to be present, to be informed of the basis for the charges and to make statements in defense or mitigation of the charges.
4. The principal may impose a short-term suspension without providing the student the opportunity for an informal hearing if the presence of the student creates a direct and immediate threat to the safety of other students or staff; or substantially disrupts or interferes with the education of other students or the maintenance of discipline at the school. In this case, the principal shall give notice of the charges and provide the opportunity for the informal hearing as soon as practicable.

B. Imposition of Short-term Suspension

1. After considering the available evidence, the principal shall make a decision regarding the disciplinary consequences to impose on the student. The consequence may include a combination of measures included in the Code of Student Conduct, as well as a suspension of 10 or fewer days.
2. During the term of the suspension, the student shall not come on school property for any purposes unless so authorized by the principal
3. A student under a short-term suspension must be provided with:
 - a. The opportunity to take textbooks home for the duration of the suspension;
 - b. Upon request, the right to receive all missed assignments and, to the extent practicable, the materials distributed to student in connection with such assignments; and
 - c. The opportunity to take any quarterly, semester or end-of-grading period tests missed during the suspension period.

C. Parent Notice

1. The principal shall provide notice to the student's parent of a short-term suspension, which shall include:

- a. the term of the suspension, including beginning and ending dates;
- b. reference to the Code of Student Conduct section and a description of the student conduct upon which it is based;
- c. the extent to which the student is prohibited from or permitted to be on school property during the period of suspension;
- d. information about how to request student class assignments, take home books and take tests (as set forth in Section B. 3, above);
- e. any other conditions imposed; and
- f. the offer to meet with the parent.

2. The notice must be provided to the parent by the end of the workday on which the suspension was imposed when reasonably possible. In any case, the notice must be provided no more than two days after the suspension is imposed.

3. The notice may initially be given by telephone, but it must be followed by timely written notice delivered via email, facsimile, certified mail or any other method designed to achieve actual notice. The principal shall document the manner and date on which notice is provided and shall maintain a copy of the notice in the student's educational record.

4. If English is the second language of the parent, the notice must be provided in English and in the parent's primary language, if appropriate translation resources are reasonably available.

D. Appeals

As provided by NC law, a student is not entitled to appeal the principal's decision to impose a short-term suspension to the principal or the Board of Education or to seek judicial review of such a decision. The student may petition the Board for an appeal only as otherwise provided by NC law.

E. Students with Disabilities

Multiple short-term suspensions of students with disabilities must be handled in accordance with the *Policies Governing Services for Children with Disabilities* and other applicable state and federal laws and EVA student handbook.

II. EXCLUSIONS FOR MORE THAN 10 DAYS AND EXPULSIONS

Due process procedures for imposing exclusions described in this section are set forth below in Sections III and IV.

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A. Long-term suspension

A long-term suspension is the disciplinary exclusion of a student from school for more than 10 school days.

1. If the offense leading to the long-term suspension occurred before the final quarter of the school year, the exclusion shall be no longer than the remainder of the school year in which the offense was committed. If the offense occurred during the final quarter of the school year, the exclusion may include a period up to the remainder of the school year in which the offense was committed and extend through the first semester of the following school year. (Mandatory 365-day suspensions may be imposed only as allowed by Section IV, B, below).
2. Only the Board of Trustees has the authority to impose a long-term suspension, upon the recommendation of the principal.
3. With limited exceptions, the principal may recommend a long-term suspension of a student only for situations in which a student willfully engages in conduct that violates a provision of the Code of Student Conduct that authorizes long-term suspension. Long-term suspension is appropriate only for serious violations of the Code of Student Conduct in which the student conduct threatens the safety of students, staff or school visitors, or threatens to substantially disrupt the educational environment.
4. A principal may recommend long-term suspension for a minor violation if aggravating circumstances justify treating the student's behavior as a serious violation.
5. Students shall not receive long-term suspensions based solely on violations of Code of Student Conduct rules regarding truancy or tardiness.
6. If a teacher is assaulted or injured by a student and a long-term suspension or other punishment is imposed on the student, he or she shall not be returned to the teacher's classroom upon completion of the disciplinary consequence unless the teacher consents.

