



# **Northeast Academy for Aerospace and Advanced Technologies**

## **Parent/Student Handbook**

**2019-2020**

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The policies and procedures outlined in this handbook have been established by the Board of Directors of the Northeast Academy for Aerospace and Advanced Technologies (NEAAAT). All students attending NEAAAT are expected to know these guidelines and abide by them. In addition, faculty and staff will elicit student input to create specific expectations regarding, but not limited to, the following: dress expectations, student activities, homework, tardiness, professional behavior.

All students and parents will receive notification when modifications to policies are made. You may access a copy of the student handbook at any time by visiting the school's website at [www.northeastacademy.org](http://www.northeastacademy.org).

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## **Our Mission**

NEAAAT is a highly innovative regional public school that inspires and prepares all students with the STEM-related skills, knowledge, and attitudes needed to meet future challenges in the global workforce and their communities.

## **Our Vision**

NEAAAT will be a model for teaching and learning and a leader in the movement to ensure that all children have equitable access to a high quality education.

Consistent with this vision, we endeavor to be a school where...

- Students and staff are consistently supported to grow and perform at their highest potential;
- Parents and community members participate in the learning environment in meaningful ways on a daily basis;
- Students and staff offer a rich diversity of cultures and perspectives;
- Students actively participate in myriad extracurricular activities and events to deepen their relationships and extend their learning;
- All students feel nurtured and that they can be successful;
- Students, parents, and staff feel highly valued and included in the decision making process;
- Collaboration between students, coaches and community members happens everyday in meaningful ways;
- Students exhibit and express immense pride in their school;
- Students develop character and deep community relationships, not just content knowledge; and,
- All students graduate well prepared for the modern workplace, with a special emphasis on high wage, high demand jobs across our region.

As you observe our students fully immersed in our educational ecosystem, you will see and hear them...

- Learning and working in teams and alongside adults throughout the school, our community, and flexibly anywhere and anytime;
- Generating ideas and designing prototypes to solve the local and global challenges of today and tomorrow;
- Fully engaged--everyday--in real-world learning, both inside our walls and outside our doors, using the same tools, processes, and technologies found in the workplace;
- Taking action to direct their own learning paths and shape their school;
- Leading groups of stakeholders to enact change and improve the lives of others in meaningful and lasting ways; and,
- Collaborating with educators internally and externally to shape the future of teaching and learning.

So that our work endures for generations to come, we will become a learning organization that is...

- Widely recognized by educators, businesspeople, and other community members as an emerging center for educational innovation and professional development;
- Fiscally thriving, with strong engagement from both internal and external stakeholders;
- Highly sought after by students, parents, and dynamic, passionate educators;
- Dedicated and committed to continuously improving systems, processes, and procedures to maximize efficiency and effectiveness;
- Partnered with schools, districts, and community organizations to provide unique learning opportunities to *all* students, including those who are enrolled elsewhere; and,
- A global thought leader for educational systems that are committed to workforce development and stronger communities.

## **Academic Policies and Procedures**

Students that meet the academic expectations of the school will be recognized every grading period, and those who sustain high grades throughout will graduate with honors. The minimum academic expectations of every student enrolled at NEAAAT are:

- Consistently work to demonstrate high academic growth and performance;
- Attend all scheduled classes for which the student is enrolled each and every day.

For high school coursework, a grade of “D” or better is required for high school credit. A college course grade of “C” or better is required for transfer to the universities in the UNC system; a grade of “D” will not transfer.

### **NEAAAT Policy 5.03R: GRADING SYSTEM**

Grades are an essential way to communicate student achievement. Student evaluations should reflect student progress as well as student achievement. Grades should be given in reference to a student's achievement of the learning objectives defined for the class, and should not be limited by the performance of other students in the class. Grades must not be issued for non-academic measures, such as behavior and participation.

#### **A. STUDENT ACHIEVEMENT AND PROGRESS**

The school's grading guidelines prohibit coaches from using grading practices that are punitive in nature or which make it difficult, if not impossible, to recover from isolated incidents of non-compliance (e.g. a missed homework assignment or one low grade on a test during a marking period). Grading practices will be based on factors directly related to the learning objectives and will reflect appropriately students' academic mastery of their learning objectives.

#### **Homework**

Homework should be used to reinforce and support mastery of learning, and when appropriate and possible, should be differentiated for students depending on their mastery of the objectives.

#### **Missed Work**

Students will be expected to make up missed work. Professional Learning Teams (PLT) shall develop and consistently implement common grading procedures for missed work and will communicate the common grading procedures to parents and students in writing as directed by the principal. Grade penalty should be determined by PLTs and approved by the principal.

#### **Grading System**

Students earn letter grades of A, B, C, D, or F on their report cards. NEAAAT employs a standardized grading scale with letter grades having the following numerical values:

A = 90 - 100  
B = 80 - 90  
C = 70 - 80  
D = 60 - 70  
F = 0 - 59  
I = Incomplete

While a student should receive a grade whenever possible, the coach may issue an "Incomplete" (I), with principal approval, when students are unable to complete assignments that are major components of the grade. Students must adhere to the coach's plan for completing those assignments or the grade will revert to the original grade.

Grades are awarded corresponding quality points for the calculation of a high school student's grade point average (GPA). These values and those courses receiving weighted values are noted below:

LETTER GRADES	STANDARD COURSES	HONORS COURSES	COLLEGE/UNIVERSITY COURSES
A	4	4.5	5
B	3	3.5	4
C	2	2.5	3
D	1	1.5	2
F	0	0	0
WP	0	0	0
WF	0	0	0

## **Curriculum**

The NEAAAT curriculum consists of the traditional core courses (English, math, science, and social studies) as well as electives, college courses, and work-based learning courses. Some students will be enrolled in hybrid and/or online courses. Online courses require that students work independently to complete work that is traditionally done within a physical classroom. It is a good idea to maintain a calendar or planner containing all assignment due dates.

## **College/University Coursework**

Specific course offerings vary by semester and enrollment is based on student need, prior academic performance, and admissions criteria. Upon satisfactory completion of college/university classes, students receive credit at both institutions.

## **Promotion Standards**

In accordance with NEAAAT Policy 5.12R, students must meet promotion standards to matriculate. Students in Grades 6-8 must receive passing grades in the following courses for promotion: English/Language Arts and Mathematics courses, Social Studies or Science courses, and 50% of other courses. Students must also complete all required tests.

At the end of the academic year, students demonstrating grade level proficiency are eligible for promotion to the next grade. Options for students not meeting promotion standards include promotion with focused intervention or, as a last resort, retention with focused intervention.

NEAAAT requirements for placement at grade levels beyond ninth grade require successful completion of the following courses:

### **Promotion Requirements**

To Grade 10	6 units (including English I plus 1 core unit)
To Grade 11	12 units (including English I and II plus 3 core units)
To Grade 12	20 units (including English, I, II, and III)

Core units are defined as specific courses required for graduation. Core units are cumulative; the core units earned to be in grade 10 count towards those needed to be in Grade 11, etc.

## **High School Graduation Requirements**

### ***NEAAAT Policy 5.09: GRADUATION REQUIREMENTS***

High school graduation requirements shall be the successful completion of twenty-two (22) to twenty-eight (28) units of credit earned in grades 9-12, depending upon the student's course of study. Students pursuing the Future Ready Core course of study must successfully complete twenty-eight (28) units of credit to graduate from NEAAAT. Students pursuing the Future Ready Occupational course of study must successfully complete twenty-two (22) units of credit.

The Board shall establish requirements for graduation and the granting of diplomas. The courses required by the Board shall include specific requirements set by the North Carolina State Board of Education.

A list of high school seniors eligible for diplomas shall be submitted by the CEO for board approval prior to graduation. Such approval shall be granted pending completion of graduation requirements by the student and certification of completion to the Board of Directors by the CEO.

Graduation exercises may be held within one week of the last school day of each school year. The time, date, and location of graduation exercises and the graduation program shall be approved by the CEO.

Upon completion of coursework or graduation, each student shall be given written notice that he/she is entitled to one free copy of his/her high school transcript.

## **Testing**

Students enrolled in classes with an End-of-Grade (EOG), End-of-Course (EOC), CTE Post Assessment, or other mandated test must take the exam. Students may not "opt out" of testing. EOG exams will count as 10% of the student's final grade, and all other exams will count as 20% of the final course average. Students must also achieve an overall final class average of 60 or above and meet NEAAAT attendance requirements to earn credit for a course. Students are encouraged to seek academic remediation during the semester if it appears they may not meet either class work or testing requirements.

## **Assurance of Appropriate Services for Disabled Students Under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA).**

No child will be excluded from any educational program or be subject to discrimination because he/ she is an individual with a disability, as the term is defined in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). Protected individuals include any person who has a physical or mental impairment that substantially limits one or more of such

person's major life activities, has a record of such impairment, or is regarded as having such impairment. The Director of Career and College Readiness is charged with the responsibility of serving as the school's Section 504/ADA Coordinator and is a contact person for questions related to Section 504/ADA. Any student, or his/her parent or guardian, may file a grievance in accordance with the administrative regulation and procedure adopted pursuant to this policy if they believe their rights under this policy or Section 504/ADA have been violated.

### **Exam Exemption**

NEAAAT was designed with rigor and college readiness as keystone elements. In order to prepare students to meet the challenges of college, students at NEAAAT must complete all final exams in every course. Likewise, a final exam or culminating activity will be assigned for all courses at NEAAAT.

### **Acceleration and Academic Advancement**

#### ***NEAAAT Policy 5.06: ACCELERATION AND ACADEMIC ADVANCEMENT***

Acceleration and academic advancement allows any student to work above the assigned grade level, and/or to complete studies at an earlier age. Northeast Academy for Aerospace and Advanced Technologies (NEAAAT) students may be nominated for participation in an accelerative practice by a parent, coach, or themselves. Acceleration opportunities are provided for any student who meets the requirements while enrolled and attending NEAAAT regardless of age, gender, race, ethnicity, any specific individual or program identification, disability status, socioeconomic status, and/or English language proficiency.

Students nominated for acceleration shall meet the criteria for acceleration as established by the guidelines set forth by the school. Upon nomination, the principal will convene an academic request committee composed of staff members representative of core content areas, grade levels, and other professionals as needed to accurately assess the student's content mastery and likelihood of success after acceleration. Based upon student data compiled at the school site, the committee will make a recommendation to the principal regarding the acceleration request. Any appeal to an accelerative practice decision should follow the procedures for grievance outlined in Board Policy 3.08.

Students in grades 6-8 are allowed to receive graduation credit for high school mathematics, second language, science, and social studies courses, as well as English 1. High school courses taken by students in grades 6-8 may count toward high school graduation requirements, but the grade earned will not be computed in the student's high school Grade Point Average (GPA).

#### **A. Differentiated Learning Opportunities**

1. Any student demonstrating need should be provided appropriate, differentiated instruction to meet the varied needs, interests, and learning styles of that individual student.
2. Coaches should consult with the school's Admin Team to support gifted and/or highly capable learners.
3. There are two categories for acceleration; Content-based and Grade-based. The distinguishing feature between the two categories is whether the accelerative intervention shortens the number of years that a student spends in the school prior to graduation.
  - a. Content-based Acceleration typically allows a student to remain with peers of the same age and grade for a majority of the school day but receive higher grade-level instruction in an advanced grade. Content-based acceleration can also refer to allowing a student to work on higher grade-level instruction in his or her regular classroom in lieu of grade-level instruction.
  - b. Grade-based Acceleration includes strategies that typically shorten the number of years a student spends in the K-12 system. A student is placed in a higher-grade level than is typically given for the student's age on a full time basis for the purpose of providing access to appropriately challenging learning opportunities.

#### **B. Framework for Accelerative Practices**

1. Content-based Acceleration
  - a. Curriculum Compacting: A student is pre-assessed at the beginning of a unit of study or standard to determine proficiency on a specific curriculum standard. If proficient, the student should engage in advanced content and skill development in that area, or another area, while remaining in the current course of study. This accelerative practice focuses on enrichment within a specific content area for depth of knowledge.
  - b. Dual Enrollment: Students have the opportunity to take approved courses for high school credit at regionally accredited institutions including institutions of Higher Education (IHE), community colleges, and NCVPS. Courses taken must provide opportunities not currently available to the student at NEAAAT, including courses of an advanced or expanded nature. NEAAAT will award high school graduation credit, and grades, when the official grade report for the course taken is received at the school. Quality points will be calculated as defined in Board Policy 5.03. The student's official high school transcript will include grades and credit earned through dual enrollment. For students in grades 9-12, the grades earned through dual enrollment will factor into the cumulative Grade Point Average (GPA) and class rank.
  - c. NC Virtual Public School (NCVPS): NCVPS provides students the opportunity to enroll in courses that they cannot take at the school. NCVPS offers high school and middle school credit acceleration course options.
  - d. Credit by Demonstrated Mastery (CDM) (6-12): A student shall demonstrate mastery through a multi-phase assessment consisting of (1) a standard examination or a final exam developed locally, and (2) an artifact which requires the student to apply knowledge and skills relevant to the content standards. Based upon this

body of evidence, a student may be awarded credit in a particular course without requiring the student to complete classroom instruction for a certain amount of seat time.

## 2. Grade-based Acceleration

- a. Whole Grade Advancement (WGA): WGA typically shortens the number of years a student spends in the K-12 system. In practice, a student is placed in a higher-grade level than is typical given the student's age on a full-time basis for the purpose of providing access to appropriately challenging learning opportunities. Grade-based acceleration is commonly known as "grade skipping," but it can include other means to shorten the number of years a student remains in the school. NEAAAT will provide whole-grade acceleration options to exceptional students that request whole grade advancement and demonstrate mastery of all courses required for promotion to the next grade. Students that do not meet the standards for whole-grade acceleration may be eligible to participate in other forms of acceleration.

Students may be considered only if the following can be clearly demonstrated and confirmed, as defined by the Iowa Acceleration Scale 2nd Edition.

- A. Academic achievement in all areas of the curriculum
  - B. Intellectual ability
  - C. Social and emotional maturity
  - D. Persistence and motivation
  - E. Acceleration is determined to be in the best interest of the student
- b. Early High School Graduation: Early High School Graduation is the practice of facilitating the completion of the high school program in fewer than four years for the purpose of providing earlier than typical access to post-secondary educational opportunities.

## **Preparation for Class**

Students are expected to arrive to class daily with all materials necessary for learning and as required by the classroom coach. A lack of materials demonstrates an unacceptable lack of concern for academic success. Students should be aware of timelines and assignment due dates on both NEAAAT and college course syllabi.

## **Homework**

Approximately 1-2 hours per night should be devoted to studying, reading, and homework. Students should study nightly. Homework assignments will include:

- Practice exercises to follow classroom instruction;
- Preview assignments to prepare for subsequent lessons;
- Extension assignments to transfer new skills or concepts to new situations;
- Creative activities to integrate many skills toward the production of a response or product.

## **Extra Help for Students**

Students can receive extra help during lunch, Flight Time, before school, and after school (by appointment). Students are also encouraged to participate in Saturday Academy sessions when offered.

## **College Classes**

### ***Course Conferences***

Students are expected to contact their instructors regularly to check on their progress and grades.

### ***Add/Drop Courses***

Students will not be allowed to drop college courses. A grade of "C" or higher is required to receive credit transferable to other colleges and universities. Students who earn a grade lower than "C" in any college course must retake the course and earn a grade of "C" or higher before they will be allowed to register for additional college courses.

### ***Textbooks***

Students are allowed to use college textbooks while enrolled at NEAAAT. All books must be handled with care and returned to the school at the end of the course. Fines and fees will be assessed according to the condition in which the books are returned. Students who lose textbooks and/or materials must pay for replacements. Once purchased, the replacement then becomes the property of the school. Students are ultimately responsible for any items assigned to them.

## **Class Rank**

Class rank is based on quality-point average. In the case of ties, the highest numerical average will determine the highest rank. Strength of schedule is also an important factor in determining class rank. While standard, non-honors courses allow 4 grade

points, more rigorous honors and college/university courses allow 5 grade points. When determining a Grade Point Average (GPA), an earned "A" in an honors-level course equates to 4.5 grade points. An earned "A" in a non-honors course equates to 4 grade points. For the purposes of class rank, students should strive to enroll in the most rigorous courses possible.

