



East Voyager Academy of Charlotte Student and Parent Handbook 2021-2022

7429 Tuckaseegee Road
Charlotte, North Carolina 28214
Office Hours 7:30 am – 4:00 pm
Main Number – (704) 412-6988



Administration

Renee Mathews: CEO/Principal
Dr. Junlan Li: Chief Academic Officer
Heather Escalante: Office Manager/Finance

Board of Directors

Dr. Jian Zhang - Board Chair
Shaday Agosto-Vazquez - Vice Chair
Elizabeth Nutter - Secretary
Kevin Lu- Treasurer
Kathleen Richard- 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.

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

Bilingual Proficiency

- 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

Strong Academics

- 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

Intercultural Competence

- Cross-culture related classes and extra curriculum
- International sister schools
- Pen pal programs
- USChinaKidsClub
- Chinese culture related school events
- China trip

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. Through teamwork and collaboration, here we grow leaders for tomorrow!!

Sincerely,
Renee Mathews, Principal/CEO

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.

<u>Core Values</u>	<u>In Action</u>
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">- Follow safety rules- Respect personal space and property- Use peaceful language- Accept responsibility for your choices- Follow the 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 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 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, 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 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 7:55 a.m. We request that parents do not park and walk students into the building. Students are counted as tardy at 8:00. **Afternoon** - Dismissal begins at 3:15 and ends at 3:45. Students will remain in their classroom until called to the car line. 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.

Formative assessments include teacher generated tests and i-Ready Reading and Math and school wide writing prompts. 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. 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 at school. The lunch menu is posted on the website at the Payment Portal (Skookii). Orders must be placed by noon on each Friday for the following week. Students are expected to keep the cafeteria neat and clean while making it a pleasant place for all by being courteous and respectful. Families who qualify for free or reduced lunch under federal guidelines will qualify for reduced prices.

Note: As part of our response to the COVID-19 public health crisis, breakfast and lunch will be delivered using a box or bag system instead of a serving line. Students will sit physically distanced while in the cafeteria.

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 during breakfast or lunch except when pre-arranged by the classroom teacher and distributed by the classroom teacher.

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 of East Voyager Academy students 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.

Note: Parents of off-campus students, please do not use the live classroom link as an opportunity to speak with teachers. This time must be dedicated to classroom instruction.

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 Instructional Design

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.

A curriculum hub can be found on EVA website.

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
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<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
<p>Level 3</p>	<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
<p>Level 4</p>	<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 be called to pick up such items during designated class change times.

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.

Note: In response to the COVID-19 public health crisis students are required to wear face masks..

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.

Special note: As we are working to keep our school safe and healthy during the COVID-19 public health crisis, non-student staff access to the school is limited.

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.

FEEES

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, extracurricular activities, supplemental 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. Families who qualify for assistance or reductions in fees based on grant or family income requirements will be notified.

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 grading scale below will be utilized for all students.

A = 90 – 100

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 and 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. Herbs, 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.

Note: During the COVID-19 public health crisis we are taking special precautions to keep our school safe and healthy and to respond to any potential COVID-19 cases. This is a very dynamic situation where guidance and information is changing rapidly. EVA follows the guidelines of StrongSchools NC Public Health ToolKit provided by the NC Department of Health and Human Services.

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 Chief Academic Officer 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 20 minutes each night and to spend at least 15 minutes on Mandarin. Students are also expected to complete classwork in class. Any incomplete classwork may be assigned as homework.

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

Any homework will be used to reinforce student learning.

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 little 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 are asked to 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. 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.

OFF-CAMPUS POLICIES

We are very excited that we can offer both on-campus and off-campus learning opportunities for our students. This is a new system for all of us. Together, we will ensure that all our students stay on track and have a great school year.

Administration will evaluate off-campus learning each 9 weeks and make changes which may affect offerings, and/or student schedule. Parents will also have the option to switch campus choice each 9 weeks. The CEO/Principal will consider other changes to a student's learning system on a case-by-case basis. We recognize that off-campus parents are taking on additional responsibility for their child(ren) learning.