B. Expulsion

Expulsion is the indefinite exclusion of a student from school enrollment for disciplinary purposes. This decision may be rendered only by the Board of Trustees upon recommendation of the Principal/CEO, according to standards and procedures established by NC law and this policy. While under an order of expulsion, the student is not entitled to be present on school property and is not considered a student of the school system. Expulsion is appropriate only in the following circumstances:

The student have violated a Code of Student Conduct provision that indicates his or her continued presence in school constitutes a clear threat to the safety of employees or other

students; or

The student is subject to the provisions of N.C.G.S. § 14-208.18, -208.25A ("The Jessica Lunsford Act").

III. PROCEDURES FOR IMPOSING SUSPENSION OF MORE THAN 10 DAYS OR EXPULSION

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If a student subject to an exclusion for more than 10 days or expulsion is a child with disabilities, he or she shall be provided due process and educational services in accordance with the *Policies Governing Services for Children with Disabilities* and other applicable state and federal laws and CMS Regulation JKDA-R.

A. Principal Decision to Suspend for More than 10 Days or Recommend Expulsion

After following the process for imposing a short-term suspension, a principal may determine that a suspension of more than 10 days (either long-term or 365-day) or an expulsion is an appropriate consequence, in accordance with the criteria set forth in Section II. The principal may propose to the Board of Trustees the disciplinary penalty based upon a review of the nature of the incident and student's culpability in the incident, degree of danger presented by the student, intent, disciplinary and academic history, potential benefits to the student of alternatives to suspension, and other mitigating of aggravating factors.

1. Notice to Parents

a. Within one school day of making the determination to recommend a longer term of suspension, the principal must contact the Board of Trustees by telephone or email regarding the recommendation.

b. Within 24 hours after the end of the workday (when reasonably possible) on which the long-term suspension or expulsion is recommended, the principal must provide to the student's parent written notice of the recommendation . The notice must include the following information:

i. Nature of the notice (long-term suspension or expulsion)

ii A description of the incident and the student's conduct that led to the recommendation;

iii The specific Code of Student Conduct alleged to have been violated, including the maximum penalty available for the offense;

iv. An invitation (including date/time/place) to the Discipline Team Meeting (DTM) to seek parent and student input into the decision of Board of Trustees regarding the disciplinary consequence (for serious offenses for which the principal may recommend expulsion, this requirement may be waived by the principal. In this case, the notice will indicate that the DTM will not occur and the student will be offered the opportunity for a due process hearing);

v. The specific process by which a student may request a due process hearing, should the

decision be to impose a long-term suspension or recommend an expulsion, and that the deadline for making the request is three days from the date of the letter from the principal informing the parent of his/her decision;

vi The specific process by which a due process hearing (if requested) will be conducted, including the information set forth below in subsection IV below;

vii Information that the parent is entitled to retain legal counsel to represent the student at the due process hearing;

viii. Information that non-attorney advocates are not permitted to attend due process hearings to assist the student at the hearing;

ix. Notice of the right to review and obtain copies of the student's educational records prior the hearing, if such records are requested;

x. Information about the procedures for expunging student discipline records; and

xi The identity and phone number of a school employee whom the parent may contact to obtain assistance in receiving a Spanish translation of the English language portions of the document (this information must be provided in English and Spanish on the form).

c. When it is not reasonably possible to provide the written notice by the end of the workday on which the suspension is recommended, the notice must be provided as soon thereafter as is practicable. The notice may be delivered by certified mail, email or any other method reasonably designed to achieve actual notice of the principal's recommendation.

d. When school personnel are aware that English is not the primary language of the parent, the notice shall be written in both English and the primary language of the parent when appropriate foreign language resources are readily available.

2. Discipline Team Meeting

Upon receipt of the Recommendation for Long-term Suspension or Expulsion in the Board of Trustees, the Chairman of the Board of Trustees shall decide whether to conduct a Discipline Team Meeting (DTM). The parent shall be informed of the decision and, if a DTM is to occur, the following procedures must be followed:

a. The DTM must be scheduled within 10 days of the offense (within the time period of the short term suspension).

b. The parent will be notified of the date, time and place of the DTM by letter, telephone or email or other means designed to achieve actual notice to the parent;

c. Participants in the DTM shall include the principal, at least one teacher of the student, the parent/legal guardian, and the student. If the parent and/or student choose not to participate, the DTM will not occur and the parent will be notified of the principal's decision regarding the disciplinary consequence. If the student is with any disability, then

the special education teacher will be invited to the DTM.

d. The team will review the school's investigation, due process procedures and any additional information provided by the student or the parent.

e. Neither attorneys nor non-attorney advocates are permitted to participate in or observe the DTM.