### **Latin Honors Recognition**

#### **NEAAAT Policy 5.141: LATIN HONORS**

Class rankings are one method of measuring academic performance. The Northeast Academy for Aerospace and Advanced Technologies Board of Directors also recognizes other means of evaluating student achievement, including grade point average, courses completed, level of rigor of curriculum, results of tests and assessments, and recommendation letters. While the board encourages broad means of recognizing student achievement, the principal shall not use class rank to designate a valedictorian or salutatorian. The principal shall designate the following senior honors:

1. Students with a 3.75 - 3.99 weighted grade point average shall receive the distinction of cum laude
2. Students with a 4.0 - 4.249 weighted grade point average shall receive the distinction of magna cum laude
3. Students with a 4.25 or higher weighted grade point average shall receive the distinction of summa cum laude

The principal shall ensure that class ranking is computed in accordance with Policy 5.04, Class Ranking, and included on student transcripts. Nothing in this policy provides a student with any legal entitlement to a particular class rank or title.

### **Counseling and Student Services**

The goal of Student Services is to provide support for academic success and personal well-being. We offer services through individual, small group, and classroom counseling. We provide support for personal concerns, college planning, career planning, and any educational issues. Any student desiring private time with the counselor should make an appointment. Students will not be allowed to leave their classroom to see the counselor unless it is an emergency. Students should make appointments during lunch and during breaks between classes. A Counseling Request Form should be completed for individual counseling.

### **FERPA**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of students' education records. FERPA gives parent(s)/guardian(s) the right to refuse release of directory information by filing a note of "Don't Release" in the school's office at the beginning of the school year. Parent(s)/guardian(s) (or eligible students) have the right to inspect their child(ren)'s records. These rights transfer to the student when the student becomes 18 years of age. Parents/ eligible students have the right to request corrections to records. If the parents/ eligible students do not feel the school's response is adequate, a formal hearing may be requested. A rebuttal statement by the parents/eligible student(s) may be placed within the record. FERPA protects the release of directory information except in the following circumstances:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation;
- Appropriate parties offering financial aid to a student;
- Approved agencies conducting research in NEAAAT;
- Accrediting organizations;
- Judicial order or subpoena compliance;
- Health, safety, court and law enforcement officials.

### **Conferences**

Parents are encouraged to stay in close contact with school faculty and staff. Conferences are most easily scheduled directly after school when personnel are readily available. Please contact the school via telephone or email if you wish to schedule a conference. We welcome your regular communication and invite you to visit, be a guest speaker in a classroom, or join us in a variety of activities and events.

### **Dress Code**

The school's administration will exercise appropriate discretion with regard to enforcement of the Dress Code, including making reasonable accommodations on the basis of student's religious beliefs or medical conditions. Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. Presenting a bodily appearance or wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive or obscene, or which endangers the health or safety of the student or others is prohibited.

Examples of prohibited dress or appearance include, but are not limited to exposed undergarments; sagging pants; excessively short or tight garments; bare midriff shirts; strapless shirts; attire with messages or illustrations that are lewd, indecent or vulgar or that advertise any product or service not permitted by law to minors; see-through clothing; attire that exposes cleavage; any adornment such as chains or spikes that reasonably could be perceived as or used as a weapon; and any attire that may be worn to signify one's participation in, or support of, a gang or gang-related group. The principal or designee is free to specify additional examples of dress or appearance that are prohibited at the school under the terms of this policy.

### **Procedures for Administration of the Dress Code**

The Dress Code shall strive to achieve full compliance through the use of incentives and positive reinforcement measures, and will resort to corrective action only when positive measures fail to ensure compliance. The intent of this policy is not to inhibit or prohibit any student who is not in appropriate dress from receiving the education to which he or she is entitled. Also, the intent of this policy is not to suspend or expel a student from class or from school, or lower an academic grade as a result of not complying with the Dress Code; however, continued violations will result in disciplinary action.

### **Special Notes**

The administration reserves the right to prohibit a particular item of clothing or accessory if it is not specifically covered by this policy, but it is deemed to cause sufficient concerns regarding the security of the school and/or the maintenance of an effective learning environment. If an item causes or may cause a disruption to the educational process, it will not be allowed.

### **Personal Appearance/Standard School Attire**

#### **Shirts**

- While tank tops are allowed, straps must be 2 inches in width or greater at the most narrow point. Spaghetti straps are not allowed.
- Midriffs cannot be visible.

#### **Bottom Wear**

- All bottom wear must be worn at the waistline.
- Shorts, skorts, and jumpers must be greater than fingertip length when the student's arms are placed at the side.
- Underwear must not be visible.

#### **Belts**

- Blinking, studded, or chain belts are not permitted.

#### **Socks**

- Fishnet hosiery will not be allowed.

#### **Shoes**

- Heels should be no higher than approximately two inches.
- No bedroom slippers or shower shoes are allowed.
- Shoestrings and shoe straps must be attached and worn properly.

#### **Jewelry**

- Conservative jewelry is acceptable for all students.

#### **Dental Ornamentation**

- The use of gold, platinum, or other veneers or caps for purposes of ornamentation are not allowed.
- Teeth will not be ornamented with designs, jewels, or initials.
- Costume dental ware (i.e. plastic teeth) is not allowed.

#### **Glasses**

- Prescription Glasses: Prescription glasses that tint in the sun are allowed.
- Sunglasses: Sunglasses are not to be worn in the school building, either over the eyes or on the top of the head.

#### **Undergarments**

- Undergarments may not be visible through clothing.

#### **Headwear**

- Hats and visors may be worn at the discretion of the supervising staff member.
- Stocking caps, doo-rags, or other head coverings, including bandanas, are not allowed.
- Combs, picks, and brushes are inappropriate and will be confiscated if worn.

## General Procedures

### Student Fees

There are no student fees for normal attendance at this school. Fees for parking and special programs may be assessed according to policies established by the Board of Directors. Any fees may be waived or reduced for students who qualify for fee waiver or reduction.

### Transportation

#### *Bus*

Bus transportation will be provided to and from school daily. Students riding school buses are expected to follow all bus rules as outlined in the Code of Student Conduct. Failure to exhibit appropriate behavior while on a school bus may result in the suspension or loss of bus privileges.

#### *Car*

Students may drive to school with permission from their parents. Each student and visitor must comply with parking regulations and posted signs. The principal reserves the right to withdraw motor vehicle privileges at any time from any person who does not comply with rules and regulations. Every vehicle regularly driven on campus by students must be registered in the main office.

#### *Parking*

Students must park in assigned areas and drive only on approved driveways. At no time should students allow vehicles to pass over the grass-covered areas around the approved parking area. Failure to follow this procedure may result in the suspension or loss of driving privileges.

Students may not go to their cars during the school day. **Students may not leave the campus once they arrive without permission from the principal or designee.** Students are not allowed in the parking lot during the day. Students should expect an office referral with consequences for any violation of these rules.

In addition to the policies and procedures provided herein, individuals must adhere to all ECSU policies and procedures and pay any and all fees assessed by the university.

### Driver's Eligibility Certificate

NEAAAT does not provide free driver's education courses, but the school does facilitate registration at the student's base school. Students are responsible for any and all fees assessed by the base school for participation in the course. Students who plan to get their driving permit after completing driver education must get a Driver Eligibility Certificate from the School Counselor. They must bring a birth certificate and driver education certificate when requesting an eligibility certificate **and should** allow at least 3 days to get the eligibility certificate.

### Dropout Prevention/Driver's License Legislation

North Carolina House Bill 769 became effective December 1, 1997 and reflects a coordinated statewide effort to motivate and encourage students to complete high school. This legislation requires that a student's driving permit or license be revoked if a student is unable to maintain adequate progress or drops out of school. Adequate progress is defined as passing 70% of all courses and is determined by first semester grades and second semester grades for schools on block scheduling. In rare cases, there may be circumstances beyond the control of the student or his/her parents that qualify as a hardship. If a hardship exists, the student may request a waiver. If the waiver is granted, the student would not be affected by the legislation. Hardship cases are rare and are reserved for extreme situations. Hardship review forms are available at our school.

### Lose Control, Lose Your License Legislation

North Carolina Senate Bill 57, which became effective July 1, 2000, requires that a student's driving permit or license be revoked for one year if a student is given a suspension for more than 10 consecutive days or an assignment to an alternative educational setting for more than 10 consecutive days for one of the following reasons:

- The possession or sale of an alcoholic beverage or an illegal controlled substance on school property.
- The possession or use on school property of a weapon or firearm that resulted in disciplinary action under G.S. 115C-391 (d1) or that could have resulted in that disciplinary action if the conduct had occurred in a public school.
- The physical assault on a coach or other school personnel on school property.

School property is the physical premises of the school, school buses, or other vehicles under the school's control or contract and that are used to transport students, and school-sponsored or school-related activities that occur on or off the physical premises of the school.

Unlike the "Dropout Prevention/Driver's License" law that only affects students under the age of 18, the "Lose Control" law does not stop at age 18. It is possible for a student to have his or her license suspended as a 17-and-a-half-year-old and not be eligible to drive for a full calendar year, reaching 18-and-a-half before again being eligible to drive.

## **Attendance**

Attendance in school and participation in class are integral parts of academic achievement and the teaching-learning process. Regular attendance develops patterns of behavior essential to developing a work ethic necessary for professional and personal success in life. Students may have a maximum of ten (10) absences for semester courses, twenty (20) absences for yearlong courses. Exceeding this number will cause the student not to receive course credit or be promoted unless they:

- Are granted a waiver from the attendance policy by the principal for an absence that falls outside the previously stated guidelines, and/or
- Successfully complete an extended day program to make-up time missed during the school term in which the excessive absences occurred.

### **NEAAAT Policy 6.01: SCHOOL ATTENDANCE**

School attendance is important to school success. The Northeast Academy for Aerospace and Advanced Technologies (NEAAAT) board policy and the attached regulations and procedures are designed to ensure that all students meet the requirements of North Carolina's compulsory attendance law, G.S. 115C-378, as well as those of the school. The counselor will offer consultation and support for schools that need assistance in any of these areas.

- A. Detailed laws, regulations, and policies concerning compulsory school attendance are found in School Attendance and Student Accounting, North Carolina Department of Public Instruction, Division of School Business Services. Specific procedures related to the compulsory attendance law are available through the counselor's office.
- B. Official school activities include field trips sponsored by the school, school-initiated and scheduled activities, athletic events that require early dismissal with prior approval of the principal, governor or legislative pages, and in-school suspension.
- C. An absence is excused if the following conditions exist:
  1. A student is unable to attend school when the student or his/her child is ill, injured, has a medical appointment, or is isolated by order of the State Board of Health or a local Health Department. The principal shall require written documentation from the parent, guardian, emancipated student, or doctor, of the reason the student was absent. At the principal's discretion, other family illness may be accepted as an excused absence. Emancipated students are those that are eighteen (18), married, or emancipated by court order. The principal may allow students under eighteen (18) who do not live at home, to write their own absence notes if the parent gives written consent.
  2. Death in the family.
  3. A student who is called to court under subpoena or court order is to receive an excused absence. If the student is called to court because they are being charged with an offense, they should receive an excused absence for the time in court.
  4. Religious observance, as suggested by the religion of the student or the student's parents.
  5. An absence may be excused in advance for educational reasons. The parent must complete the form, "Request for Excused Absence for Educational Reasons." By signing the document, the parent assures the school that the absence meets the requirements of the law for excused absences. The law provides the principal with the latitude to determine when the cumulative effects of such absences are of such duration as to interfere with the education of the student.
  6. A student is unable to attend school due to a catastrophic event or natural disaster.
- D. Absences not classified as excused in section C are unexcused. Parents shall be notified when their child has accumulated three unexcused absences. Parents shall be notified in writing when their child has accumulated six unexcused absences, and again when their child has accumulated 10 unexcused absences.

- E. The school shall establish and communicate to students and parents their procedures for making up work following an unexcused absence. Make-up work shall be graded at a standard consistent with the original work. Credit equivalent to not less than 70% of the original value of the work shall be awarded for make-up work completed within the school's established procedures. In making final determinations about credit, the procedures should take into account the following:
1. The past performance of the student,
  2. Circumstances that may have made the unexcused absence unavoidable,
  3. Unusual family circumstances,
  4. Nature of the specific learning activity,
  5. Other issues that the coach determines to be relevant to the situation.

Absences resulting from out-of-school suspensions are considered unexcused, and the same policy for make-up work applies. Full credit must be given for quarter, semester or grading period examinations in the case of short-term suspensions.

- F. School work will be made up for excused absences under the following conditions:
1. If the absence is approved in advance and/or if the work is assigned by the coach in advance, all make-up work, including tests assigned for the day of return, is due upon the student's return to school. Coaches should use discretion and may make exceptions in the case of students whose excused absences were not planned in advance, were beyond the student's control, and the nature of which would not support make-up work the day of return (e.g., death in the immediate family, serious illness).
  2. If the make-up work has not been assigned in advance, for absences of one (1) to three (3) days, the student will have one day for each day absent. For absences exceeding three (3) days, the student may have two (2) days for each day absent to make up work. Special consideration should be given in the case of extended absences due to injury or chronic illness.
  3. The student is responsible for securing make-up work.
- G. Coaches shall notify the principal and his/her designee when absences from an individual class reach at least three (3) in a block course, seven (7) in a semester course or at least fifteen (15) in a full-year year course. The principal shall, in turn, notify parents or guardians, in writing, that the total number of absences is approaching the maximum allowed under this policy.
- H. Coaches shall notify the principal when absences from an individual class reach at least five (5) in a block course. The principal shall in turn initiate interventions, based upon the school-developed attendance plan, to help improve the attendance of the student. Interventions will be expectations-based and involve parents. Coaches shall notify the principal when absences reach ten (10) in a block course. At this point, the school plan for dealing with accumulated absences will be initiated for each student.
- A. Appeals of the school decisions, with regard to attendance, will follow normal procedures outlined in the student grievance process.
- B. A student with a chronic health problem will not be held accountable to the attendance policy if absences are excused. Documentation of chronic health problems must be provided in writing.

### **Attendance Waivers**

A student may apply to the principal/waiver committee for a waiver of lawful absences due to extenuating circumstances, e.g. chronic medical condition for which previous documentation is on file. The principal has the final decision over requested waivers. Parents are notified of decisions and may appeal decisions according to Board Policy.

A student may apply to the principal /waiver committee under the following circumstances:

1. Hospitalization/Extended Illness (Documentation showing dates of hospitalization/ illness. A doctor's signature is required.);
2. Court Subpoena (attach copy of the subpoena);
3. Celebration of an established religious holiday not incorporated in the school calendar (prior approval from the CEO or principal is required);
4. Death in the immediate family (not to exceed three days). Immediate family is considered to be parent(s), grandparent(s), siblings; and/or,

5. Other lawful absences, including illness or injury, quarantine, medical or dental appointment, or approved valid educational opportunity.

It is important to note that a lawful absence is not necessarily a waived absence. Students must submit a note to be considered for a waiver (parent notes are accepted). All absences are included in the 10-day limit unless formally waived. Students will be expected to make up time for routine absences which do not meet the waiver guidelines.

### **Tardies**

A student shall be present in his/her assigned class at the time appointed for the school day or class to begin, or be recorded as tardy for the day or class. Five accumulated unexcused tardies will be counted as an unexcused absence for purposes of the minimum class attendance requirement of NEAAAT Policy 6.01.

Tardiness is unacceptable and will be monitored daily. Letters home/phone calls to parents will be made when students are tardy regularly (3 times per class period per grading period). Five tardies equate to a one-day absence; thus, habitual problems will result in severe consequences. Parents are asked to ensure that students attend classes daily and on time.

### **Signing Students Into or Out of School**

#### **NEAAAT Policy 6.02: TAKING A STUDENT FROM SCHOOL**

It shall be the responsibility of the principal to determine that any person appearing at a school and requesting permission to take a student from the school shall be properly identified before allowing her/him to proceed. In no case shall a person other than an authorized parent or guardian be permitted to take a student from school until or unless the principal is satisfied that such person has the approval of the authorized parent or guardian.

Prior to leaving school, a student must provide the School Support Specialist a handwritten note containing the signature of a parent/guardian, the date, the reason for leaving, and the projected time the student will leave the school. All notes brought from home requesting early dismissal, will be verified with a call from the office. Unless it is clear that parental permission has been granted, students may not leave school during the school day. Students are expected to schedule appointments after school, on coach workdays, and on school holidays. In instances where appointments must be scheduled during the school day, parents/guardians must sign students into and out of school at the main office.