Tips for Keeping Your Learner On Track

- Create alarms for your student that indicate when they need to switch class.
- Print out a schedule and keep it visible.
- Set the student up so that a wall is behind them.
- Allow the student to wear earphones.
- Work with your student to decide how to use Flex Time.
- Request your homeroom teacher to attach you as a guardian via Google Classroom. This will allow you to receive weekly summaries.

Parent Responsibilities to Maintain Academic Environment

- Avoid hovering. We know students will need some help, but avoid coming on camera, or allowing others to view the lessons. This helps us comply with FERPA requirements and ensures students get as close of a school experience as possible.
- Once you are comfortable that your child has mastered the technical aspects of off-campus learning, it is best to remove yourself from the learning environment. Parents being in the room when learning is to occur can be distracting and inhibiting to students.
- Do not interrupt or speak during direct instruction. If you need to speak with the teacher, please set up a virtual meeting via email.

Usual Flow of the Day

- Open AM Google Classroom
- Check the Stream to see if there is anything to work on prior to the meeting.
- Join Meet at appropriate time. Note: the meet link won't unlock until it's time to join.
- Once Direct Instruction is over, go back to Google Classroom and find your independent practice.
- Repeat for next classes
- Use Flex Time to eat, get a little free time, read, and take a device break.

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 weekday.

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. 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.

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.

Board of Trustees

The Board of Trustees is a seven-member body with each member serving three year terms. Opportunities for parents to serve on the board via election or appointment are announced on the school website and through Bright Arrow email and text communications.

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 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.

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.

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 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 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, 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.

Legal Reference: [G. S. §115C-12\(9c\)](#), [-81](#), [-83.1](#), [-105.41](#), [-288](#);

State Board of Education Policies:

[TEST-003](#), [004](#), [033](#), [KNEC-001](#), [-016](#), [GRAD-001](#) & [-009](#), [CCRE-001](#)
[IKF-R](#), [IKF-E](#), [IKF](#), [IKC-R](#), [IKC](#), [IKAA-R](#), [IKAA](#), [IKA-R](#), [IKA](#)

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**

SCHOOL IMPROVEMENT COUNCIL (SIC)

The School Improvement Council is an important partner in the success of our school. The SIC is an Advisory council to the CEO/Principal and school on issues related to school improvement focused on improving student achievement and school performance. The SIC is made up of parents, teachers, students and other community representatives.

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

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.

From 2:30 through 2:45 students in 4K, 5K and 1st grade will be dismissed. Parents picking up students in those grades should use the right lane. At 2:45 the right and left lane are merged and all students are dismissed. Please do not change lanes unless directed to do so by an East Voyager staff member.

When prompted give a “thumbs-up” if you have all your student passengers and “thumbs-down” if you are still waiting for your child(ren). This will help us know how to direct your car.

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 2:15 PM. Students will only be released to adults listed on the child's emergency card.

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 an Intervention Plan Conference. Students accruing twenty-five tardies to school may be identified as truant and referred to the proper authority.

Note: We expect our off-campus students to be on time for school. Should technology or other circumstances cause a student to be tardy, he/she must not disrupt the class. Off-campus students can be considered tardy.

TARDY TO CLASS

Tardiness to class interrupts learning time for the entire class. All students should be seated at their desks ready for instruction when the bell rings 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. Excessive unexcused tardies will be reported by each teacher to an administrator for disciplinary action.

Note: We expect our off-campus students to be on time for school. Should technology or other circumstances cause a student to be tardy, he/she must not disrupt the class. Off-campus students can be considered tardy.