3. Principal Decision and Request for Due Process Hearing

a. At the conclusion of the DTM, the principal shall consider the circumstances of the recommended suspension and make a preliminary decision regarding the discipline to be imposed. Recommendation may be to impose a long-term suspension or recommend expulsion, impose another penalty, decline further punishment of the student.

b. The principal will review the recommendation and, acting as the Board of Trustees designee, will decide what discipline to impose.

c. The student and the parent will be informed of the preliminary decision within 24 hours after the DTM and of the final decision by written notice from the principal.

d. The student will be given the opportunity to agree or disagree with the decision. For decisions to impose some period of suspension beyond 10 days, the student is entitled to a due process hearing to contest the decision. This request must be submitted within three business days of the decision letter from the principal. The request for a due process hearing may be submitted in writing or in any other manner designed to give notice to the Board of Trustees of the hearing request. If the student disagrees with the preliminary decision reached at a DTM, the student may give notice of the exercise of the right to a due process hearing at that time or may do so after receiving the decision from the principal.

e. If the student does not request a due process hearing, the period of suspension decided upon by the principal shall be imposed.

f. If a student requests a due process hearing after the established deadline, the period of suspension shall be imposed. In this case, the school is required to schedule a due process hearing, but the student shall not have the right to return to school pending the hearing.

g. If the student makes a timely request for a due process hearing, the Board of Trustees will give the student and parent reasonable notice of the time and place for the hearing. In this case, the period of suspension decided upon by the Board of Trustees shall not be imposed until the due process hearing is conducted and the decision issued.

h. After the Board of Trustees have given reasonable notice of the time and place for the hearing, if the hearing is caused to be rescheduled beyond the period of the initial short-term suspension by action of the student or parent or at their request, the period of suspension will be imposed.

i. As provided by NC law, disciplinary reassignments are not subject to the due process procedures described above in this section. Students who wish to appeal such assignments must do so according to procedures set forth in Policy JFAC, "Reassignments and Transfers," and its accompanying regulation, JFAC-R. During the period of the appeal the disciplinary assignment shall be in effect. The principal shall provide procedures for such reassignments in the regulations accompanying this policy.

B. Due Process Hearing Procedures

The due process hearing shall be conducted by a hearing officer appointed by the principal. The purpose of the hearing will be to determine the facts relevant to the alleged misconduct and the credibility of witnesses based on the substantial evidence presented at the hearing. The hearing officer shall not make a determination of appropriate discipline. The principal shall adopt the hearing officer's determination of the facts unless it is not supported by substantial evidence in the record and render a decision accordingly. If neither the parent nor student appears at a properly noticed due process hearing, the parent and student are deemed to have waived the right to the hearing and the discipline will be imposed.

The following procedural due process is required for such hearings:

1. Students have the right to be represented by legal counsel at the hearing. When the student is represented by an attorney, an attorney for school will also be present to represent the principal;
2. The principal shall provide for a record to be made of the hearing, including any findings or conclusions made by the hearing officer. The student has the right to make his or her own audio recording of the hearing.
3. Students and parents have a right to be present at the hearing;
4. The student, his/her parent and the student's attorney have the right to review before the hearing any audio or video recordings of the incident and, consistent with federal and state student records laws and regulations, any information supporting the suspension that may be presented as evidence at the hearing, including statements made by witnesses. School officials may hold confidential the names of witnesses or other information that could allow the student or his or her legal counsel to identify witnesses when such identification could create a safety risk for the witnesses.
5. The school representatives have the burden of proving, based on substantial evidence, that the violation of the Code of Student Conduct occurred and the appropriateness of the recommended consequence for the violation.
6. The school representatives will present witnesses and documentary evidence, which may include witness statements.
7. After the school representatives have presented their evidence, the student or his or her attorney may present evidence related to the alleged violation, the student's intent at the time of the incident, any mitigating or aggravating factors involved, the disciplinary and academic history of the student and the potential benefits to the student of alternatives to suspension. Such evidence may include oral testimony by the student or witnesses, written statements

and other documents.