Students are expected to be in class on time, prepared for learning. All students who arrive or leave campus during the school day are required to check in or out through the office. Students tardy to school are required to report to the office for a note to enter class after the school day begins.

For an absence to be considered excused, documentation must be received in the main office within three days of the student's return to school. Please note that although excused absences are considered lawful, they still accumulate toward the total number of absences for the semester/year. Students may be allowed to make-up instruction missed while absent.

### **Arrival/Dismissal**

School opens at 7:30 AM for students, and class begins promptly at 8:15 AM. Middle Grade students arriving to school before 8:15 AM must report to the ITC; High School students arriving before 8:15 AM should report to Williams 158. Those arriving after 8:15 AM must sign in at ITC before going to class. All students are expected to be in attendance by 8:15AM each day. Before, during, and after school, students are not permitted to wander or loiter about the building/grounds/campus. School is dismissed at 3:15 PM. Students must be off campus by 3:45 unless they have prior approval of a coach or administrator.

### **Locked Doors**

In accordance with ECSU policies and procedures, the outside doors remain locked before 8AM and after 5PM. Parents are encouraged to drop off students after 7:50 AM and pick up students before 3:45 PM, unless arrangements have been made in consultation with school administration. Students can still easily exit the building since doors are locked from the outside only. Individuals who are locked out should call the school at 252-562-0653 to gain entry.

### **Extracurricular Activities**

Participation in clubs, organizations, and other extracurricular activities are a part of the school experience; however, academics must be the focus. All students may participate in school-sponsored extracurricular activities as long as those affiliations do not interfere with a student's academic progress. Students must be in good academic standing in both NEAAAT and college courses, where applicable, to participate in any extracurricular activities.

### **Food and Drink**

Students may bring breakfast or lunch that was packed at home. Food and drinks are not allowed in the classroom unless students have received prior approval from the coach. There is one exception to this policy: students may bring a resealable bottle of water for consumption in classes.

Food donated for school activities and events (e.g. field trips, class celebrations, etc.) must be prepared at an inspected and approved facility; no food may be brought from home for the purpose of sharing with students. The ingredients list must be provided to a NEAAAT faculty member -- and approved by the principal -- prior to consumption by students.

### **Money and Valuables**

Students must always keep their valuables with them at all times. The school is not responsible for pocketbooks, jewelry, or other valuables left in desks, restrooms, hallways, etc. It is best to leave valuables at home. In the event that an item is damaged or stolen, please notify the assistant principal to begin the investigative process.

### **Loitering After the School Day**

Students who stay after school must be with their sponsor by 3:30pm and remain with the sponsor until they are released by the sponsor. Any student remaining on the campus after 3:30pm and without a sponsor will be placed in the afterschool program and the parent will be subject to the afterschool program fee.

### **Contacting Students During the School Day**

Students can easily get distracted and lose valuable learning opportunities if they are focused on family issues while in class. Therefore, parents are asked to have all necessary conversations with students outside of the school day. If a parent has an urgent need to communicate with his/her child, please call the main school number, 252-562-0653. Please do **not** call your child on his/her cell phone(s) while he/she is at school. Please do not expect or ask your child to call or text you during the school day.

If unusual circumstances exist that may require a waiver of this policy, the principal must be consulted as soon as possible to develop alternative procedures for the student.

### **Phone Calls**

Should an emergency arise, students may ask permission to use the telephone in the main office, or their personal cell phones in the presence of a NEAAAT staff member. **At no time will a student be allowed to make a call in the absence of a NEAAAT faculty or staff member.**

### **Restrooms**

During instructional time, students must have the coach's permission in order to use the restroom. Every effort should be made to ensure that personal hygiene is maintained before, after, and between classes, rather than during classes. If a student has a documented medical condition that requires frequent restroom privileges, please forward this information to the School Support Specialist. Students are not to loiter in the restroom. Students that are loitering in the restroom during class will be considered to be skipping the class.

### **Internet and Computer Use**

All students and parents must agree to follow the terms and conditions stated in the Technology Responsible Use Policy/Contract. The contract must be signed and returned prior to computer access being granted. Please note that there are severe consequences for inappropriate use of technology and damage of equipment. This includes both school and personal technology equipment use.

### **Technology Responsible Use**

#### **NEAAAT Policy 3.03: TECHNOLOGY RESPONSIBLE USE**

The board provides its students and staff access to a variety of technological resources. These resources provide opportunities to enhance learning and improve communication within the school community and with the larger global community. Through the school's technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information.

The board intends that students and employees benefit from these resources while remaining within the bounds of safe, legal and responsible use. Accordingly, the board establishes this policy to govern student and employee use of school technological resources. This policy applies regardless of whether such use occurs on or off school property, and it applies to all school

technological resources, including but not limited to computer networks and connections, the resources, tools and learning environments made available by or on the networks, and all devices that connect to those networks.

#### A. STUDENT ACCESS AND PARENTAL CONSENT

All students will automatically be given access to the Internet and will be issued email accounts. Annually, parents may deny their child's individual access to the Internet and/or prohibit them from obtaining a NEAAAT email account at any time by submitting a signed and dated Parental Request to Deny Access Form. The form is available upon request from the main office. Parent' requests to deny access are effective only for the current school year and do not carry over into the child's next school year.

The denial of Internet access removes an individual student's unfettered personal access to the Internet. Student's that have had their individual Internet access denied are still able to participate in coach or administrator led activities that contain Internet content. Students that have their Internet access denied are not protected from viewing Internet content in use by other students. Students that have been denied a NEAAAT email account but not Internet access may have access to email accounts from other service providers or Internet locations.

#### B. EXPECTATIONS FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES

The use of school technological resources, including access to the Internet, is a privilege, not a right. Individual users of the school's technological resources are responsible for their behavior and communications when using those resources. Responsible use of school technological resources is use that is ethical, respectful, academically honest and supportive of student learning. Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette.

General student and employee behavior standards, including those prescribed in applicable board policies, the Code of Student Conduct and other regulations and school rules, apply to use of the Internet and other school technological resources. In addition, anyone who uses school computers or electronic devices or who accesses the school network or the Internet using school resources must comply with the additional rules for responsible use listed in Section B, below. These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive.

Before using the Internet, all students will be trained about appropriate online behavior. All students and employees will be informed annually of the requirements of this policy and the methods by which they may obtain a copy of this policy. Before using school technological resources, students and employees must sign a statement indicating that they understand and will strictly comply with these requirements. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges. Willful misuse may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

#### B. RULES FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES

1. Technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient and legal activities that support learning and teaching. Use of school technological resources for commercial gain or profit is prohibited. Because some incidental and occasional personal use is inevitable, the board permits infrequent and brief personal use so long as it occurs on personal time, does not interfere with school business and is not otherwise prohibited by board policy or procedure.
2. Under no circumstance may software purchased by the school be copied for personal use. Users must obtain permission from the CEO or designee prior to copying or loading school software onto any computer, whether the computer is privately owned or is a school computer.
3. Students and employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism, as stated in the Code of Student Conduct.
4. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing, abusive or considered to be harmful to minors.
5. The use of anonymous proxies to circumvent content filtering is prohibited.
6. Users may not install or use any Internet-based file-sharing program designed to facilitate sharing of copyrighted material.
7. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
8. Users must respect the privacy of others. When using e-mail, chat rooms, blogs or other forms of electronic communication, students must not reveal personal identifying information, or information that is private or confidential, such as the home address or telephone number, credit or checking account information or social security number of themselves or fellow students. In addition, school employees must not disclose on school websites or web

pages or elsewhere on the Internet any personally identifiable, private or confidential information concerning students (including names, addresses or pictures) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA) and board policy. Users also may not forward or post personal communications without the author's prior consent.

9. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks or data of any user connected to school technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance. Users must scan any downloaded files for viruses.
10. Users may not create or introduce games, network communications programs or any foreign program or software onto any school computer, electronic device or network without the express permission of the CEO or designee.
11. Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts.
12. Users are prohibited from using another individual's ID or password for any technological resource without permission from the individual. Students must also have permission from the coach or other school official.
13. Users may not read, alter, change, block, execute or delete files or communications belonging to another user without the owner's express prior permission.
14. Employees will not use passwords or user IDs for any data system (e.g., PowerSchool, CECAS, time-keeping software, etc.) for an unauthorized or improper purpose.
15. If a user identifies a security problem on a technological resource, he or she must immediately notify the CEO or designee. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.
16. Coaches will make reasonable efforts to supervise students' use of the Internet during instructional time.
17. Views may be expressed on the Internet or other technological resources as representing the view of the school or part of the school only with prior approval by the CEO or designee.

#### C. RESTRICTED MATERIAL ON THE INTERNET

The Internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from diverse and rapidly changing sources, including some that may be harmful to students. The board recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain. Nevertheless school personnel will take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose. The CEO will ensure that technology protection measures are used and are disabled or minimized only when permitted by law and board policy. The board is not responsible for the content accessed by users who connect to the Internet via their personal mobile telephone technology (e.g., 3G, 4G service) or networks not owned or managed by the school.

#### D. THIRD-PARTY SERVICES

In addition, in accordance with the board's goals and visions for technology, students may require accounts in third party systems for school related projects designed to assist students in mastering effective and proper online communications or to meet other educational goals. Parental permission will be obtained when necessary to create and manage such third party accounts.

#### E. PRIVACY

No right of privacy exists in the use of technological resources. Users should not assume that files or communications created or transmitted using school technological resources or stored on services or hard drives of individual computers will be private. The CEO or designee may review files, monitor all communication and intercept e-mail messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School personnel will monitor online activities of individuals who access the Internet via a school-owned computer.

#### F. PERSONAL WEBSITES

The CEO may use any means available to request the removal of personal websites that substantially disrupt the school environment or that utilize the school name, logos or trademarks without permission.

Students: Though school personnel generally do not monitor students' Internet activity conducted on non-school devices during non-school hours, when the student's online behavior has a direct and immediate effect on school safety or maintaining order and discipline in the school, the student may be disciplined in accordance with board policy.

Employees: Employees' personal websites are subject to policy 4.09.

Volunteers: Volunteers are to maintain an appropriate relationship with students at all times. Volunteers are encouraged to block students from viewing personal information on volunteer personal websites or online networking profiles in order to prevent the possibility that students could view materials that are not age-appropriate. An individual volunteer's relationship with the school may be terminated if the volunteer engages in inappropriate online interaction with students.

## **Electronic Devices**

NEAAAT encourages the use of technology to enhance the learning environment; however, cell phones and other personal electronic devices often distract students and limit learning opportunities. Students are expected to use devices appropriately and in accordance with established school and classroom procedures. Students who fail to abide by appropriate use guidelines will be disciplined. Repeated offenses may result in disciplinary action and the confiscation of items until such time as they no longer serve as a distraction or disruption to the school environment.

## **Medication**

No staff member is to give a student any type of medication without written permission on the appropriate form signed by a physician. No student is to have any medication, prescribed or otherwise, on campus without prior written consent of school administration.

It is recognized that students may need to take medications during school hours. School personnel may administer medications prescribed by a doctor upon the written request of the parent(s)/guardian(s). To minimize disruptions to the school day, medicines should be taken at home rather than at school whenever possible. School personnel should not agree to administer any medication that could be taken at home.

Students may self-medicate and possess medications as prescribed by their physician only in situations that include asthma (inhalers), diabetes (insulin and glucometer), and severe allergic reactions (epinephrine auto injection). All other prescription drugs must be registered and stored along with the required medical forms in a designated area supervised by the CEO and be administered by school personnel.

The following criteria must be met for self-medication of asthma, diabetic or emergency drugs and/or for school personnel to administer medications. The appropriate NEAAAT medication form, available in the school's office, must be signed by a parent(s)/guardian(s) and a licensed health-care provider. It must be completed annually or with any change in the dosage or time administered by a licensed health-care provider.

### Required information:

- Written authorization from the student's parent or guardian for the student to possess and self-administer asthma, diabetic and emergency medication;
- A written statement from the student's health-care provider verifying that the student has asthma, diabetes, or severe allergies;
- For school personnel to administer over-the-counter medication, a physician must certify that administration of the drug is necessary during the school day;
- In container dispensed by a pharmacist with the student's name, name of medication and date the prescription was filled and clearly marked directions;
- Student's name and birth date;
- Names of medication/ equipment;
- Dosage to be taken at school;
- Relationship to meals;
- Time medication should be taken;
- Side effects;
- Any reasons not to take medication; and,
- Date medication should be stopped.

Students who are at risk for medical emergencies, such as those with asthma, diabetes and severe allergies should have an emergency healthcare plan developed for them by their doctor and parent(s)/guardian(s) to address emergency administration of medicine.

Non-Prescription Medicine: Students may not possess over-the-counter medication on school grounds. Should a parent/guardian wish to allow a student to take over-the-counter medication while on school grounds, the parent/guardian must deliver the medication to school administration and complete the appropriate NEAAAT medication form. The medicine must be kept in the original product container.

**Students may not distribute, purchase, or sell any medication, prescription or non-prescription.**

## **Visitors**

### **NEAAAT Policy 3.05: CAMPUS VISITORS**

Northeast Academy for Aerospace and Advanced Technologies (NEAAAT) considers the safety of our students and staff to be our foremost responsibility.

NEAAAT welcomes and encourages visits by parents and others who desire to become informed regarding the school and educational programs. Acceptable reasons for such visits include observation of significant programs, participation in special events, and conferring with staff. The visit should have legitimate purpose and not interfere with the continuity of instruction. Classroom observation is encouraged to assist the visitor in developing an understanding of the school program; observation of a staff member to determine his/her competency is reserved for the CEO or designee.

### **Procedures**

All parents and visitors shall report to the school office upon arrival and are required to sign a visitation form, including the time of their arrival and their destination. The visitor will be given instructions and, if necessary, provided with an escort. Visitors, including parents, are required to wear a nametag identifying them on outer clothing at all times during the visit. At their departure, visitors and parents are required to return their nametag to the office and sign out on the visitation form. There shall be posted at all entrances to the school, and at other appropriate places, a sign directing all visitors to the school office. School staff, who observe visitors without proper identification, are to report that information immediately to the school office.

### **Volunteers**

NEAAAT appreciates the contributions of our volunteers but requires that all volunteers comply with the campus visitor policies: sign in when arriving on campus, shall wear a school-developed identification tag while participating in volunteer activities, and shall state where they will be during their visit. Volunteers shall sign out when departing the campus.

### **Student Visitors**

No student shall be on the campus of any school students except the one to which the student is assigned during the school day without the knowledge and consent of the CEO or designee. Students who loiter at any school after the close of the school day will be considered trespassers. If the student does not leave when instructed to do so, he/she may be prosecuted. A student under suspension from school is trespassing if he/she appears on the property of any school or at any school sponsored activity during the suspension period without the express permission of the principal or designee.

### **Minimizing Interruptions**

For the purpose of minimizing the interruption of instruction the following guidelines are provided:

1. No visitor shall be permitted to interrupt a staff member in the performance of duties whether that interruption is for conversation or observation.
2. To minimize interruptions to the instructional program and to ensure safety, no visitor may confer with a coach or student without the approval of the principal or designee.
3. No visitor shall go directly to a classroom to deliver or "pick-up" students or speak to coaches unless such visits have been approved previously by the principal or designee. Approval for taking a student from school shall be granted only to a parent or guardian having custody unless that parent or guardian gives explicit permission in writing to release the student to a designated family member or adult.
4. Should an emergency require that a student be called to a school office to meet a visitor, the CEO or designee shall be present throughout the meeting.

### **Visitor Behavior**

Visitors are prohibited from unlawful discrimination, harassment and bullying of students, employees, volunteers, and other visitors. "Visitors" includes parents, persons, agencies, vendors, contractors and organizations doing business with or performing services for the school.

This policy applies to any behavior that takes place:

1. On school property before, during or after school hours;
2. In any vehicle as part of a school activity;
3. During any school-sponsored activity or extracurricular activity;
4. At any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in the schools.

Visitors are to be informed of the NEAAAT tobacco free environment policy. The use or display of any tobacco product by any person in school buildings, school facilities or school vehicles; on school campuses; and in or on any school property owned, operated or contracted for by NEAAAT is prohibited except as provided in this policy.