TECHNOLOGY USE

- Students will not physically deface, disable, or destroy devices.
- Hardware problems will be reported @pandatech@eastVoyagersc.org promptly.
- East Voyager has access to all school-owned devices, and internet activity **even when off campus.**
- Technology will be returned in working condition, undamaged, and with a working charging cord.
- Students will avoid eating and drinking around East Voyager Academy technology.
- Chromebooks will not be carried by LCD screen, nor will pressure be placed on the screen.
- Devices should not be left in cars, or in extreme heat or cold.
- Devices should not be jerked by the power cord.
- If a device breaks, or needs cleaning, submit a ticket to Panda Tech for repairs.
 - An invoice will be issued based on the extent of repairs required.
 - Do not attempt to open, or repair devices.

TRUANCY

A student is considered truant in the following ways: three consecutive unexcused absences, five unexcused absences, any absence over ten days without a medical or legal excuse or twenty-five 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 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 Horizons.

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 determined by the schedule provided by the SC State Department of Education and the school. Students/Parents are responsible for repair/replacement costs for damages that are not fair wear and tear.

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, library or with a teacher. During class time, students who are not in class must have a pass. At dismissal, students should report directly to the car line or their afternoon activity.

Note: During the COVID-19 public health crisis we are taking extra steps to ensure students do not congregate in any area of the school. We are training students on how best to keep appropriate physical distance and insisting that they comply with this requirement.

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

12th Grade

Vaccination requirements for 12th 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	2 doses

*Please read below for further information

North Carolina Vaccine-Specific Requirements

The North Carolina General Statutes (G.S. 130A-152(a)) require immunizations for every child present in this state. Every parent, guardian or person in loco parentis is responsible for ensuring that their child(ren) receive required immunizations.

If you have specific questions regarding your child, please contact your child's health care provider or your local health department. North Carolina requires the following immunizations:

Diphtheria, tetanus and pertussis

Five doses (DTaP). Three doses by age seven months and two booster doses, the first by age 19 months and the second on or after the fourth birthday and before entering school for the first time. If the fourth dose was administered on or after the fourth birthday, the fifth dose is not required.

A booster dose of tetanus/diphtheria/pertussis (Tdap) vaccine is required for individuals who have not previously received it and are entering the seventh grade or by 12 years of age, whichever comes first.

Individuals entering college or university for the first time on or after July 1, 2008 must have had three doses of tetanus/diphtheria toxoid; one of which must be tetanus/diphtheria/pertussis.

Polio

Four doses. Two doses by five months of age, a third dose by 19 months of age and a booster dose on or after the fourth birthday and before entering school for the first time. If the third dose was administered on or after the fourth birthday, the fourth dose is not required if the third dose was given at least six months after the second dose.

Measles

Two doses at least 28 days apart. One dose on or after 12 months of age and before 16 months of age, and a second dose before entering school for the first time. The requirement for a second dose does not apply to individuals who entered school, college or university for the first time before July 1, 1994.

A person who has been diagnosed prior to January 1, 1994 by a physician (or designee such as a nurse practitioner or physician's assistant) as having measles (rubeola) or an individual who has been documented by serological testing to have a protective antibody titer against measles is not required to receive measles vaccine. Individuals born before 1957 are not required to receive measles vaccine except in measles outbreak situations.

Mumps

Two doses. One dose on or after 12 months of age and before age 16 months, and a second dose before entering school, college or university for the first time.

A physician's diagnosis is not acceptable for mumps disease(s). Individuals must be immunized or have laboratory confirmation of disease or have been documented by serological testing to have a protective antibody against mumps. Individuals born before 1957 are not required to receive the mumps vaccine. Individuals that entered the first grade for the first time before July 1, 1987 or college or university before July 1, 1994 are not required to receive the vaccine. Individuals that entered school, college, or university before July 1, 2008 are not required to receive the second dose of mumps vaccine.

Rubella

One dose on or after 12 months of age and before 16 months of age.