8. If a student wishes to call another student as a witness, he or she must provide written consent from that student-witness's parent/legal guardian. If a student wishes to call a school staff person as a witness, he or she must provide notice to the school sufficient for the principal to arrange for staff to cover the staff-witness's job responsibilities, if necessary.

9. Both the school representatives and the student or his/her parent or attorney may examine the witnesses presented by the other side. The hearing officer may limit questioning if, in his or her judgment, the questioning is unproductive, unnecessarily lengthy, repetitive, abusive or irrelevant.

10. Following the hearing, the hearing officer will issue a written determination of the facts of the student's offense. The determination shall be based on the substantial evidence presented at the hearing.

C. Principal Decision and Imposition of Suspension

1. Following the receipt of the hearing officer's determination, the principal shall issue a written decision either upholding, modifying or rejecting the recommendation of suspension. The principal may also decide to recommend to the Board that the student be expelled from EVA. The decision shall be based on substantial evidence presented at the hearing and shall include the information set forth below:

a. The basis for the decision, including a reference to any policy or rule that the student is determined to have violated;

b. Notice of what information will be included in the student's official record pursuant to N.C.G.S. 11SC §402, including the process to request an expungement of the suspension notice;

c. Information about the student's right to appeal the decision to the Board of Trustees and notice of the procedures for submitting such appeal;

d. If the decision is to recommend expulsion, notice of the procedures that will be followed in conducting the hearing before the Board; and

e. A determination of whether to offer or to decline during all or some period of the suspension, in accordance with rules set forth in Section IV, below.

2. The principal shall send written notice of the decision via certified mail or other means designed to assure delivery.

3. Following the issuance of a decision to impose a long-term suspension, the term of the decision shall be imposed. Any days of suspension imposed by the principal will not be delayed if the student appeals the decision to the Board.

4. If the principal decides to recommend to the Board that the student be expelled, the student shall be subject to a period of long-term suspension, which may or may not include an alternative education assignment, pending the Board's action on the expulsion recommendation.

III. BOARD OF EDUCATION PROCEEDINGS

D. Appeals of principal Decision of Long-term Suspension or 365-Day Suspension

1. The student is entitled to appeal a long-term suspension imposed by the principal. In order to do so, the student or his or her parents must send a written notice of appeal to the Board of Education within 10 days of receiving the decision rendered by the principal.
2. Upon receipt of the notice, the principal will work with the Board Chairperson to schedule an appeal hearing.
3. The student and parent will be given reasonable written notice of this hearing through the U.S. Postal Service mail or other means designed to assure prompt delivery.
4. The principal and/or his designee will represent the Board or a panel of the Board will be the decision-maker. In addition, the school principal will be present.
5. Students have the right to be represented by legal counsel at the appeal hearing. The principal will be represented by an attorney.
6. Unless the Board requests otherwise, the Board will limit presentations of testimony to the student, his or her parent and attorney, and the principal's legal counsel presentations of documentation will be limited to the records presented at the due process hearing.
7. In addition, the Board will review any records created by the hearing officer or by the principal in the course of making his/her decision. The principal will provide any such records to the parent before the hearing.
8. The Board will review the principal's decision to assure that there was a reasonable basis for the determination that the student violated the Code of Student Conduct, that the consequence imposed was permitted by Board policy and the Code of Student Conduct, and that student was accorded due process procedures established by NC law and Board policy.
9. The Board will render a decision and provide written notice of the decision to the principal and to the student and his/her parents by mail or other means designed to assure actual notice.
10. The written decision must also include notice of the right to petition for readmission.
11. As required by NC law, the appeal hearing must be conducted and a final written decision issued by the Board in not more than 30 calendar days following receipt of the notice of the appeal
12. Appeal hearings will be delayed only upon request of the parent and upon a demonstration of good cause. In that case, the hearing will be delayed only if the parent agrees to waive the 30 calendar day period in which the decision must be issued.
13. If neither the parent nor student attends a properly noticed appeal hearing for which no delay has been granted, they will be deemed to have waived the right to the appeal and the discipline imposed by the principal will continue.