### **Enforcement**

The CEO or his or her designee is authorized to:

1. Limit campus access to persons, including students and Parents, who threaten the safety or well-being of the School community, or whose presence disrupts or is likely to disrupt the School environment.
2. Determine if sales personnel may make sales visits and to conduct demonstrations of their product or service to school administrators. Our host campus at Elizabeth City State University does not prohibit this type of demonstration. Since space, either in a building or parking lot must be provided, clearance must be obtained from the Office of Campus Police and the NEAAAT CEO or designee. The vendor will be responsible for all expenses incurred in the demonstration. The university will not accept any responsibility for the safety of the vendor's equipment beyond normal care and safety.
3. Approve the photographic reproduction of school programs, students or physical plants by visitors generally prohibited. Exceptions may be made for:
  - a) The news media with approval of the Board of Directors
  - b) Educational purposes with the approval of the CEO or designee
  - c) Commercial purposes only with the approval of the parents of any students to be involved, the CEO or designee and the Board of Directors
4. Call law enforcement personnel to protect against any threat posed by any person or to remove from the school property any person who refuses to leave after being directed to do so by authorized personnel.

The CEO or designee shall have the right to adapt or set aside the above procedures in the event of special activities such as assembly programs, athletic events, or musical performances.

### **Valentine's Day Policy**

Because of current space and storage limitations, Valentine's Day deliveries are not allowed at NEAAAT.

### **Field Trips**

Field trips shall be directly aligned with the curriculum. Field trips may be at the expense of students as long as no child within the appropriate group is denied the trip due to a personal lack of funds. The permission of parent(s)/guardian(s) must be secured prior to students leaving the school. Students on field trips will not receive an absence but must make up any work missed for the day. Students must be in good academic and behavioral standing to participate in field trips.

### **Code of Student Conduct**

#### **NEAAAT Policy 6.05: CODE OF STUDENT CONDUCT**

##### **A. Introduction**

To provide a positive learning environment for students and staff, schools must be safe and orderly, students must be given clear expectations for appropriate behavior in school and fair practices for disciplining students must be followed. To support these objectives, Board policy establishes a Code of Student Conduct for students and due process requirements for imposing out of school suspensions. Recognizing that removal of students from school can exacerbate behavioral problems, diminish academic achievement, and hasten school dropouts, the Board encourages school personnel to use in-school disciplinary measures when possible and to reserve long-term out of-school suspensions for serious misconduct, such as behavior that threatens the safety of students, staff, or visitors or threatens to substantially disrupt the educational environment.

The principal will keep data on each student suspended or expelled. This data will include the race, gender, age, grade, disability status of each student, the duration of suspension for each student, whether alternative education services were provided for each student, and whether a student had multiple suspensions in that academic year.

In the case of any student who brings a firearm onto school property, the information will include a description of the circumstances surrounding the student's suspension, the number of students suspended from the school for bringing a weapon as defined by this paragraph onto school property, and the type of weapons concerned.

The school is subject to and shall comply with Article 27 of Chapter 115C of the General Statutes, except that the board may also exclude a student from the charter school and return that student to another school in the local school administrative unit in accordance with the terms of the school's charter after due process.

##### **B. Role of School Personnel, Students, Parents, and Community Partners in Promoting a Positive School Climate**

A positive school climate requires ongoing support and collaboration among staff, students, parents, and the community at large. In particular:

- Students have the right to attend school in a safe and orderly environment and to have conduct rules applied fairly to them without regard to race, gender, religion, or other defining characteristics. They also bear the responsibility to understand conduct rules, behave appropriately, and be individually accountable for their own actions and decisions.
- Parents have the right to be informed of disciplinary actions taken with their children. They are encouraged to support their children in engaging in positive behaviors at school and to partner with school personnel on effective strategies to correct misbehaviors within the parameters of this Code and other applicable policies.
- School personnel have statutory duties to maintain safety and order at school and are expected to reinforce and implement clear and consistent behavioral expectations consistent with this Code and other applicable policies. They are also expected to communicate with parents regarding any serious or persistent disciplinary issues.
- The entire community has a vested interest in safe and orderly schools. Community organizations and individual members of the community are encouraged to offer support and assistance to school personnel in the promotion of positive student behaviors at school and to provide feedback to school personnel on ways to improve the school climate and help ensure fair and equitable discipline practices.

### **C. Applicability of Code**

All students shall comply with the Code of Student Conduct of the Northeast Academy for Aerospace and Advanced Technologies, state and federal laws, school board policies, and school and classroom rules governing student behavior and conduct. This Code applies to any student who is on school property, (which also includes any school transportation), who is in attendance at school or at any school-sponsored activity, or whose conduct at any time, place, or cyberspace, on or off campus, has or is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the school or the safety of individuals in the school environment.

### **D. Corporal Punishment**

Corporal punishment is the intentional infliction of physical pain upon the body of a student as a disciplinary measure. It includes, but is not limited to, spanking, paddling, and slapping. The board prohibits corporal punishment, believing that other consequences are more appropriate and effective for teaching self-control. No school employee, substitute coach, student coach, contractor, or volunteer may use corporal punishment to discipline any student. Reasonable force that is necessary to protect oneself or others is not considered corporal punishment.

### **E. Range of Interventions, Supports, and Disciplinary Actions**

Violation of board policies, the Code of Student Conduct, regulations issued by the school, or North Carolina General Statutes may result in some level of disciplinary action. School personnel are encouraged to utilize a Multi-Tiered System of Support (MTSS) for behavioral interventions and disciplinary consequences to accomplish a positive change in student behavior. When a student violates the Code of Conduct and a behavioral intervention or in-school discipline consequence is imposed, the school will attempt to notify the parent. For out of school suspensions, the administration will provide notice to parents as required in the Due Process policy.

Most behavioral interventions and disciplinary consequences can occur with the student remaining in school. Examples of in-school interventions include but are not limited to: behavior contract, peer mediation, conflict resolution, detention, restitution, loss of privileges, and school or community service. If the principal deems it appropriate to require a student to stay after school for detention for a disciplinary reason, the principal may authorize such detention provided the parent or guardian has received at least one day's notice and has agreed to assume responsibility for transportation home. Recognizing that removal of students from school can exacerbate behavioral problems, diminish academic achievement, and hasten school dropouts, the board encourages coaches and school administrators to use in-school disciplinary measures when possible and to reserve out-of-school suspensions for more serious misconduct, such as behavior that threatens the safety of students, staff, or visitors or threatens to substantially disrupt the educational environment. Except to the extent that North Carolina law requires school administrators to recommend a 365-day suspension for any student who violates Rule IV-1 Firearm/ Destructive Device K-12, this Code authorizes, but does not require, the use of out-of-school suspensions.

Students who violate rules II-6, II-14, III-7, and III-9 (or any rule within the student code of conduct) resulting in evacuation of a building, may be required to pay a restitution fee to compensate for the disruption and cost of the evacuation and any related emergency service response, in addition to any other allowable disciplinary consequence. If an emergency service or law enforcement agency imposes a fee or fine on the school for costs incurred as a result of the student's conduct, such costs will be assessed to the student and his or her parents. If a fine is not imposed by an outside agency, then the CEO may calculate a standard restitution fee to reasonably compensate for the cost and disruption of a campus evacuation, which will be presented to the board for approval.

When, after considering potential aggravating and mitigating factors, the school principal determines a student's behavior warrants an out-of-school suspension, the principal may impose a short-term suspension or, for more serious violations of the Code of Conduct, may recommend a long-term suspension (greater than ten [10] days), a 365-day suspension or expulsion, to the extent permitted by law and this policy.

Suspensions of more than ten (10) days may be imposed only if they have been approved by the CEO. The Board of Education must approve any expulsion from school based on a recommendation of both the principal and the CEO.

Nothing in this policy shall be interpreted to conflict with state and federal laws governing students with disabilities.

## **F. Levels of Violation**

The Student Code of Conduct rules are leveled, indicating the severity of violation and type of consequence.

**Level I:** Level I rule violations should result in in-school interventions rather than out of school suspensions. If, in any given year, there have been at least two interventions, a student may receive an out-of-school suspension of up to two (2) days based on a persistent pattern of Level I rule violations occurring during the same school year, or in cases where a student refuses to participate in the assigned in-school interventions. Level I rule violations shall not result in a long-term suspension.

**Level II:** Level II rule violations involve more serious misconduct that may warrant a short-term suspension of up to five (5) school days. The principal may decline to impose any suspension based on mitigating factors or impose a short-term suspension of 6-10 days based on aggravating factors regarding the severity of the violation and/or safety concerns.

**Level III:** Level III rule violations are more severe in nature and may support long-term suspension. The principal may impose a short-term suspension of ten (10) days or recommend a long-term suspension of eleven (11) days or more based on aggravating factors regarding the severity of the violation and/or safety concerns.

**Level IV:** Level IV rule violations compromise the safety and welfare of students and staff and require a suspension under NC General Statutes.

**Level V:** Level V allows for expulsion of a student, as provided by state statute, for a violation of the Code of Conduct, if the student is fourteen (14) years of age or older and the student's behavior indicates that his/her continued presence in school constitutes a clear threat to the safety of other students or employees and the Board determines there is no appropriate alternative education program. Additionally, any student who is a registered sex offender under N.C. General Statutes 14-208 may be expelled.

## **G. Rules of Conduct**

### **LEVEL I**

**I-1 Noncompliance:** Students shall comply with all directions of school personnel or volunteers who are authorized to give such directions.

**I-2 Disrespect:** Students shall exhibit appropriate respect towards school personnel and volunteers.

**I-3 School/Class Attendance:** Being tardy to class, skipping class/school, leaving campus without permission, or being in an unauthorized area is prohibited. Out of school suspension should be used as a last resort as a consequence for violation of this rule.

**I-4 Inappropriate Language:** Cursing or use of vulgar, profane, or obscene language is prohibited.

**I-5 Inappropriate Dress:** Principals shall exercise appropriate discretion in implementing this policy, including making reasonable accommodations on the basis of student's religious beliefs or medical conditions. Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. Presenting a bodily appearance or wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive or obscene, or which endangers the health or safety of the student or others is prohibited. Examples of prohibited dress or appearance include, but are not limited to exposed undergarments; sagging pants; excessively short or tight garments; bare midriff shirts; strapless shirts; attire with messages or illustrations that are lewd, indecent or vulgar or that advertise any product or service not permitted by law to minors; do-rags; see-through clothing; attire that exposes cleavage; any adornment such as chains or spikes that reasonably could be perceived as or used as a weapon; and any attire that is prohibited by rule III-2. The principal is free to specify additional examples of dress or appearance that are prohibited at that school under the terms of this policy.

If a student's dress or appearance is such that it constitutes a threat to the health or safety of others, distracts the attention of other students or staff from their work, or otherwise violates this dress code, the principal or principal's designee may require the student to change his or her dress or appearance.

**I-6 Electronic Devices:** Personal technology devices (including, but not limited to smart phones, tablets, laptops, etc.) may be used by students for instructional purposes with the permission and under the supervision of the coaches in compliance with the Technology Responsible Use policy. The school assumes no responsibility for personal technology devices brought to school.

**I-7 Trespassing:** No student shall be in any location on the college or university campus during school hours, including spaces leased by Northeast Academy for Aerospace and Advanced Technologies and spaces not leased by the school, without the knowledge and consent of the principal. Students who remain at school after the close of the school day or

come onto school grounds when school is not in session without permission will be considered trespassers. If the student does not leave when instructed to do so, he/ she may be prosecuted. A student under suspension from school is trespassing if he/she appears on the school campus or at any school-sponsored activity during the suspension period without the express permission of the principal.

**I-8 Tobacco:** No student shall possess, display, or use any tobacco product. This restriction applies even when the student is on school property or at any school-sponsored activity as a visitor or spectator. For the purpose of this policy:

- a. Tobacco Product: cigarettes, e-cigarettes, cigars, pipes, chewing tobacco, snuff, and any other items containing or reasonably resembling tobacco or tobacco products.
- b. Tobacco Use: smoking, chewing, dipping, or any other use of tobacco products.
- c. Display: having any tobacco product in a location or position that is visible to students or school personnel.

The exceptions to this policy are:

- d. The display of tobacco products does not extend to display that has a legitimate instructional or teaching purpose and is approved by a coach or school administrator, and
- e. A principal may permit tobacco products to be included in instructional or research activities in the school building if the activity is conducted or supervised by the faculty member overseeing the instruction or research and the activity does not involve smoking, chewing, or otherwise ingesting the tobacco product.

**I-9 Gambling:** Students shall not participate in any unauthorized games of chance in which money or items of value may be won or lost.

## LEVEL II

**II-1 Integrity:** Any student who engages in or attempts to engage in cheating, plagiarism, falsification, violation of software copyright laws, or violation of computer access shall be subject to disciplinary action. The following actions are specifically prohibited:

- a. Cheating- giving or receiving of any unauthorized assistance on academic work.
- b. Plagiarism- copying the language, structure, or idea of another and representing it as one's own work.
- c. Falsification- verbal or written statement of any untruth.
- d. Violation of software copyright laws- unauthorized duplication of computer software (computer piracy), printed material related to computer software, and/or the use of pirated computer software.

**II-2 Inappropriate Literature, Illustrations and Images:** The possession of literature, illustrations, or other images which significantly disrupt the educational process or which are obscene is prohibited.

**II-3 Violation of computer access:** No student shall engage in conduct prohibited by the Technology Responsible Use policy.

**II-4 Disruptive Behavior:** Any physical or verbal disturbance that significantly interrupts or interferes with teaching or orderly conduct of class/school activities is prohibited.

**II-5 School Transportation Disturbance:** Any physical or verbal disturbance which occurs on school transportation vehicle or at a bus stop and which interrupts or interferes with the safe and orderly operation of the vehicle is prohibited.

**II-6 False Fire Alarm:** No student shall set off, attempt to set off, or aid and abet anyone in giving a false fire alarm. No student shall interfere with or damage any part of a fire alarm, fire detection, smoke detection, fire extinguishing system, or emergency escape system.

**II-7 Fire Setting/Incendiary Material:** The possession of any incendiary material (including but not limited to matches, lighters, or lighter fluid) or the use of any material reasonably likely to result in a fire on school property is prohibited.

**II-8 Property Damage:** No student shall intentionally damage or attempt to damage or deface school property, or personal property. In addition to in-school and out-of-school disciplinary measures, the student will be charged actual costs associated with damages and loss.

**II-9 Theft:** No student shall steal, attempt to steal, or knowingly be in possession of stolen property.

**II-10 Extortion:** No student shall attempt to extort money, personal property, or personal services.

**II-11 Indecent Exposure/Sexual Behavior:** No student shall engage in behavior which is indecent, consensual, overly affectionate, or of a sexual nature.

**II-12 Harassment/Bullying:** No student shall engage in conduct prohibited by the Harassment/Bullying policy.

**II-13 Sexual Harassment:** No student shall engage in conduct prohibited by the Sexual Harassment policy.

**II-14 Threat/False Threat:** No student shall make any threat through written or verbal language, sign, or act which conveys a serious expression of intent to cause harm or violence. Furthermore, no student shall make a false threat of harm or violence, even jokingly, which causes or is reasonably likely to cause fear or a disruption to school activities.

**II-15 Physical Aggression/Fighting:** Physical aggression or fighting toward students and other people is prohibited. A student who is attacked may use reasonable force in self-defense, but only to the extent necessary to get free from the attack and notify proper school authorities. A student who exceeds reasonable force may be disciplined even though someone else provoked the fight.

No student shall engage in fighting or physical aggression towards others, including but not limited to:

- a. Choking, hitting, slapping, shoving, scratching, spitting, biting, blocking the passage of, or throwing objects at another person in an aggressive, confrontational or dangerous manner.
- b. Taking any action or making comments or writing messages that might reasonably be expected to result in a fight or physical aggression.

**II-16 Failure to Report Firearm:** Any student who has knowledge that another student possesses or intends to bring a firearm on the school campus or to any school activity shall report this information to school and/or law enforcement authorities immediately.

**II-17 Hazing:** No group or individual shall require a student to wear abnormal dress, play abusive or ridiculous tricks on him/her, frighten, scold, beat, harass, or otherwise subject him/her to personal indignity as a condition of inclusion in group or as a ritual associated with group membership. Hazing is prohibited even if the person hazed consents to the conduct.

**II-18 Search and Seizure:** A student's failure to permit searches and seizures as provided in board policy is prohibited.

**II-19 Aiding and Abetting:** No student shall aid or abet another student in violating any rule in the Code of Student Conduct.