A physician's diagnosis is not acceptable for rubella disease(s). Individuals must be immunized or have laboratory confirmation of rubella disease or have been documented by serological testing to have a protective antibody titer against rubella. Any individual who has attained his or her fiftieth birthday is not required to receive rubella vaccine except in outbreak situations. Any individual who entered college or university after his or her thirtieth birthday and before February 1, 1989 is not required to receive rubella vaccine except in outbreak situations.

Haemophilus influenzae type b (Hib)

Three doses of HbOC or PRP-T, or two doses of PRP-OMP before age seven months and a booster dose of any type on or after age 12 months and by age 16 months.

Individuals who receive the first dose of Hib on or after seven months of age and before 12 months of age are required to have two doses of HbOC, PRP-T or PRP-OMP and a booster dose on or after 12 months of age and by 16 months of age. Individuals who receive the first dose of Hib on or after 12 months of age and before 15 months of age are required to have only two doses of HbOC, PRP-T or PRP-OMP and a booster dose two months later. Individuals who receive the first dose of Hib vaccine on or after 15 months of age are required to have only one dose of any of the Hib conjugate vaccines. Individuals who have passed their fifth birthday are not required to be vaccinated against Hib.

Hepatitis B

Three doses. One dose by three months of age, second dose by five months of age and a third dose by 19 months of age. The last dose of hepatitis B vaccine series shall not be administered prior to 24 weeks of age.

Individuals born before July 1, 1994 are not required to receive the hepatitis B vaccine.

Varicella

Two doses administered at least 28 days apart. One dose on or after 12 months of age and before age 19 months, and a second dose before entering school for the first time.

An individual with laboratory confirmation of varicella disease immunity or has been documented by serological testing to have a protective antibody titer against varicella is not required to receive varicella vaccine. An individual who has documentation from a physician, nurse practitioner, or physician's assistant verifying history of varicella disease is not required to receive varicella vaccine. The documentation shall include the name of the individual with a history of varicella disease, the approximate date or age of infection, and a health care provider signature. Individuals born before April 1, 2001 are not required to receive varicella vaccine. The requirement for the second dose of varicella vaccine shall not apply to individuals who enter Kindergarten or first grade for the first time before July 1, 2015.

Pneumococcal

Four doses. Three doses by age seven months and a booster dose at 12 through 15 months of age. Individuals who receive the first dose of pneumococcal conjugate vaccine on or after seven months of age and before 12 months of age are required to have two doses at least four weeks apart; and a booster dose at 12 through 15 months of age. Individuals who receive the first dose on or after 12 months of age and before 24 months of age are required to have two doses at least eight weeks apart to complete the series. Individuals who receive the first dose on or after 24 months of age and before five years are required to have one dose to complete the series.

No individual who has passed his or her fifth birthday shall be required to be vaccinated against pneumococcal disease. Individuals born before July 1, 2015 are not required to receive pneumococcal conjugate vaccine.

Meningococcal

Two doses. One dose is required for individuals entering the seventh grade or by 12 years of age, whichever comes first, on or after July 1, 2015. A booster dose is required for individuals entering the 12th grade or by 17 years of age, whichever comes first. Individuals who entered seventh grade before July 1, 2015 are not required to receive the first dose. The booster dose does not apply to individuals who entered the 12th grade before August 1, 2020. If the first dose is administered on or after the 16th birthday, a booster dose is not required. Individuals born before January 1, 2003 shall not be required to receive meningococcal conjugate vaccine.

Required vs. Recommended

North Carolina law requires children receive certain vaccines. But in order to be fully protected from vaccine-preventable diseases, children should receive all age-appropriate immunizations.

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](#).

VIDEO MONITORING WHILE ON SCHOOL GROUNDS

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 visit classrooms.

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.

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 during these times.

- 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.

Note: In response to the COVID-19 public health crisis, we are severely limiting any outside visitations to our school buildings. There must be an exceptional reason for the requested visit. All visits must be approved in advance by the CEO/Principal.

WATER BOTTLES AND SNACKS

Water bottles will be allowed at school. Teachers 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 school nurse coordinating with the teacher and parent.