E. Board of Trustees Hearings on Principal Recommendations of Expulsion

1. The principal is directed to bring to the Board for approval all recommendations of expulsion.
2. The parent and student shall be provided reasonable notice of the time and place of the expulsion hearing.
3. The expulsion hearing will be conducted in the same manner as an appeal of a long-term suspension except that the Board's determination must be based on clear and convincing evidence that the student's behavior indicates that his or her continued presence in school constitutes a clear threat to the safety of other students or school employees. The Board must make a written document of this determination.
4. If the Board decides that a student subject to the Jessica Lunsford Act is to be provided educational services on school property, the student must be under the supervision of school personnel at all times while on school property.
5. Upon rendering a decision, the Board will provide written notice of the decision to the principal and to the student and his/her parents by mail or other means designed to assure actual notice.
6. The written decision must also include notice of the right to petition for readmission
7. Expulsion hearings will be delayed only upon request of the parent and upon a demonstration of good cause.
8. If neither the parent nor student attends a properly noticed expulsion hearing, the hearing will proceed in their absence.

IV. REQUESTS FOR READMISSION FOR STUDENT SUSPENDED FOR 365 DAYS OR EXPELLED

F. Requests for Readmission/Scheduling of Hearing

A student who has been expelled may submit a written request to the Board for re-admission any time after 180 calendar days from the date of the beginning of the student's suspension or expulsion. The board chairperson immediately will forward the request to the principal, who shall arrange in a timely manner a hearing before the board.

Notice shall be sent to the parent and the hearing will be conducted in accordance with the procedures. After considering the student's request and the principal's or designee's recommendation regarding readmission, if the board determines that the student has satisfactorily demonstrated that his or her presence in school no longer constitutes a threat to the safety of other students or employees, the board will re-admit the student. The board shall conduct the hearing and notify the student, the student's parents and the principal in writing of its decision within 30 days of the submission of the request for readmission.

G. Notice of Hearing and Hearings on requests by Students Expelled by the Board

Notice shall be sent to the parent and the hearing conducted in accordance with the procedures. After considering the student's request and the principal's or designee's recommendation regarding readmission, if the board determines that the student has satisfactorily demonstrated that his or her presence in school no longer constitutes a clear threat to the safety of other students or employees, the board will readmit the student. The board shall conduct the hearing and notify the student, the student's parents and the principal in writing of its decision within 30 days of the submission of the request for readmission.

H. Decisions to Re-admit

If the board decides to re-admit the student, the notice will include the date of re-admission, the school or program to which the student will be assigned and any reasonable restrictions placed on the readmission.

I. Classroom Placement

If the student was expelled as a result of assaulting or injuring a teacher, the student will not be returned to that teacher's classroom following readmission without the teacher's consent.

J. Subsequent Petitions for Readmission

If the expelled student's request for readmission is denied, the board will not consider a subsequent request for readmission of that student until six months after the submission of the previous request.

K. Judicial Review

There is no right of judicial review of the Board's decision not to readmit a student under this section.

V. CLASSROOM PLACEMENT OF STUDENT WHO ASSAULTED OR INJURED A TEACHER

Students who assaulted or injured a teacher and, as a result were expelled or long-term suspended, shall not be returned to that teacher's classroom following completion or modification of the period of exclusion or the alternative education assignment or a decision to readmit the student without the consent of the teacher.