### LEVEL III

**III-1 Narcotics, Alcoholic Beverages, Controlled Substances, Chemicals, and Drug Paraphernalia:** No student shall possess, use, distribute, sell, possess with intent to distribute or sell, or conspire or attempt to distribute or sell, purchase, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, other controlled substance, any alcoholic beverage, malt beverage, fortified wine, other intoxicating liquor, drug paraphernalia, counterfeit substance, any unauthorized prescription drug, or any other chemicals or products with the intention of bringing about a state of exhilaration, euphoria, or of otherwise altering the student's mood or behavior. The proper use of a drug authorized by valid medical prescription from a legally authorized health care provider shall not be considered a violation of this rule when the drug is taken by the person for whom the drug was prescribed.

- a. Possession: Having the prohibited substance on the student's person or in another place where the student, either alone or jointly with others, has control over it. This may include, but is not limited to, possession of a prohibited substance in an automobile, locker, book bag, or desk.
- b. Use: The consumption, injection, inhalation or absorption of a prohibited substance into a student's body by any means.
- c. Under the influence: The use of any prohibited substance when the prohibited substance would influence a student's mood, behavior, or learning to any degree.
- d. Counterfeit Substance: Any substance that is described or presented with the intention of deceiving another into believing that it is a substance prohibited under this policy.
- e. Unauthorized Prescription Drug: Any drug or medication that has not been prescribed for the student.
- f. Drug Paraphernalia: Objects used for ingesting, inhaling, or otherwise introducing controlled substances into the body, e.g., pipes, rolling papers, roach clips. Relevant evidence may be considered in determining whether an object is drug paraphernalia.
- g. Conspiracy: An agreement by two or more persons to commit an unlawful act in violation of this policy.
- h. Sell: The exchange of a prohibited substance for money, property, or any other benefit or item of value.
- i. Possess with Intent to Distribute/Sell: Intent to distribute or sell may be determined from the amount of the prohibited substance found, the manner in which it was packaged, the presence of packaging materials such as scales, baggies or other containers, or from statements or actions of the student that demonstrate an intent to distribute or sell.
- j. Distribution: To transmit a prohibited substance to one or more other students. For purposes of this definition, a student has not "distributed" a prohibited substance (but may be guilty of "possession" or "use") if the student's only involvement is to share or pass a prohibited substance with other students in the course of using it, so long

as the student was not the one who brought the prohibited substance onto school property or otherwise made it available to other students. A student may be guilty of "distributing" a prohibited substance even if the substance is given freely rather than exchanged for something of value.

When a first infraction of this policy involves only possession, conspiracy to possess, use, and/or being under the influence of a substance prohibited by this policy, and the long-term suspension recommendation is not supported by any other violations, an alternative to long-term suspension shall be offered. The alternative shall consist of a short-term suspension and shall also require participation in a corrective education and/or counseling program. The program shall be designed by the CEO and agreed to in writing by the parent, guardian, student, and school principal. Parents, guardians, and students shall be provided information by school authorities concerning approved alternative programs. Declining this opportunity or failing to meet any requirements of the alternative learning program reactivates the underlying long-term suspension or alternative learning program assignment.

**III-2 Gang and Gang Related Activity:** The board believes that gangs and gang-related activities pose a serious safety threat to students and staff members and can significantly disrupt the educational environment.

a. No student shall participate in any gang-related activities. For purposes of this policy:

- i. A gang is any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts, and having a common name or common identifying sign, colors or symbols.
- ii. Gang-related activities are any activities engaged in by a student on behalf of an identified gang; to perpetuate the existence of an identified gang; to effect the common purpose and design of an identified gang; or to represent gang affiliation, loyalty, or solidarity.

b. Conduct prohibited by this policy includes:

- i. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, visible tattoos and body markings, or other items, with the intent to convey or promote membership or affiliation in any gang;
- ii. Communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.), with the intent to convey or promote membership or affiliation in any gang;
- iii. Tagging, or otherwise defacing school or personal property with symbols or slogans intended to convey or promote membership or affiliation in any gang;
- iv. Requiring payment of protection, money or insurance, or otherwise intimidating or threatening any person in connection with gang-related activity;
- v. Inciting other students to intimidate or to act with physical violence upon any other person in connection with gang-related activity;
- vi. Soliciting others for gang membership;
- vii. Committing or conspiring to commit illegal act in connection with gang-related activity.

c. When a first infraction involves only the wearing of gang-related attire, the student shall receive a warning and be allowed to immediately change or remove the attire as an alternative to disciplinary action.

d. Principals shall regularly consult with law enforcement officials to identify examples of gang-related items, symbols and behaviors and shall provide school personnel with this information. Parents and students should be notified that such information is maintained in the principal's office, that it is subject to change, and that the principal's office may be consulted for updates. In providing this information for parents and students, the school acknowledges that not all potential gang indicators connote actual membership in a gang.

**III-3 Weapons/Dangerous Instruments/Substances:** No student shall possess, handle, or transmit any weapon, facsimile of a weapon, dangerous instrument/substance or other object that can reasonably be considered or used as a weapon or dangerous instrument/substance. This does not apply to any student who finds a weapon or dangerous instrument/substance on school property or receives it from another person on school property and who immediately reports the weapon or dangerous instrument/substance to school or law enforcement authorities.

- a. **Weapon:** Any firearm, BB gun, stun gun, air rifle, air pistol, ammunition, power loads, fireworks, knife, slingshot, leaded cane, blackjack, metallic knuckles, razors, razor blades except cartridge razors used solely for personal shaving, box cutter, mace, pepper spray, and other personal defense sprays, and any sharp- pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance.
- b. **Dangerous Instruments/Substances:** Any object or substance that is possessed, handled, transmitted, or used for the purpose of causing or attempting to cause physical injury.

c. Facsimile of a Weapon: Any copy of a weapon that could reasonably be perceived to be a real weapon.

*Note: Refer to Level IV: Level IV-1 for violations involving Firearms/Destructive Devices.*

**III-4 Assault on a Student:** No student shall cause or attempt to cause serious physical injury to another student. For the purposes of this policy serious physical injury shall refer to any significant or aggravated bodily injury, including but not limited to broken bone(s), loss or chipping of teeth, loss or impairment of vision, loss of consciousness, internal injuries, scarring or other disfigurement, significant bleeding, lacerations resulting in sutures, significant bruising, severe or prolonged pain, any injury requiring hospitalization for any period of time, and/or any injury resulting in medical treatment beyond simple first aid procedures.

**III-5 Assault on School Personnel or Other Adult:** No student shall cause or attempt to cause physical injury to any school employee or other adult.

**III-6 Assault Involving Weapon/Dangerous Instrument/Substances:** No student in grades 6-12 shall assault another using a weapon, dangerous instrument, or dangerous substances.

*Note: Refer to Level IV: IV-1 for violations involving Firearms/Destructive Devices.*

**III-7 Bomb Threat:** No student shall make a bomb threat or hoax by making a false report that a device designed to cause damage or destruction by explosion, blasting, or burning is located on the school premises or at the site of school activities.

No student shall with the intent to perpetrate a hoax, conceal, place or display on school property or the site of school activities any device or artifact so as to cause any person reasonably to believe the same to be a bomb or other destructive device.

**III-8 Bomb Threat:** Aiding/Abetting No student shall aid, and/or abet in making a bomb threat or hoax by making a false report that a device designed to cause damage or destruction by explosion, blasting, or burning is located on the school property or at the site of school activities.

### **III-9 Acts of Terror**

a. No student shall make a report that he or she knows or should know is false, that any device, substance or material designed to cause harmful or life threatening illness or injury to another person, is located on school property or at the site of a school activity.

b. No student shall, with intent to perpetrate a hoax, conceal, place, disseminate or display on school property or at the site of a school activity any device, machine, instrument, artifact, letter, package, material, or substance, so as to cause a reasonable person to believe the same to be a substance or material capable of causing harmful or life-threatening illness or injury to another person.

c. No student shall threaten to commit an act of terror on school property or at the site of a school activity that is designed to cause, or is likely to cause, serious injury or death to another person, when the threat is intended to cause, or actually causes, a significant disruption to the instructional day or a school-sponsored activity.

d. No student shall make a report that he or she knows is false, that an act of terror designed to cause, or likely to cause, serious injury or death to another person on school property or at the site of a school-sponsored activity is imminent, when that report is intended to cause, or actually causes, a significant disruption to the instructional day or a school-sponsored activity.

e. No student shall aid, abet, and/or conspire to commit any of the acts described in section a-d of this policy.

## **LEVEL IV**

**IV-1 Firearm/ Destructive Device K-12:** Any student shall be suspended for 365 calendar days for bringing a firearm or destructive device onto school property or to a school-sponsored event off school property, or for possessing a firearm or destructive device on school property or at a school-sponsored event off school property. School property includes any property owned, used or leased by the board, including school buses, other vehicles and school bus stops. Principals are required to refer to the law enforcement system any student who brings a firearm or weapon to school.

a. Firearm: A weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; or any firearm muffler or firearm silencer. The term shall not include an inoperable antique firearm, a BB gun, stun gun, air rifle, or air pistol.

b. Destructive Device: An explosive, incendiary, or poison gas; bomb; grenade; rocket having a propellant charge of more than four ounces; missile having an explosive or incendiary charge of more than one-quarter ounce; mine; or device similar to any of the devices listed in this definition.

Violation of this section shall result in suspension from school for 365 days unless modified by the CEO or Board of Directors on a case-by-case basis.

The 365-day suspension does not apply to any student who finds the firearm on school property or receives it from another person on school property and who delivers the weapon, immediately, to school or law enforcement authorities.

#### LEVEL V

A student fourteen (14) years of age or older may be expelled for a violation of this Code of Conduct if the board determines the student's behavior indicates that the student's continued presence in the school constitutes a clear threat to the safety of other students or employees, and that there is no appropriate alternative educational program operated by the school. Additionally, any student who is a registered sex offender under N.C. General Statutes 14-208 may be expelled.

#### **H. Mitigating and Aggravating Factors**

When considering the appropriate consequence for specific student misconduct, the principal or designee may consider any relevant mitigating or aggravating factors, including, but not limited to, the student's intent, disciplinary and academic history, and the potential benefits to the student of alternatives to suspension.

##### 1. Mitigating Factors may include, but are not limited to:

- a. The student's age/maturity and developmental level,
- b. No recent disciplinary history,
- c. Being a passive participant or playing a minor role in the offense,
- d. Making appropriate restitution,
- e. Reasonably believing the conduct was allowed,
- f. Acting under strong provocation,
- g. Aiding in the investigation,
- h. Making a full and truthful statement admitting guilt at an early stage in the investigation of the offense, or
- i. Displaying an appropriate attitude and giving respectful cooperation during the investigation and discipline process.

##### 2. Aggravating Factors may include, but are not limited to:

- a. Inducing others to take part in the prohibited behavior or occupying a position of leadership or dominance of other participants,
- b. Attempting to flee or conceal guilt,
- c. Falsely blaming another individual,
- d. Receiving money or something of value from the misbehavior,
- e. A pattern or history of disciplinary infractions,
- f. The misconduct was associated with gang activity,
- g. The victim of the misconduct is a coach or other staff member,
- h. Victimizing a significantly younger or smaller student or a student with a known or obvious mental or physical disability,
- i. Repetitive blatant disrespect for authority,
- j. Taking advantage of a position of trust or confidence to commit the offense, or
- k. Committing an offense on other school property.

#### **Short-Term Suspension**

##### **NEAAAT Policy 6.06: SHORT-TERM SUSPENSION**

A short-term suspension is the disciplinary exclusion of a student from attending school for up to 10 school days. A short-term suspension does not include (1) the removal of a student from a class by the classroom coach, the principal or other authorized school personnel for the remainder of the subject period or for less than one half of the school day or (2) the changing of or place on the school premises, or (3) a student's absence under G.S. 130A-440 (for failure to submit a school health assessment form within 30 days of entering school). A student who is placed on a short-term suspension will not be permitted to be on school property or to take part in any school function during the period of suspension without prior approval from the principal.

The principal or designee has the authority to determine when a short-term suspension is an appropriate consequence and to impose the suspension, so long as all relevant board policies are followed. In accordance with G.S. 115C-390.6(e) and 115C-45(c)(1), a student is not entitled to appeal the principal's decision to impose a short-term suspension to either the CEO or the board unless it is appealable on some other basis.

##### **A. PRE-SUSPENSION RIGHTS OF THE STUDENT**

Except in the circumstances described below, a student must be provided with an opportunity for an informal hearing with the principal or designee before a short-term suspension is imposed. The principal or designee may hold the hearing immediately after giving the student oral or written notice of the charges against him or her. At the informal hearing, the student has the right to be present, to be informed of the accusations against him or her, and to make statements in defense or mitigation of the charges.

The principal or designee may impose a short-term suspension without first providing the student with an opportunity for a hearing if the presence of the student (1) creates a direct and immediate threat to other students or staff or (2) substantially disrupts or interferes with the education of other students or the maintenance of discipline at the school. In such cases, the principal or designee will give the student notice of the charges and an opportunity for an informal hearing as soon as practicable.

## **B. STUDENT RIGHTS DURING THE SUSPENSION**

A student under a short-term suspension must be provided with the following:

1. the opportunity to take textbooks home for the duration of the suspension;
2. upon request, the right to receive all missed assignments and, to the extent practicable, the materials distributed to students in connection with such assignments; and
3. the opportunity to take any quarterly, semester or grading period examinations missed during the suspension period.

## **C. NOTICE TO PARENT OR GUARDIAN**

When the principal or designee decides to impose a short-term suspension, the principal or designee will:

1. provide the student's parent or guardian with notice that includes the reason for the suspension and a description upon which the suspension is based;
2. provide the notice of suspension by the end of the workday during which the suspension is imposed when reasonably possible, but in no event more than two days after the suspension is imposed;
3. maintain documents and relevant information that he or she receives about the misbehavior for review with the parent, taking into account the rights of other students or staff that may be involved;
4. make reasonable efforts, if appropriate, to meet with the parent before or at the time the student returns to school after any suspension; and
5. make available a copy of this policy, the Code of Student Conduct, and all other applicable board policies, school standards and school rules.

If English is the second language of the parent, the notice must be provided in English and in the parent's primary language, when the appropriate foreign language resources are readily available. Both versions must be in plain language and easily understandable.

## **Long-Term Suspension**

### **NEAAAT Policy 6.07: LONG-TERM SUSPENSION**

#### **A. DEFINITIONS**

1. CEO: For the purposes of this policy, CEO includes the Chief Executive Officer and his/her designee.
2. Principal: For the purposes of this policy, principal includes the principal and his/her designee.
3. Long-Term Suspension: A long-term suspension is the disciplinary exclusion of a student from attending the school for more than 10 school days. Disciplinary reassignment of a student to a full time educational program that meets the academic requirements of the standard course of study established by the State Board of Directors and that provides the student with the opportunity to make timely progress toward graduation and grade promotion is not a long-term suspension requiring the due process procedures set out in this policy, nor is an absence under G.S. 130A-440 for failure to submit a school health assessment form within 30 days of entering the school. Upon recommendation of the principal, the CEO may impose a long-term suspension on a student who willfully engages in a serious violation of the Code of Student Conduct and the violation either (1) threatens the safety of students, staff or school visitors, or (2) threatens to substantially disrupt the educational environment. The principal may recommend, and the CEO may impose, long-term suspension for a minor violation if aggravating circumstances justify treating the student's behavior as a serious violation. If the offense leading to the long-term suspension occurred before the final quarter of the school year, the exclusion must be no longer than the remainder of the school year in which the offense was committed. If the offense leading to the long-term suspension occurred during the final quarter of the school year, the exclusion may include a period up to the remainder of the school year in which the offense was committed and the first semester of the following school year.
4. 365-Day Suspension: A 365-day suspension is the disciplinary exclusion of a student from attending NEAAAT for 365 calendar days. The CEO may impose a 365-day suspension only for certain firearm and destructive device violations, as identified in policy 4333, Weapons, Bomb Threats, Terrorist Threats and Clear Threats to Safety.
5. Expulsion: An expulsion is the indefinite exclusion of a student from school enrollment for disciplinary purposes. Upon the recommendation of the CEO, the board may expel a student who is 14 years of age or older for certain types of misbehavior as provided in policy 6.05 if the student's continued presence in school constitutes a clear threat to the

safety of other students or employees. Additionally, a student who is subject to policy 6.14, Student Sex Offenders, may be expelled if the student's continued presence in school constitutes a clear threat to the safety of other students or employees. During the expulsion, the student is not entitled to be present on educational property and is not considered a student of the school.