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 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. He can be contacted at 1043 Chris Drive, West Columbia, SC 29169, (803) 926-0520. 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.

Student Conduct

EVA recognizes that an orderly environment must be in place for learning to take place. Working together, the school and parents can clearly define expectations and help students to be successful. The School's *Code of Conduct* clearly defines expectations for all in the EVA learning community. Students are encouraged to develop habits that reflect good character. Parents can serve to reinforce this learning by talking about such habits and encouraging students to model them at home.

Please read the *Code of Conduct* thoroughly, discuss it with your child. **The last page has a form that needs to be signed and returned to your child's homeroom teacher; indicating you understand and agree to the school's rules and expectations.** Students are also asked to sign the form. This *Code of Conduct* is a contract among students, parents, and School staff. The principal will make apVoyagerments to discuss the *Code of Conduct* with any parents who do not return signed copies of the form.

Excellence – I will strive for excellence in my academics and actions. I will work for excellence by having a willingness to learn from my mistakes instead of expecting perfection. I will work the best to my abilities in what I set out to do

Online Community/Newsletters

Announcements of upcoming events and school-wide activities can be found in our online school community and our online school newsletter. Hard copies can be requested through the school office.

Progress Reports and Report Cards

Progress reports/Report Cards will be sent out each quarter to keep parents informed of student achievement.

Textbooks and Supplies

EVA provides textbooks and instructional materials that remain school property. Fees for lost or damaged books will be required before new books are issued. Classroom supply lists will be furnished by EVA teachers.

School Uniforms

Please see the current dress code adopted by the Board. School administration will determine if a student's dress is in compliance. Parents of students out of compliance will be contacted by the school.

Attendance

Tardiness

Class begins **promptly at 8:00 a.m.** In order to get the required number of instructional minutes required by law, it is critical that all students be prepared to begin instruction on time. Students may enter the building beginning at 7:00 a.m. Students must arrive at school before 8:00 a.m. A late student disrupts instruction in the classroom and requires extra administrative actions. Please be respectful of others and arrive on time.

A parent/guardian must come to the office to sign in any student who arrives after 8:00 a.m. The student will be considered tardy and the incident will be recorded. If a student is tardy four times, the problem will be regarded as chronic, and it must be reported to begin setting up an attendance intervention plan. Students will not be dismissed early, unless for special circumstances. On most days, important information on assignments is given at the end of class. Students leaving early are put at a disadvantage. Being at school on time in the morning and staying in school until the end of the school day is important to receive a good education. **If a student is picked up early more than four times, this will be handled in the same manner as chronic tardiness.**

Absences

Parents must contact the school office by phone whenever a child is absent, and send a written excuse to the school office when the child returns to school. All absences will be considered unexcused unless accompanied by a medical leave notice or bereavement documentation. Other conditions may apply if prior permission is granted by the principal.

Admission, Re-enrollment, Transfers

Admission

EVA is open to all NC students as long as space is available. EVA 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.

Admission to EVA is granted only on availability. No tests or interviews are required to enroll. A lottery will be held if any grade level has an excess of enrollments. After our maximum enrollment has been met, students desiring to enroll will be placed on a waiting list.

Priority enrollment reflecting the NC laws will be given to siblings of current students.

Re-Enrollment

To assure your student's seat at EVA for the upcoming school year, parents must complete an intent to enroll form by the last day in December. Forms that are received after the deadline may require the student to be placed on a waiting list depending on space-availability.

Withdrawals

When possible, parents are asked to give the school a written notice at least 5 business day in advance for transfers. This will allow us to have appropriate student files prepared to distribute to the new school.

Student Records and Confidentiality

Confidentiality

EVA adheres to the Family Educational Rights to Privacy Act (20 U.S. Code § 1232) (FERPA) to protect student confidentiality. Student progress will only be shared with parents/guardians, appropriate school faculty and staff, and educational consultants hired for the purpose of improving instruction. All public data pertaining to school performance will not include information that identifies individuals.