Legal Reference:

Americans with Disabilities Act, [§ 42 U.S.C. 12132](#), [28 C.F.R. Part 35](#); Individuals with Disabilities Education Act, [§ 20 U.S.C. 1400 et seq.](#), [34 C.F.R. Part 300](#); Rehabilitation Act of 1973, [.§.2.2 U.S.C. 705\(20\)](#), [-794](#), [34 C.F.R. pt. 104](#); The Jessica Lunsford Act, [N.C.G.S. § 14-208.18](#), [- 208.25A](#); [§. 115C Article 9](#); [§§ 115C-45](#) (c), [-47](#), [-276\(r\)](#), [-278](#), [-288](#), [-307](#), [-390.1](#), [-390.12](#)

Useful links:

Link to EVA Charter:

https://www.eastvoyager.org/_files/ugd/c7944a_2fc229e0018149b798b72155ca918ab3.pdf

Link to EVA Board Policies:

https://drive.google.com/drive/folders/1GeQB_4IZU0hR_MNhRKBsCke769MgBRyD

Link to EVA Parent Compact:

<https://www.eastvoyager.org/title-i-school-home-compact>

Link to EVA Parent University:

<https://www.eastvoyager.org/parentuniversity>

Link to State Testing information and School Report Card:

<https://www.eastvoyager.org/state-testing>

Link to Student Landing page:

<https://www.eastvoyager.org/copy-of-students>

Link to Federal Programs:

<https://www.eastvoyager.org/general-5-1>

Link to Transportation information:

<https://www.eastvoyager.org/copy-of-car-line-procedures-2>

Link to EVA Curriculum Hub:

https://drive.google.com/file/d/1Pol0t6tWDdVDMYOqmaNBEf_nSbMViqPK/view

Link to ASPIRE after school program registration:

https://drive.google.com/file/d/1nqQm_IvF4YwZk_Td-Cw6ETagDRu0562D/view

Link to Skooki Payment portal:

<https://www.eastvoyager.org/general-6>



East Voyager Academy

Strong Academics, English-Chinese Proficiency, Intercultural Competence

Chromebook Policy Agreement 2023-2024

1. Receiving your Device

- a. One Chromebook is being loaned to the Student and in good working order. The Student/Parent acknowledges and agrees that the Student's use of the school Property is a privilege and that by the Student's agreement of the terms hereof, the Student acknowledges the Student's responsibility to protect and safeguard the school Property and to return it in the same good condition upon request by East Voyager Academy.
- b. Parents and students must sign and return this agreement before the Chromebook can be issued to the student.
- c. Chromebooks will be collected at the end of each school year, on a date to be determined, so they can be checked for serviceability and to be stored for the summer. Whenever possible the student will get the same Chromebook for each year they attend East Voyager Academy.
- d. One charger will be provided to the homeroom. Student will use it to charge the Chromebook during the day. This charger will NOT go home. If the family needs a charger staying home, you can purchase one from our school store for \$15.
- e. There will be no cost for students unless there is intentional damage or neglect.

2. Device Ownership and Responsibility

- a. The Chromebook is owned by East Voyager Academy and will remain the property of East Voyager Academy and is loaned to the student for educational purposes only for the academic year.
- b. All Chromebooks need to be returned to school at the end of the school year, or if the students who terminate the enrollment at East Voyager Academy for any reason. If a student fails to return the Chromebook, EVA will apply a police report for insurance purposes.
- c. The student is responsible for the general care of the Chromebook that has been issued by the school.
- d. If the Chromebooks must be sent out for repair, a loaner will be provided if available. Students will not attempt to disassemble any part of his or anyone else's Chromebook nor will he attempt any repairs. Any cost associated with the repair or replacement of a unit that is due to intentional damage will be the responsibility of the student/family.
- e. Chromebooks that are lost or stolen must be reported immediately to the Tech Coordinator. For lost property, the school will provide a replacement Chromebook and any cost associated with the replacement of the unit will be charged to the parent.
- f. Identification labels have been placed on the Chromebooks. These stickers must not be removed or modified. If they become damaged or missing contact the Tech Coordinator for replacements.
- g. Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the teachers, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.
- h. Chromebooks must remain free of any writing, drawing, stickers or labels that are not the property of East Voyager Academy.

- i. Students may be selected at random to provide their Chromebook for inspection.
- j. Take care when carrying the Chromebook so as not to drop it. If it is in your backpack be sure not to throw your backpack or put anything heavy on top of it. Do not place anything on your case that could put pressure on the screen, do not lean on the screen at any time. Only use a soft clean cloth to clean the screen. Do not drink or eat while using your Chromebook as liquid spilled on the keyboard will damage the computer.
- k. When not using your Chromebook, always store it in a secured location.
- l. Chromebooks must never be left in an unlocked car or any unsupervised area. Chromebooks must not be left in a hot car. Intense heat can damage the device.