## **B. DETERMINATION OF APPROPRIATE CONSEQUENCE**

The principal and his/her designee may impose a short-term suspension or any other consequence that is consistent with policy 6.06, Short-Term Suspension, and the Code of Student Conduct. If the principal determines that a suspension of more than 10 days (either long-term or 365-day) or an expulsion is an appropriate consequence, the ~~CEO~~ principal shall propose the disciplinary penalty based upon a review of the student's culpability and dangerousness of the harm, caused by the student, plus any other mitigating or aggravating factors the principal finds relevant.

a. Culpability of Student – In assessing the culpability of the student for his or her behavior, the ~~CEO~~ principal may consider criteria such as:

- i. the student's age;
- ii. the student's ability to form the intent to cause the harm that occurred or could have occurred; and
- iii. evidence of the student's intent when engaging in the conduct.

b. Dangerousness of the Student – In assessing the dangerousness of the student, the principal may consider criteria such as:

- i. the student's disciplinary or criminal record related to antisocial behavior or drugs and alcohol;
- ii. whether a weapon was involved in the incident and if a weapon was involved, whether the student had the ability to inflict serious injury or death with the weapon;
- iii. evidence of the student's ability to cause the harm that was intended or that occurred; and
- iv. whether the student is subject to policy 6.14, Student Sex Offenders.

c. Harm Caused by the Student – In assessing the severity of the harm caused by the student, the ~~CEO~~ principal may consider criteria such as whether any of the following occurred:

- i. someone was physically injured or killed;
- ii. someone was directly threatened or property was extorted through the use of a weapon;
- iii. someone was directly harmed, either emotionally or psychologically;
- iv. educational property or others' personal property was damaged; or
- v. students, school employees or parents were aware of the presence of a weapon or of dangerous behavior on the part of the perpetrator.

After considering the above factors, the principal shall make a recommendation to the CEO, stating the nature of the offense, the substance of the evidence involved, and the length of suspension recommended. The principal also must consider and make a recommendation as to whether any alternative education services, counseling, or other programs that should be part of the consequence for violating board policy, the Code of Student Conduct, school standards or school rules.

If the principal recommends a 365-day suspension, he or she must identify the type of firearm or destructive device involved and the evidence substantiating that the student brought it to school grounds or to a school activity or possessed it on school grounds or at a school activity.

If the principal recommends an expulsion, he or she will identify the basis for determining that there is clear and convincing evidence that the student's continued presence in school constitutes a clear threat to the safety of other students or employees.

Only the Grievance Committee of the Board of Directors, following a hearing in which all facts are presented by both sides, can expel a student.

## **C. NOTICE TO THE STUDENT'S PARENT**

The principal must provide to the student's parent written notice of the long-term suspension, 365-day suspension or expulsion by the end of the workday during which the long-term suspension or expulsion is recommended when reasonably possible or as soon thereafter as practicable. The notice must be written in plain English and, when appropriate language resources are readily available, also in the parent's native language. The notice must contain the following ten elements:

- a. the notice type, i.e., notice of long-term suspension, 365-day suspension or expulsion;
- b. a description of the incident and the student's conduct that led to the recommendation;
- c. the specific provision(s) of the Code of Student Conduct that the student allegedly violated;
- d. the specific process by which the parent may request a hearing to contest the decision and the deadline for making the request;

- e. the process by which the hearing will be held, including all due process rights to be accorded the student during the hearing;
- f. notice of the right to retain an attorney to represent the student in the hearing process;
- g. notice that an advocate, instead of an attorney, may accompany the student to assist in the presentation of the appeal;
- h. notice of the right to review and obtain copies of the student's educational records prior to the hearing;
- i. notice of policies and procedures related to the expungement of disciplinary records;
- j. the identity and phone number of a school employee the parent may call to obtain assistance in receiving a translation of the English language information included in the document.

#### **D. CEO'S DECISION**

The student or student's parent may request a hearing before a hearing panel designated by the CEO within three (3) days of receiving notice from the principal of the recommendation for long-term suspension, 365-day suspension, or expulsion. Any hearing held will follow the hearing procedures outlined in policy 6.15, Student Discipline Hearing Procedures. A decision will be rendered before the long-term suspension is imposed.

If the student or parent makes a timely request for a hearing, the CEO shall confirm that the charges against the student, if substantiated, could warrant the recommended disciplinary action and shall give the student and parent reasonable notice of the time and place of the hearing.

If neither the student nor the parent appears for a scheduled hearing after being given reasonable notice of the time and place of the hearing, the student and parent are deemed to have waived the right to a hearing.

If the student and parent fail to make a timely request for a hearing or if they waive the right to a hearing by failing to appear for a duly scheduled hearing, the CEO shall review the circumstances of the recommended long-term suspension. Following this review, the CEO (1) may impose the long-term or 365-day suspension if it is consistent with board policies and appropriate under the circumstances, (2) may impose another appropriate penalty authorized by board policy, or (3) may decline to impose any penalty.

If the student or parent requests a postponement of the hearing, or if the request for the hearing is untimely, the hearing will be scheduled, but the student does not have the right to return to school pending the hearing.

Based on substantial evidence presented at the hearing and the factual determinations and recommendations of the hearing panel, the CEO shall decide whether to uphold, modify, or reject the principal's recommendation. In making this decision, the CEO shall defer to the factual determinations of the hearing panel unless they are not supported by substantial evidence in the record. The CEO shall immediately inform the principal of the decision regarding the recommended disciplinary penalty of a long-term or 365-day suspension and, when applicable, of any modifications to the penalty recommended by the principal.

The CEO shall send notice of the decision via certified mail to the student and parent. The notice must include:

- a. the basis of the decision, with reference to any policies or rules that the student violated;
- b. notice of what information will be included in the student's official record pursuant to G.S. 115C-402;
- c. notice of the student's right to appeal the decision and the procedures for such appeal;
- d. if applicable, notice that the CEO or designee is recommending to the board that the student be expelled and any required notifications related to the expulsion if the student did not already receive such notice from the principal or designee; and
- e. if the student is to be suspended, notice of the CEO's or designee's decision on whether to offer alternative education services to the student during the period of suspension, and, as applicable, a description of the services to be offered or the reason justifying the CEO's or designee's decision to deny such services.

Following issuance of the decision, the CEO shall implement the decision by authorizing the student's return to school upon the completion of any short-term suspension or by imposing the suspension reflected in the decision.

The CEO shall offer alternative education services to any student who receives a long-term or 365-day suspension unless the CEO provides a significant or important reason for declining to offer such services. Alternative education services are part-time or full-time programs that provide direct or computer-based instruction to allow the student to progress in one or more core academic courses.

The student may appeal to the board the CEO's decision not to provide alternative education services, as permitted by G.S. 115C-45(c)(2). Any appeal to the board must be made in writing within five (5) days of receiving the CEO's decision. The CEO

shall inform the board chairperson of the request for an appeal and arrange in a timely manner a hearing before the board. In advance of the hearing, the CEO shall provide to the student and parent and to the board a written explanation for the denial of services along with any documents or other information supporting the decision. The hearing will be conducted pursuant to policy 2.07, Hearings Before the Board. The board will provide to the student and parent and to the CEO written notice of its decision within thirty (30) days of receiving the appeal.

If the CEO determines that expulsion is appropriate, the CEO shall submit to the board a recommendation and the basis for the recommendation along with any proposal for alternative education services.

#### **E. HEARINGS BEFORE THE BOARD**

**Long-Term or 365-day Suspensions:** A student or his or her parent may appeal an imposed long-term or 365-day suspension. The student or parent must appeal to the board in writing within five days of receiving the CEO's decision. The CEO will inform the board chairperson of the request for an appeal and shall arrange in a timely manner a hearing before the board. The hearing will be conducted pursuant to policy 2.07, Hearings Before the Board. The suspension need not be postponed pending the outcome of the appeal. The board will provide to the student and parent and to the CEO written notice of its decision not more than 30 calendar days after receiving the appeal.

**Expulsions:** The student or parent may request a hearing within five days of receiving notice of the CEO's recommendation that the student be expelled. The hearing will be scheduled with the board within five days of the CEO's receipt of the hearing request. The CEO shall notify the student and parent of the date, time, and place of the hearing. Any appeal of a long-term or 365-day suspension will be addressed in the same hearing. The hearing will be conducted pursuant to policy 2.07, Hearings Before the Board.

If a hearing is not requested by the student or parent, the CEO will submit written evidence to support his or her recommendation to the board. The board may elect to request a hearing or to request additional records and documents. When the board decides to expel a student, it will document the basis for its determination that there is clear and convincing evidence that the student's behavior indicates that the student's continued presence in school constitutes a clear threat to the safety of other students or employees. The board will also consider and make a written determination of whether alternative education services are to be provided to the expelled student. Regardless of whether the school system provides alternative education services, the board expects school administrators to work with other agencies to help the student and parent identify other types of services that may be of assistance to the student. The board will send via certified mail to the student's parent a copy of the decision, notification of that information will be included in the student's official record, and the procedure for expungement of this information under G.S. 115C-402,.

#### **F. EDUCATIONAL SERVICES FOR STUDENTS WITH DISABILITIES DURING LONG-TERM SUSPENSION, 365-DAY SUSPENSION OR EXPULSION**

Students with disabilities recognized by the Individuals with Disabilities Education Act will receive educational services during periods of suspension or expulsion to the extent required by Policies Governing Services for Children with Disabilities and state and federal law.

#### **G. REDUCING SUSPENSION AND EXPULSION RATES**

Though the board believes that suspension or expulsion may be an appropriate and necessary consequence in certain situations, the board also recognizes that excessive use of suspension and expulsion may have a negative impact on academic achievement and graduation rates. Thus, the board encourages school administrators to find ways to reduce suspension and expulsion rates in the schools.

### **Due Process**

#### **NEAAAT Policy 6.08: DUE PROCESS**

Under state and federal law, students are entitled to due process before being removed from school for misconduct. The procedures that follow are required to provide a fair and thorough process for disciplinary suspensions from school.

##### **A. Summary Suspension**

If the principal witnesses or is made aware of serious student misconduct and believes that immediate removal of the student is necessary to restore order or to protect school property or persons on the school grounds, the principal may suspend the student immediately. In such cases, the principal is not required to conduct a full investigation before suspending the student. In all cases,

minimal due process must be given to the student as described in section 6.08 B as soon as is reasonably possible, usually the following school day.

#### **A. Short-term Suspension**

A short-term suspension is a removal from school for a period of ten (10) school days or less.

Except as provided in Section A above, the principal may invoke a short-term suspension only after investigating the misconduct, confronting the student with the charges and the basis for those charges, and allowing the student to respond in his/her own defense and/or to offer mitigating circumstances. Once a principal decides to invoke short-term suspension, procedures promulgated by the CEO shall be followed.

The principal shall notify the student and parent/guardian of any short-term suspension, including the reason for the suspension and a description of the alleged conduct upon which the suspension is based. The notice shall be given by the end of the workday on which the suspension was imposed when reasonably possible but in no event more than two days after the suspension was imposed. The notice shall be given by certified mail, telephone, facsimile, e-mail, or any other method reasonably designed to achieve actual notice.

The principal shall notify the student and parent/guardian of any short-term suspension, including the reason for the suspension and a description of the alleged conduct upon which the suspension is based. The notice shall be given by the end of the workday on which the suspension was imposed when reasonably possible but in no event more than two days after the suspension was imposed. The notice shall be given by certified mail, telephone, facsimile, e-mail, or any other method reasonably designed to achieve actual notice.

If English is the second language of the parent, the notice shall be provided in the parent's primary language, when the appropriate foreign language resources are readily available, and in English and both versions shall be in plain language and easily understandable.

The principal shall notify the student and parent/guardian that during a short-term suspension a student shall be provided:

- a. The opportunity to take textbooks or other appropriate learning resources home for the duration of the suspension.
- b. The opportunity to obtain homework assignments for the duration of the suspension.
- c. The opportunity to take any quarterly, semester, or grading period examinations missed during the suspension period.

A student is not entitled to appeal the principal's decision to impose a short-term suspension to the CEO or Board of Directors.

If the principal recommends a short-term suspension, in lieu of long-term suspension, for a violation of a "Level III" rule in the Student Behavior Policy 6.05, the recommendation must be based on mitigating factors documented in the suspension notice.

#### **C. Long-Term Suspension**

A long-term suspension is a suspension for a period of time in excess of ten (10) school days. If the offense leading to the long-term suspension occurs before the final quarter of the school year, the suspension may not be longer than the remainder of the school year. If the offense occurs during the final quarter of the school year, the suspension may continue through the first semester of the following school year.

A 365-day suspension is a suspension for 365 calendar days.

An expulsion is an indefinite removal from the school enrollment for disciplinary purposes.

If the principal, following an investigation, determines that long-term suspension, 365-day suspension or expulsion is appropriate, she/he shall invoke a short-term suspension of ten (10) school days, following the procedures in 6.08 B above, and inform the student, parent, and CEO of the recommendation for long-term suspension/expulsion according to the notice procedures contained in policy 6.07, Long-Term Suspension, 365-Day Suspension, Expulsion.

The student shall be provided the same opportunities as stated in 6.08 B during the long-term suspension appeal process.

The principal may recommend a long-term suspension for violation of a "Level II" rule in the Student Behavior Policy 6.05 based on aggravating factors documented in the suspension notice and approved by the CEO or designee. Any such long-term suspension recommendation may be appealed pursuant to Section E of this policy.

Recommendations for long-term suspension that are properly appealed may be imposed only if they have been approved by a Hearing Panel following a formal hearing held pursuant to Section E of this policy.

Recommendations for long-term suspension that are not properly appealed shall be reviewed by the CEO or designee. Following such review, the CEO or designee may:

- a. Impose the recommended suspension if it is consistent with Board policy and otherwise appropriate under the circumstances,
- b. impose another consequence authorized by Board policy, or
- c. decline to impose any penalty.

#### **D. Review to Consider Alternative Education in Lieu of Long-Term Suspension**

Students who are recommended for long-term suspension shall be assigned to an alternative education program unless the CEO or designee identifies a significant or important reason for denying such access. Depending on the circumstances, significant or important reasons for denying alternative education may include, but are not limited to, the following:

- a. The student exhibited violent behavior;
- b. The student threatened staff or other students;
- c. The student disrupted the learning process;
- d. The student otherwise engaged in serious misconduct that makes the provision of alternative educational services not feasible;
- e. Educationally appropriate alternative education services are not available due to limited resources; or
- f. The student failed to comply with reasonable conditions for admittance into an alternative education program.

Assignment to an alternative education program that meets the academic requirements of the standard course of study established by the State Board of Education and provides the student with the opportunity to make timely progress toward graduation and grade promotion is not considered a long-term suspension and will not be reflected as a long-term suspension in the student's academic records. The student's record will reflect a short-term suspension.

If the CEO or designee denies a student the opportunity to enroll in an alternative education program in lieu of long-term suspension, the decision may be appealed to the Board of Directors.

A student who is assigned to an alternative education program in lieu of long-term suspension is not permitted to participate in or attend school activities such as athletic, music, or drama events or graduation ceremonies without the express permission of the school principal.

#### **E. Long-Term Suspension Appeals**

Procedures for suspensions greater than ten days are provided in policy 6.07, Long-Term Suspension, 365-Day Suspension, Expulsion.

##### **Suspension Appeal Hearing**

A student shall be given an opportunity for a hearing before an impartial Hearing Panel prior to the imposition of a long-term suspension/365 suspension or the recommendation of expulsion. The panel shall not include any person who is under the direct supervision of the principal recommending the suspension.

- a. If the student/parent/guardian requests a delay in the hearing or requests a hearing after the deadline, the student is not entitled to return to school pending the hearing.
- b. If neither the student nor parent/guardian appears for the hearing after being given reasonable notice, the parent/guardian and student are deemed to have waived the right to a hearing, and the CEO or designee shall review the long-term suspension recommendation under Section C of this policy.
- c. The Hearing Panel will make findings regarding guilt or innocence and make a decision regarding the length of the suspension, or recommend an expulsion, as appropriate.
- d. The Hearing Panel shall issue a written decision that shall contain:
  - i. the basis for the decision, including a reference to any policy violated;
  - ii. notice of what information will be included in the student's official record pursuant to G.S. 115C-402; and
  - iii. notice of the student's right to appeal the decision to the Board of Directors and the procedure for the appeal.