The school will not provide student and/or parent contact information to organizations and clubs (i.e. PTO, Scouts, 4H, etc.) that are led by those other than school personnel. This information must be provided by parents at the request of the organization or club.

EVA's unique instructional program generates significant public interest and some media coverage. If you have objections to your child appearing in the media, please indicate this on the media form in your enrollment packet.

Enrollment Forms

Parents are required to complete and submit an EVA enrollment packet for each student enrolled. (Translated copies are available when requested).

Updating Information

Please notify the school immediately of any changes such as: student name, contact information, emergency contact information, and custodial parent. Documentation must be provided for any legal changes, such as custody changes, name changes.

Health and Safety

Students' health and safety is the school's foremost concern. The following information describes the precautions taken to protect the well-being of all students. If your child has any specific health, safety, or security needs, please inform the school so that appropriate accommodations can be made. EVA is regulated by the NC Department of Health and Human Services. All facility inspection reports are available upon request.

Medication

The school office must be informed of any **prescription medication** that a student is required to take at school. To dispense medication the school must receive a written order from the student's doctor and a permission slip from the student's parent. All medication must be brought to the office in its original prescription container, labeled with the student's name, the name of the medication, the date of expiration, and the proper dosage. If medication needs to be administered to the child when the principal is not present, a staff member trained by the principal will administer the medication.

Non-prescription medications: If, during the course of the school day, it is necessary for a student to receive common, non-prescription medication (e.g., Tylenol), the parent/guardian must fill out a Medicine Administration Form. Parents/guardians must inform the school of any allergies to or restrictions on non-prescription medication that their children might have. Parents/guardians are required to notify the principal in writing if your child has a chronic illness that may affect his or her performance at school.

Accidents

The principal or a trained staff member will administer initial treatments of minor injuries. The student's emergency contact will be notified immediately by phone whenever medical treatment is administered to a student, and an Incident Report will be kept in the student's permanent file. In such cases, it is especially crucial that the school has working phone numbers for students' parents and for alternate contacts in the event that a parent is unavailable. Please be vigilant in keeping the school's records for your child up-to-date.

Visitor Identification

To help ensure a safe and secure learning environment for your children, all visitors to EVA are welcome during active business hours. All visitors are required to sign-in at the school office and to wear a visitor's pass. Faculty and staff have been instructed to escort anyone not having a pass immediately to the office for identification.

Fire Drills/Evacuations

The school will have at least one fire drill per month within the school hours. Specific signals and procedures have been established for all types of disaster drills, and safety areas have been designated. Teachers are equipped with instructions, and all drills will be practiced with students on a regular basis. The entire school will practice weather and security lockdowns. During these drills, no one will be allowed to enter or leave the school. Please be patient and understanding of this important rule. Your child's safety is our number one concern.

Student Arrival and Departure

Parents should thoroughly familiarize themselves with the map depicting designated pick-up and drop-off Voyagers and visitor parking areas at the school, and carefully follow the school's instructions for operating a motor vehicle in the vicinity of the school and its students.

Money and Other Valuable Property

Students are encouraged to leave all money and other valuable property at home, especially cell phones. **The School assumes no responsibility for the loss or theft of such articles.**

Candy, Gum, and Toys

Students may not bring candy, toys, cell phones or other non-school related items to school unless approved by the principal. The student assumes responsibility for any items brought from home. 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. Please help us keep our school beautiful!

EAST VOYAGER ACADEMY

CODE OF CONDUCT

Introduction

The faculty and staff at EVA are dedicated to providing the School's students with the skills necessary to reason, communicate, and live with dignity in a civil society. EVA recognizes that a strong school community must be characterized by the highest standards of honesty, integrity, fairness, truthfulness, trustworthiness, and respect for the rights of others.

The school's *Code of Conduct* assists all school employees in structuring a learning environment safe that supports academic achievement and student growth.