3.Using your Chromebook

- a. Login to the Chromebook is restricted to one user. The Student agrees not to make attempts to change this. **If the Chromebook is stolen, the device can be locked remotely rendering the device useless.**
- b. Inappropriate media may not be used as background images, screensavers or profile pictures. Visual representation of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols and other inappropriate content is not acceptable and use of such material may result in disciplinary actions and/or loss of privileges.
- c. School property may be used by the student only for non-commercial purposes, in accordance with the school's policies and rules, the EVA Acceptable Use and Internet Safety Policy as well as local, state, and federal statutes.
- d. The Google Classroom network is provided for the academic use of all students and staff. The student agrees to take no action that would interfere with the efficient, academic use of the network.
- e. An email account will be available for each student to use for appropriate, academic communication with other students and staff members only. This email is for communication within the East Voyager Academy.

Student Responsibilities

Your device is an important learning tool and is to be used for educational purposes only. In order to take your device home each day, you must be willing to accept the follow responsibilities:

When using the device at home, at school, and anywhere else I may take it, I will follow the policies of East Voyager Academy, especially the Student Code of Conduct and the Acceptable Use and Internet Safety Policy and abide by all local, state, and federal laws.

- I will treat the device with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby, and I will keep my device in my school-issued protective case at all times.
- I will not lend the device to anyone, not even my friends or siblings; it will stay in my possession at all times.
- I will not load any software onto the device that is deemed inappropriate
- I will not remove programs or files from the device.
- I will not give personal information when using the device.
- I will bring the device to class and recharge it at school every day.
- I will not use my device to access personal email accounts such as Gmail or Yahoo, not pertaining to classroom activities.

- I agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication.
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.
- I will not attempt to repair the device.
- I will return the device at the end of the school year, or the time I withdraw from school.

Parent/Guardian Responsibilities

Your son/daughter/ward has been issued a device to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer:

- I will supervise my child's use of the device at home.
- I will discuss our family's values and expectations regarding the use of the Internet and email.
- I will supervise my child's use of the Internet and email.
- I will not attempt to repair the device, nor will I attempt to clean it with anything other than a soft, dry cloth.
- I will report to the school any problems with the device. I will not load or delete any software from the device.
- I will make sure my child brings the device to school every day.
- I understand that if my child comes to school without the device, I may be called to bring it to school.
- I agree to make sure that the device is returned to school at the end of the school year, or when requested and upon my child's withdrawal from East Voyager Academy

Parents/guardians be advised that determined users may be able to gain access to information, communication and/or services on the Internet which the school has not authorized for educational purposes and/or which they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Students accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet. The East Voyager Academy has the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the School's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

As the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of the East Voyager Academy's Acceptable Use and Internet Safety Policy for the student's access to the East Voyager Academy's computer network and the Internet. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the policy.

I am, therefore, signing this agreement and agree to indemnify and hold harmless the East Voyager Academy against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his/her access to such networks or his/her violation of the Acceptable Use and Internet Safety Policy. Further, I accept full responsibility for supervision of my child's or ward's use of his/her access account if and when such access is not in the school setting.

Please sign this form and return THIS PAGE ONLY to the homeroom teacher by the second day of the school. This signed form MUST be received BEFORE the Chromebook will be issued to the student.

STUDENT SIGNATURE

I have read, understand and agree to abide by the terms of the Acceptable Use and Internet Safety Policy of the East Voyager Academy. Should I commit any violation or in any way misuse my access to the East Voyager Academy's computer network and the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense. As a user of the East Voyager Academy's computers/network and the Internet, I agree to communicate over the Internet and the Network in an appropriate manner, honoring all relevant laws, restrictions and guidelines. I have read and understand the responsibilities of use of the school-owned equipment.

Student Signature

Student Name (PRINT CLEARLY)

Grade

Student Signature

Date

PARENT SIGNATURE

I have read and understand the responsibilities of my child's use of the school-owned equipment and my responsibilities as the parent/guardian.

Parent/Guardian's Name(s) (PRINT CLEARLY) _____

Parent/Guardian's Signature(s) _____ Date _____