##### **Board Level Appeal**

A student may appeal the Hearing Panel's decision to the Board of Directors.

- a. In an appeal to the Board, the Hearing Panel's factual findings shall be adopted unless they are not supported by substantial evidence in the record.
- b. If, at any level of investigation or appeal, the student is determined not guilty of the misconduct in question, the student's absences will be considered excused and the student shall have the right to make up missed work for credit.
- c. In considering the appeal, the Board Panel will review and consider the entire record of the proceedings from the Hearing Panel, including all of the evidence offered by the school administration and the student. Ordinarily, the Board panel will not hear witnesses or consider new or additional evidence beyond what was presented at the earlier hearing. However, in extraordinary circumstances and in the exercise of its discretion, the Board Panel by majority vote may permit either party to call witnesses or offer new or additional evidence. A request by either party to call witnesses or provide new or additional evidence at a Board hearing must be provided to the CEO no less than 48 hours prior to the scheduled hearing.

## **F. Expulsions**

Procedures for expulsions from school are provided in policy 6.07, Long-Term Suspension, 365-Day Suspension, Expulsion.

The Board of Directors, upon the recommendation of the principal and CEO, may expel from school a student fourteen (14) years of age or older whose continued presence in school constitutes a clear threat to the safety of other students or employees. Additionally, any student who is a registered sex offender under N.C. General Statutes 14-208 may be expelled.

A student that is recommended for expulsion shall be entitled to an appeal. Prior to the expulsion of any student, the board shall determine whether the student's continued presence in school constitutes a clear threat to the safety of other students or school personnel.

## **G. Exclusion Pursuant to G.S. 115C-218.60**

The principal may recommend exclusion as authorized under the Code of Student Conduct. An exclusion is different from a suspension or an expulsion. An exclusion pursuant to G.S. 115C-218.60 permits charter schools to "...exclude a student from the charter school and return that student to another school in the local administrative unit in accordance with the terms of its charter after due process." Only the CEO has the authority to impose an exclusion. An exclusion may result from any Level III misconduct, Level II misconduct with aggravating factors, persistent Level II or Level I misconduct, or any other combination(s) or types of violation(s) of this Code of Student Conduct. No exclusion will be imposed by the CEO until the student has been provided with an opportunity for a hearing as provided in this policy.

### **1. Notice of Exclusion**

In any case in which the principal recommends a student be excluded, he/she shall provide written notice of the exclusion to the student's parent, guardian, caregiver or other person legally responsible for the student, and to the CEO. The notice must include:

- a. A description of the incident(s) and the student's conduct that led to the exclusion recommendation, including any aggravating or mitigating factors that were considered in determining the consequence.
- b. A reference to the provision(s) of the Code of Student Conduct that the student is alleged to have violated.
- c. The process by which the parent may request an informal hearing with the CEO to contest the decision.
- d. The process by which a final decision will be made, as described in this policy.

If school personnel are aware that the parent's first language is not English and foreign language resources are readily available, this notice shall be provided in both English and the parent's primary language.

The written notice should be provided to the parent/guardian within five days of the recommendation of exclusion. A responsible adult shall deliver the written notice by any method reasonably designed to achieve actual notice of the recommendation.

### **2. Request for Review of Exclusion**

The parent/guardian or student has five days to request review of the exclusion recommendation to the office of the CEO after receipt of the written notice of exclusion. Upon receipt of the request for review from the parent/guardian or student, the CEO shall schedule an informal review hearing and notify the parent/guardian and student of the time and place for the review hearing. The review hearing should be scheduled as soon as reasonably practicable, but in no event more than five days after a request for review of the exclusion.

### 3. Review of Recommendation for Exclusion in the Absence of a Request for Review Hearing

If a parent/guardian fails to request review of the exclusion recommendation, the principal's recommendation shall be forwarded to the CEO for final decision. The CEO/Designee will review the circumstances of the recommendation for exclusion and may (a) impose the exclusion if it is consistent with Board policy and appropriate under the circumstances; (b) impose another appropriate penalty authorized by Board policy; or (c) decline to impose any penalty. The CEO will notify the parent/guardian in writing of his or her decision.

### 4. Exclusion Review Hearing Procedures

The CEO shall promptly notify the parent/guardian or student of the location, date and time of the hearing. The CEO shall also notify the principal. The review hearing should be scheduled as soon as practicable, but in no event more than five days after student's/parent's request for review. The student or parent/guardian may request a continuance of the hearing or may waive such hearing. The student shall not have the right to return to school pending the hearing. The hearing shall be informal in nature and conducted by the CEO, who will be the sole decision-maker. The student or parent/guardian should have the opportunity to review the student's educational records prior to the hearing and the information supporting the exclusion that may be presented at the review hearing.

The CEO may receive and consider, in his or her discretion, any evidence of a kind commonly relied upon by reasonable persons in the conduct of serious matters. If the student intends to call another student as a witness, the student witness must have written permission from his/her parent to appear during the review. The student must make arrangements for the student's witnesses to attend the hearing. The school will not compel staff members or students to participate but will make arrangements to allow school witnesses to appear if they are willing.

After the informal review hearing, the CEO will consider the evidence presented. The CEO will determine the relevant facts and the credibility and quality of the evidence presented at the hearing. The CEO may (a) impose the exclusion recommended by the principal if it is consistent with Board policy and appropriate under the circumstances; (b) impose another appropriate penalty authorized by Board policy; or (c) decline to take any action. The CEO shall notify the student/parent and principal of his/her decision in writing.

If the student or his/her parent/guardian fails without good excuse to appear for the review hearing after receiving reasonable notice of the time and place, the parent/guardian waives any right to appeal the exclusion to the Northeast Academy for Aerospace and Advanced Technologies Board of Directors, the review hearing will not be held, and the recommendation of the principal shall be forwarded to the CEO for final decision.

### 5. Exclusion Review by the Northeast Academy for Aerospace and Advanced Technologies Board of Directors

The following rules will govern informal appeals to the Northeast Academy for Aerospace and Advanced Technologies Board of Directors from exclusion decisions of the CEO: A decision of the CEO to exclude a student from school may be appealed by the student or his/her parent/guardian to the Northeast Academy for Aerospace and Advanced Technologies Board of Directors ("the Board") by giving written notice to the CEO and the Chairman of the Board within 10-school days after receiving notice of the CEO's exclusion decision. No particular form is required for giving notice of appeal.

The informal hearing to consider the appeal will be conducted in closed session by a hearing panel designated by the Board ("Board panel"). The hearing may be attended by the appealing student and his/her parent/guardian, the principal who recommended the exclusion, and the CEO.

The Board panel will hold the appeal hearing if possible within 10-business days after receiving notice thereof and will notify the appealing student and his/her parent/guardian of the date and time of the hearing. The Board panel will review and consider the evidence offered by the school administration and the student in the exclusion review hearing from which the appeal originates. Ordinarily, the Board panel will not hear or consider any additional evidence.

At the appeal hearing, each side shall be allotted a total of 20 minutes to present oral argument. The Board panel may extend the 20 minute time limit if it determines that additional time is warranted. Upon conclusion of the hearing, the Board panel will consider all evidence and arguments in the record and enter its written decision. The Board panel may adopt the disciplinary recommendation of the CEO, modify that recommendation, or reject the CEO's recommendation and impose a different disciplinary consequence or no consequence. Following the issuance of the Board panel's decision, the CEO shall implement the decision.

A copy of the Board panel's decision will be mailed to the student and his/her parent(s)/guardian and to the CEO. The decision should be mailed within five working days of the Board panel's decision.

#### **H. Suspension of Students with Disabilities**

School personnel may remove a student with a disability who violates a code of student conduct from his or her current placement for up to ten (10) consecutive or cumulative school days in the same school year. After a child with a disability is removed from their current placement either through a series of short term suspensions resulting in more than ten (10) cumulative school days in the same school year or a recommendation for long term suspension the school personnel will complete one of the following subject to the exception identified in paragraph 3 of this section:

##### **1. Recurring Short-Term Suspensions**

Recurring short-term suspensions within the current school year may constitute a change in placement for a student with a disability when a suspension causes a cumulative suspension exceeding ten (10) school days.

- a. When a suspension may cause a cumulative suspension exceeding ten (10) school days during the current the school year, the school will determine if the series of removals constitutes a pattern. When found eligible as a student with a student with a disability under the Individuals with a Disability Education Act (IDEA), a team consisting of a school administrator, regular education coach and special education coach of the student will convene to determine if there has been a "change of placement" due to the series of short-term suspensions for the current school year. Where the student is considered an individual with a disability pursuant to Section 504, a team consisting of a school administrator, regular education coach and the Section 504 coordinator will convene to determine if there has been a "change of placement" due to the series of short-term suspensions for the current school year.
- b. If the team referenced in 6.08 G:1(a) (above) determines the series of short-term suspensions for the current school year is not a change of placement, the student may be suspended. For a student found eligible with a disability under IDEA, the team decides how to continue services to the student during the suspension which will enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals on the student's IEP. For a student considered an individual with a disability pursuant to Section 504, the student is entitled to the same opportunities to obtain and make up work as provided to students without disabilities and any accommodations in the student's 504 plan shall be implemented to the extent the accommodations are applicable.
- c. If the team referenced in 6.08 G:1(a) (above) determines the series of short-term suspensions for the current school year is a change in placement, an Individualized Educational Program Team (IEP Team) or 504 Team must expediently convene and conduct a Manifestation Determination Review. If there is no manifestation determined, the student may be suspended. For a student eligible with a disability under IDEA, the IEP Team determines the services to be provided during the suspension which will enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals on the student's IEP. For a student considered an individual with a disability pursuant to Section 504, the student is entitled to the same opportunities to obtain and make up work as provided to students without disabilities and any accommodations in the student's 504 plan shall be implemented to the extent the accommodations are applicable to the make-up work. If there is manifestation, the student, whether identified through IDEA or considered an individual with a disability pursuant to Section 504, may not be suspended for the current violation of the student code of conduct and will return to the placement from which the

student was removed, unless the parent/guardian and the school, through the IEP or 504 team process, agree to a change of placement. For a student whose conduct is found to be a manifestation, the IEP team or 504 team must either (i) conduct a functional behavioral assessment (unless the LEA had conducted a functional behavioral assessment before the behavior that resulted in the change of placement) and implement a behavioral intervention plan for the student; or (ii) if a behavioral intervention plan has already been developed, review the behavioral intervention plan, and modify it, as necessary, to address the behavior.

## **2. Recommendation for Long-Term Suspension**

The Individualized Educational Program Team (IEP Team) or 504 Team shall convene and review pending recommendations for long-term suspensions of students with disabilities to determine if the misconduct is a manifestation of the disability within ten (10) school days of the suspension.

- d. Should no manifestation be determined, by the IEP team, the student may be suspended. For a student found eligible with a disability through IDEA, the IEP team determines the services to be provided during the suspension which will enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals on the student's IEP. For a student considered an individual with a disability pursuant to Section 504, the student is entitled to the same opportunities regarding alternative education services as provided to students without disabilities and any accommodations in the student's 504 plan shall be implemented to the extent the accommodations are applicable to the alternative education services. The parent/guardian may appeal the long-term suspension in accordance with regulations and procedures in policy 6.07, Long-Term Suspension, 365-Day Suspension, Expulsion.
- e. If manifestation is determined, the student shall not be suspended for the policy violation and will return to the placement from which the student was removed, unless the parent/guardian and the school, through the IEP team process or 504 team process, agree to a change of placement. The IEP team or 504 team must either (i) conduct a functional behavioral assessment (unless the LEA had conducted a functional behavioral assessment before the behavior that resulted in the change of placement) and implement a behavioral intervention plan for the student; or (ii) if a behavioral intervention plan has already been developed, review the behavioral intervention plan, and modify it, as necessary, to address the behavior.

## **3. Exceptions**

Exceptions to the MDR requirement for offenses involving use or possession of alcohol and/or illegal drugs by a student considered an individual with a disability pursuant to Section 504. Where a student is considered an individual with a disability pursuant to Section 504 and is accused of engaging in the use or possession of alcohol and/or illegal drugs, the 504 team is not required to hold a manifestation determination review and the student may be disciplined to the same extent that disciplinary action may be taken against students without disabilities. During the suspension, the student shall be offered the same opportunities as those afforded to students without disabilities to make up work and/or participate in alternative education. To the extent applicable, any accommodations in the student's 504 plan shall be implemented to the extent the accommodations are applicable to the make-upwork or alternative education opportunities.

## **4. Appeals**

When found eligible as a student with a disability under IDEA, a parent/guardian may appeal any decision about placement made by the team referenced in 4300 G(1)(a) or the results of the manifestation determination meeting by filing a petition for an impartial due process hearing as outlined within the *North Carolina Department of Public Instruction Procedural Safeguards: Handbook on Parents' Rights or the Policies Governing Services for Children with Disabilities*. For a student considered an individual with a disability pursuant to Section 504, a parent/guardian may appeal any decision about placement or the manifestation determination meeting pursuant to the remedies listed in the Section 504/ADA Student and Parents' Rights.

## **I. General Provisions**

Rules governing the suspension of children with disabilities shall be in compliance with state and federal guidelines, as outlined in the most recent edition of the *Procedural Safeguards for Students with Disabilities*.

Because students with mental and language disabilities present unique challenges, special assistance may be needed for administrators and special education staff who conduct fact-finding interviews involving students with these disabilities. When it is necessary to conduct a fact-finding interview with a student with a mental disability or language delay, the principal or

designee has the option to request specialized assistance as deemed necessary. It is recommended that the administrator first contact the Director of Exceptional Children. If assistance is needed beyond the director, a request should be made to the CEO.

The removal of a student from class by the coach, principal, or other authorized school personnel for the remainder of the class period or school day and her/his relocation on the school premises shall not be considered a short-term suspension.

Assignment to in-school suspension or an alternative educational center shall not be considered a suspension from school.

A student who has been expelled from another public or private school in this or any other state or has been convicted of a felony in this or any other state and will be denied admission to Northeast Academy for Aerospace and Advanced Technologies, unless otherwise required to be admitted by law.

## **Search and Seizure**

### **NEAAAT Policy 6.09: SEARCH AND SEIZURE**

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, student automobiles, or school computers under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. The use of hand-held or walk-through metal detectors to check a student's person or personal effects is permitted.

As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission, or process of the school, or any item described as unauthorized in school rules available beforehand to the student.

Students are required to permit searches and seizures as authorized by the terms of this policy.

- A. Personal Searches - A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a pat down search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness present. If the school official has reasonable suspicion to believe that the student has on his or her person an item imminently dangerous to the student or to others, a more intrusive search of the student's person may be conducted. Such a search may only be conducted in private by a school official of the same sex, with an adult witness of the same sex present, and only upon the prior approval of the principal, unless the health or safety of students will be endangered by the delay which might be caused by following these procedures.
- B. Automobile Searches - Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.
- C. School Computers - School computers and any data they contain remain under control of the school and are subject to inspection at any time.
- D. Metal Detectors - School officials or law enforcement officers may conduct metal detector checks of groups of individuals if the checks are done in a minimally-intrusive, non discriminatory manner (e.g., on all students in a randomly selected class; on every third individual entering an athletic event). Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals. If a school official or a law enforcement officer has reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized metal-containing object or weapon, he or she may conduct a metal detector check of the student's person and personal effects.
- E. Seizure of Illegal Materials - If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

## **Harassment and Bullying**

### **NEAAAT Policy 6.11: HARASSMENT/BULLYING**

It is the priority of the Northeast Academy for Aerospace and Advanced Technologies Board of Directors to provide every student and employee in the school with a safe and orderly learning and working environment. To this end, the Board specifically prohibits harassing or bullying behavior at all levels: between students, between employees and students, between peers or coworkers, between supervisors and subordinates, or between non-employees/volunteers and employees and/or students. This policy is in addition to Board Policy 4.08 - Employee Harassment.

Students are expected to comply with the behavior standards established by Board Policy and the Student Code of Conduct. Employees are expected to comply with Board Policy and school regulations. Volunteers and visitors on school property also are expected to comply with Board Policy and established school rules and procedures.

The Board specifically prohibits reprisal or retaliation against any individual who makes a complaint or reports an incident of harassing or bullying behavior or who participates in an investigation or grievance proceeding initiated under this policy. Reprisal or retaliation against any individual who reports an act of harassment or bullying may result in disciplinary action being taken, up to and including dismissal in the case of employees, or up to and including long-term suspension or expulsion in certain cases for students.