The *Code of Conduct* establishes a system of positive behavior reinforcement and promotes discipline as part of character education. Support and corroboration from home helps to assure that the school, our students and our staff are successful each day.

Roles and Responsibilities

IN THE CLASSROOM

Character Education is the backbone of our school wide behavior expectation. Teachers will establish these expectations as rules for each classroom and the school as a whole. Teachers will express behavior expectations to students and parents. Classroom interactions will center around teaching appropriate conduct and implementing classroom consequences when necessary.

Reoccurring issues will require the parent to be notified. Additional assistance from other staff members may also, on occasion be warranted.

IN THE COMMON AREAS. The school's common areas include but are not limited to the playground, hallways, restrooms, and cafeteria. Staff will continuously encourage appropriate behavior in the school's common areas through positive and friendly interactions with students. Students will be expected to:

. 1
Sit or stand in assigned area

. 2
Follow directions

. 3
Use activity appropriate voices

. 4
Walk when moving from space to space

. 5
Keep hands and feet to self

Verbal praise will be used to recognize students who exercise courtesy, safety, and respect. Students may earn tokens in class for excellent behavior that they will be able to

EXPECTATIONS OF STUDENTS

Being Respectful, Responsible and Ready, students will take pride in following classroom rules and the schoolwide behavior expectations.

EXPECTATIONS OF PARENTS

Parent support of the school environment is one of the number one indicators of student success. A positive home environment that reinforces students being: Respectful, Responsible and Ready will help strengthen a student's positive behaviors at school.

EXPECTATION OF ADMINISTRATION

The principal will ensure that all staff understand the *Code of Conduct*. When needed, the Principal will assist with implementing strategies to maintain school wide behavior expectations.

In certain cases, appropriate staff members will initiate time-out periods, parent conferences, in-school suspensions, out-of-school suspensions, or other severe consequences.

The policies and procedures for the discipline of students with disabilities shall be consistent with federal laws and regulations. Discipline issues concerning students with IEPs require the staff member in charge to be aware of anything in the IEP related to behavior. Any questions or concerns should be directed to the school's special education teacher to assure all portions of the IEP are being followed during disciplinary procedures.

Most misbehavior will be handled by the principal or the principal's designee. Discussion or the use of mild consequences will be used for minor infractions. Severe misbehavior such as insubordination, physically dangerous behavior or illegal behavior will be met swiftly with equally severe consequences. EVA recognizes that students are not learning if they are not attending class. Therefore, school officials will first use a full range of responses to violations of disciplinary rules, such as conferences, counseling, peer mediation, behavior contracts, instruction in conflict resolution and anger management, detention, academic interventions, community service, and other similar tools that do not remove a student from the classroom or school building.

EVA will not suspend or expel students without due process. The EVA charter school board may expel a student based on board-adopted disciplinary codes. The principal may suspend a student pending expulsion but the decision to expel a student is ultimately made by the charter school board. However, EVA may refuse admission to any student who has been expelled or suspended from a public school until the period of suspension or expulsion has expired.

Long-Term Suspensions: Before a student receives a suspension of more than ten days, the Principal will convene a Behavior Committee, which is composed of the Principal or designee, Guidance Counselor and two teachers appointed by the Principal. The Committee is responsible for reviewing the incident(s) that led to the recommended suspension. The Behavior Committee may request the presence of the parent/guardian and/or student. If the Behavior Committee decides to move forward with the suspension, the Principal shall provide the student and parent/guardian with written notification of the charges of misconduct, the disciplinary action to be taken, and their right to appeal in writing to the Board. Alternative educational instruction will be used during the pending suspension and until the final decision is made. If an appeal is submitted, the Board will schedule a hearing in a timely manner and provide the student and parent/guardian the opportunity to present their case. The Board will then review the entire disciplinary record and notify the student and parent/guardian in writing of the final disciplinary action to be taken within 5 business days.

Expulsions: EVA reserves the right to terminate enrollment for the protection of students, administrators, teachers, volunteers and all other school personnel. In compliance with the Family

Education Rights and Privacy Act (20 U.S. Code §1232) the Student Code of Conduct will be given to parents and students prior to the beginning of the school year. This requires a signed statement of notification.

Should a student be recommended for expulsion, the Principal will provide the student and parent/guardian with written notification of the charges of misconduct, the disciplinary action to be taken, and their right to appeal in writing to the Board. If an appeal is submitted, the Board will schedule a hearing in a timely manner and provide the student and parent/guardian the opportunity to present their case. The Board will then review the entire disciplinary record and notify the student and parent/guardian in writing of the final disciplinary action to be taken within 5 business days. Alternative educational instruction will be used during the pending expulsion and until the final decision is made.

Students with disabilities will be addressed in accordance with their IEP and the district's policies and procedures for students with disabilities. Under IDEA, the continued provision of FAPE will remain with the LEA and by extension of the charter the school.

In compliance with NC Firearms Laws, any student who deliberately brings a firearm or look alike will be recommended for expulsion with all due process in place.

Grievance Process for Parents: To ensure open school/home communications, parents are requested to go to their child's teacher first with concerns, questions, or when the parent is notified of a specific event. If the issue is not resolved at the teacher level in a timely manner, then the parent has the right to present the grievance in writing to the Principal within 10 calendar days following notification of the event. Issues not resolved by the Principal within 5 days can be referred to the Board with a written request to the Board Chair for a hearing before the Board. The Board shall discuss the request at the first board meeting after the written request is submitted to the Board Chair and will make a decision whether or not to have a hearing on the request. The Board will follow-up with a written response to the request for a hearing within ten (10) business days of the board meeting. Failure of the parent to attend the hearing shall end the grievance procedure.

Discipline and Students with Disabilities: Students with disabilities will be disciplined in accordance with their Individual Education Plan (IEP) or 504 Plan, and the district's policies and procedures for students with disabilities. EVA's policy on suspension and expulsion of students with disabilities will adhere to the specific procedures for disciplinary actions that involve students with disabilities as outlined in the IDEA 2004 Amendments or Section 504 of the Rehabilitation Act of 1973. Under IDEA, the continued provision of FAPE will remain with the LEA and by extension of the charter the school. The following disciplinary process will be implemented to ensure compliance:

- school administration can remove a student with a disability for no more than 10 consecutive days for violation of the school code of conduct (to the same extent applied to children without disabilities). S

- students with disabilities are not exempt from the rules regarding misbehavior as outlined in Student Code of Conduct. All disciplinary action involving students with disabilities will be addressed in accordance with the policies and procedures set forth by the district. S

- school administration can also order a change of placement of a child with a disability to an appropriate S

interim alternative educational setting for up to 45 days for possession of weapons or drugs or the solicitation or sale of controlled substances while at school and/or school functions.

● I
f the administration believes that a child is a danger to him/herself or others, an expedited due process hearing can be requested to remove a student to an interim alternative educational setting for up to 45 days.

● 4
5-day interim alternative educational placements can be extended in additional 45-day increments if the hearing officer agrees that the child continues to be substantially likely to injure him/herself or others if returned to the prior placement.

● A
student with a disability can be removed, including suspending or expelling for behavior that is not a manifestation of the child’s disability, to the same extent as children without disabilities, for the same behavior. Administration can report crimes to law enforcement if deemed necessary.

● I
f a situation is severe enough the administration may request a temporary restraining order to protect a child or adults from harmful behaviors.

EAST VOYAGER ACADEMY **CODE OF CONDUCT PLEDGE**

EVA requires all students to abide by the EVA *Code of Conduct*. Upon admission, students are expected to sign the pledge and conduct themselves accordingly while a student at EVA. 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. On behalf of the administration, management, faculty, and staff of EVA, I pledge to fulfill the responsibilities and uphold the expectations outlined in the Code of Conduct.

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

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 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: ____/____/____