#### **A. DEFINITION OF HARASSMENT AND BULLYING**

1. As used in this policy, harassing or bullying behavior is any repeated, systematic pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication on school property; at any school sponsored function; on a school bus; or as otherwise stated in Board Policy 6.04, and that:
  - a. Places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
  - b. Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits. A hostile environment means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.
2. Harassing or bullying behavior includes, but is not limited to, acts reasonably perceived as being motivated by any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics.

#### **B. REPORTING HARASSING AND BULLYING BEHAVIOR**

1. Any student who believes that he or she has been harassed or bullied in violation of this policy should report such behavior immediately to school staff.
2. Any employee who believes that he or she has been harassed or bullied in violation of this policy should report such behavior to his/her immediate supervisor and/or the CEO. If the CEO is the alleged offender, the employee should report the behavior the board chair.
3. A school employee who has witnessed or has reliable information that a student or school employee has been subject to any act of harassing or bullying behavior shall report the incident to his/her immediate supervisor and/or the CEO. If the CEO is the alleged offender, the employee should report the behavior the board chair. Failure to do so make such a report may subject the employee to disciplinary action.
4. Any person may report an act of harassment or bullying anonymously. However, formal disciplinary action may not be taken solely on the basis of an anonymous report.

#### **C. INVESTIGATION OF HARASSMENT AND BULLYING REPORTS**

1. All complaints of harassing or bullying behavior shall be promptly and thoroughly investigated by the CEO or designee.
2. All complaints of harassing or bullying made by employees shall be documented and investigated by the CEO with an investigation summary provided to the Board of Directors.
3. If the alleged perpetrator is the CEO, the Board attorney is the investigator. In such cases, whoever receives a complaint of harassment or bullying shall immediately notify the Board Chair. The Board Chair shall direct the Board attorney to respond to the complaint and investigate. If the alleged perpetrator is a member of the Board, the Board attorney is the investigator. In such cases, whoever receives a complaint of harassment or bullying shall notify the CEO who shall direct the Board attorney to respond to the complaint and investigate. Unless the Board Chair is the alleged perpetrator, the CEO shall also notify the Board Chair of the complaint.
4. If at any time during the investigation the school official investigating a student's allegation of harassment or bullying receives information alleging the harassment or bullying was based on sex or gender, the school official shall notify the Title IX Coordinator. In such cases, the procedures outlined in Board Policy 6.10 – Sexual Harassment shall be followed.

#### **D. DISCIPLINARY ACTION**

1. The actions taken in response to evidence of harassing or bullying behavior should be reasonably calculated to end any harassment or bullying, eliminate a hostile environment if one has been created, and prevent harassment from occurring again. In addition to taking disciplinary action as necessary, the CEO shall take appropriate remedial action to address the conduct fully.
2. Violations of this policy shall be considered misconduct and will result in disciplinary action up to and including long-term suspension or expulsion in the case of students and disciplinary action up to and including dismissal in the case of employees.
3. This policy may not be construed to allow school officials to punish student expression or speech based on an undifferentiated fear or apprehension of disturbance or out of a desire to avoid the discomfort and unpleasantness that may accompany an unpopular viewpoint.
4. Nothing in this policy precludes the school from taking disciplinary action against a student or employee where the evidence does not establish harassment but the conduct otherwise fails to satisfy the school's high expectations for appropriate conduct.

## **Sexual Harassment**

### **NEAAAT Policy 6.12: SEXUAL HARASSMENT**

The Northeast Academy Board of Directors believes that all employees and students are entitled to work and study in school-related environments that are free of sexual harassment. To this end, the board prohibits employees and students from engaging in sexual harassment and advises employees and students that when evidence of sexual harassment is established, disciplinary action may be taken, up to and including dismissal (for employees) and suspension or expulsion (for students). Independent contractors and volunteers are likewise prohibited from engaging in sexual harassment and are subject to removal from their duties or activities with the school for violations of this policy.

- A. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
  1. Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, academic progress, or completion of a school-related activity; or
  2. Submission to or rejection of such conduct is used as the basis for employment decisions affecting such an individual, or, in the case of a student, submission to or rejection of such conduct is used in evaluating the individual's performance within a course of study or other school-related activity; or
  3. Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or a student's educational performance, or creating an intimidating, hostile, or offensive environment.
- B. Examples of sexual harassment include, but are not limited to, deliberate, unwelcome touching; suggestions or demands for sexual involvement accompanied by implied or overt promises of preferential treatment or threats; pressure for sexual activity; continued or repeated offensive sexual flirtations, advances or propositions; continued or repeated verbal remarks about an individual's body; sexually degrading words used toward an individual or to describe an individual; or the display in the work place or school setting of sexually suggestive objects or pictures. Sexual harassment does not include personal compliments welcomed by the recipient or social interactions or relations freely entered into by an employee or prospective employee or appropriate social interactions between students that do not violate the Student Code of Conduct. In the case of consensual relations between students, there may be reason to question the consensual nature of the conduct if one or both of the students are very young or there is a large age disparity between the students.
- C. It is possible for sexual harassment to occur at various levels: between peers or coworkers, between supervisors and subordinates, between employees and students, between students, or imposed by non-employees on employees and/or students. Sexual harassment may be committed by members of the same sex or by members of the opposite sex. Romantic or sexual advances toward students by employees or romantic or sexual relationships between school employees and students are never appropriate, whether they are consensual or otherwise outside the definition of sexual harassment. Such relationships are prohibited. Employees engaging in inappropriate relationships with students will be subject to disciplinary action, up to and including dismissal.
- D. All complaints of sexual harassment shall be promptly and thoroughly investigated. A student does not have to report an incident of harassment to trigger an investigation if a school official has knowledge of the harassment. Suspected sexual harassment shall be investigated according to the following procedures:
  1. All complaints and investigations of sexual harassment shall be confidential. Information shall be given only to those individuals who need to have access to it in order to investigate appropriately and address the complaint.

2. A student who believes that he/she has suffered sexual harassment by another student may report the matter in writing to a school employee. Any coach or other school employee who receives from a student a report (oral or written) of alleged sexual harassment by another student shall immediately report the same to the principal. Failure by the employee to do so may subject the employee to disciplinary action. The principal will investigate the complaint and, if the complaint proves to be supported by evidence, take appropriate action regarding any necessary disciplinary and preventative measures.
  3. A student who believes that he/she has suffered sexual harassment by a school employee may report the matter in writing to a school employee. Any coach or other school employee who receives from a student a report (oral or written) of alleged sexual harassment by a school employee shall immediately report the same to the CEO. If the CEO is the alleged offender, such report by the student or other school employees shall be made to Board Chair. If the CEO receives this report of sexual harassment by a school employee, the CEO shall notify the Board Chair and any other appropriate person as required by law and Board Policy. The Board Chair will investigate the complaint. If the complaint proves to be supported by evidence discovered in the investigation, the Board Chair will take appropriate action regarding any necessary discipline of the offending employee, up to and including dismissal, and will work with the CEO to develop preventative measures to preclude future sexual harassment. The CEO will implement these preventative measures.
  4. An employee who believes that he/she has suffered sexual harassment may report the matter in writing to the CEO. Upon receipt of a report of sexual harassment, the CEO will investigate the complaint and take appropriate action regarding discipline and prevention.
  5. Any student who has brought a complaint under this policy and is not satisfied with the preventative measures implemented by the principal and/or CEO as a result of their investigations may file a written appeal to the Board of Directors. Any employee who has brought a complaint under this policy and is not satisfied with the preventative actions taken by the CEO may file a written appeal to the Board of Directors. The Board's consideration of these appeals will take place in closed session and will be limited to the written record. The Board may uphold, reverse, or modify the preventative action under review.
  6. In any case involving alleged sexual harassment by the CEO, reports shall be made to any member of the board.
  7. Claims of sexual harassment shall be promptly and thoroughly investigated, and appropriate action shall be taken. The actions taken should be reasonably calculated to end any harassment, eliminate a hostile environment if one has been created, and prevent harassment from occurring again. Violations shall be deemed to be serious disciplinary infractions. Disciplinary actions shall take into account the circumstances including the nature, frequency and severity of the harassment, and in the case of student-on-student harassment, the ages of the students involved.
  8. No employee or student will be subject to negative action in retaliation for reporting alleged sexual harassment in accordance with this policy. Such retaliation is against the law and is prohibited by this policy.
  9. The CEO may establish such guidelines and additional procedures as he/she deems necessary for the purpose of implementation of this policy.
- E. It shall be the responsibility of the CEO and his/her designees to inform school employees and students regarding this policy.

### **Discipline Procedures**

Students are expected to comply with all guidelines and policies listed in the NEAAAT Policy Manual. In addition to the policies contained with the Policy Manual, students are also expected to comply with the rules established by faculty and staff. If disciplinary action by administration is warranted, faculty/staff members will refer students using the Disciplinary Referral Form. The appropriate action will be taken in accordance with the NEAAAT Discipline Chart (see below).

#### **NEAAAT Discipline Chart**

*(Mitigating and aggravating factors may impact consequence)*

<b>Level I Offense(s)</b>	<b>1<sup>st</sup> Violation</b>	<b>2<sup>nd</sup> Violation</b>	<b>3<sup>rd</sup> Violation</b>
Noncompliance <i>(failure to comply to direction of school personnel)</i>	Verbal warning, parent contact, classroom staff	Referral to school counselor, parent/coach/ counselor	1-3 days of ASD, 1- 2 days OSS

	prescribed in-school intervention.	conference, 1- 3 days ASD	
<b>Disrespect</b> <i>(failure to show appropriate level of respect towards school personnel and volunteers),</i>	Verbal warning, parent contact, classroom staff prescribed in-school intervention.	Referral to school counselor, parent/coach/ counselor conference, 1- 3 days ASD	1-3 days of ASD, 1- 2 days OSS
<b>Insubordination</b> <i>(failure to comply with resemble request by staff or volunteer)</i>	Verbal warning, parent contact, classroom staff prescribed in-school intervention.	Referral to school counselor, parent/coach/ counselor conference, 1- 3 days ASD	1-3 days of ASD, 1- 2 days OSS
<b>Inappropriate Language</b> <i>(cursing, vulgar, profane, or obscene language)</i>	Verbal warning, parent contact, classroom staff prescribed in-school intervention.	Referral to school counselor, parent/coach/ counselor conference, 1- 3 days ASD	1-3 days of ASD, 1- 2 days OSS
<b>Inappropriate Dress</b> <i>(Dress Code Violation)</i>	Warning, student must be provided with a change of clothes by parent/guardian	Parent/coach/ counselor conference, 1- 3 days ASD	1-3 days of ASD, 1- 2 days OSS
<b>Electronic Devices</b> <i>(Unauthorized Cell Phone Use, Unauthorized Use of an Electronic Device)</i>	Warning and redirection, staff confiscation of device and returned at end of school day	Parent contact, device confiscated by administration, parent/authorized adult must pick up	1-3 days of ASD, 1- 2 days OSS
<b>Excessive Tardiness</b> <i>(4 or more tardies per six weeks grading period)</i>	Verbal warning, parent contact, classroom staff prescribed in-school intervention.	Referral to school counselor, parent/coach/ counselor conference, 1- 3 days ASD	1-3 days of ASD, 1- 2 days OSS
<b>Trespassing</b> <i>(out of place without permission on any leased, non-leased space, or college or university space)</i>	Verbal warning, parent contact, classroom staff prescribed in-school intervention.	Referral to school counselor, parent/coach/ counselor conference, 1- 3 days ASD	1-3 days of ASD, 1- 2 days OSS
<b>Being in an Unauthorized Place</b>	Verbal warning, parent contact, classroom staff prescribed in-school intervention.	Referral to school counselor, parent/coach/ counselor conference, 1- 3 days ASD	1-3 days of ASD, 1- 2 days OSS
<b>Leaving Class Without Permission</b>	Verbal warning, parent contact, classroom staff prescribed in-school intervention.	Referral to school counselor, parent/coach/ counselor conference, 1- 3 days ASD	1-3 days of ASD, 1- 2 days OSS
<b>Skiping Class/Cutting Class</b>	Verbal warning, parent contact, classroom staff prescribed in-school intervention.	Referral to school counselor, parent/coach/ counselor conference, 1- 3 days ASD	1-3 days of ASD, 1- 2 days OSS
<b>Littering, Eating in Class</b>	Verbal warning, parent contact, classroom staff prescribed in-school intervention.	Referral to school counselor, parent/coach/ counselor conference, 1- 3 days ASD	1-3 days of ASD, 1- 2 days OSS
<b>Parking/Driving Violation</b>	Parent contact, loss of driving privileges for 3 days	Parent conference, loss of driving privileges for 2 weeks, 1-3 Days ASD	Loss of driving privileges for the remainder of the school year, 1-2 days OSS
<b>Tobacco</b> <i>(possession, display, or use of tobacco product on school property or</i>	referral to school counselor, parent contact, 1 days OSS	Referral to school counselor, tobacco cessation program,	2 days OSS

		parent/coach/ counselor conference, 1- 2 days OSS	
<i>school sponsored activity)</i>			
<b>Gambling</b> ( <i>participation in unauthorized games of chance involving money or items of value</i> )	Verbal warning, parent contact, classroom staff prescribed in-school intervention.	Referral to school counselor, parent/coach/ counselor conference, 1- 3 days ASD	1-3 days of ASD, 1- 2 days OSS
<b>Level II Offense(s)</b>	<b>1<sup>st</sup> Violation</b>	<b>2<sup>nd</sup> Violation</b>	<b>3<sup>rd</sup> Violation</b>
<b>Integrity</b> ( <i>cheating, academic dishonesty, plagiarism, falsification of one's work</i> )	Parent/coach/student conference, loss of privilege, 1-3 days ASD	Parent contact, 3-5 Days of OSS	Parent contact, 6-10 Days of OSS
<b>Falsification of information</b> ( <i>providing false information about name, address, course attendance, school attendance, etc.</i> )	Parent conference, referral to school counselor	Parent contact, 1-3 Days of OSS	Parent contact, 3-5 Days of OSS
<b>Inappropriate Literature, Illustrations and Images</b> ( <i>possession of literature, illustrations, or other images that interrupt learning environment</i> )	Product(s) confiscated/deleted, parent contact, 1-3 Days ASD	Parent contact, 1-3 Days of OSS	Parent contact, 3-10 Days of OSS
<b>Disruptive Behavior I</b> ( <i>minor offenses, horseplay, loud talking, etc.</i> )	Parent/coach/student conference, 1-3 days ASD	Parent contact, referral to School Counselor, 1-3 Days OSS	Parent contact, 3-10 days of OSS
<b>Disruptive Behavior II</b> ( <i>aggressive behavior, profanity directed toward faculty/staff, disrespect to faculty/staff</i> )	3 days OSS, referral to school counselor	Parent contact, 3-5 days OSS	6-10 days OSS
<b>Insubordination</b> ( <i>failure to comply with a reasonable request by staff or volunteer</i> )	Parent/coach/student conference, 1-3 days ASD	Parent contact, referral to school counselor, 1-3 Days OSS	Parent contact, 3-10 days of OSS
<b>Harassment</b> ( <i>verbal, bullying, cyber-bullying,</i> )	Parent/coach/student conference, loss of privilege, 1-3 days ASD	Parent contact, loss of privilege, 1-3 days OSS	Parent contact, loss of privilege, 3-10 days of OSS, Inform law enforcement
<b>Physical Aggression/ Fighting</b> ( <i>physical aggression or fighting toward students or others, include choking, hitting, slapping, shoving, scratching, spitting, biting, blocking passage of, or throwing objects at another person in an aggressive, confrontational or dangerous manner. Includes taking any action or making comments or writing messages that may result in a fight or physical aggression</i> )	3 days OSS, referral to school counselor, possible notification of law enforcement	Parent contact, 3-5 days OSS, possible notification of law enforcement	6-10 days OSS, possible notification of law enforcement
<b>Violation of computer access</b> ( <i>conduct prohibited by Technology Responsible Use Policy</i> )	Parent/coach/student conference, loss of privilege, 1-3 days ASD	Parent contact, loss of privilege, 1-3 days OSS	Parent contact, loss of privilege, 3-10 days of OSS
<b>School Transportation Disturbance</b> ( <i>any physical or verbal disturbance that occurs on transportation vehicle or at bus stop</i> )	Parent contact, redirection, 1-5 days bus suspension	Parent contact, 5-7 days bus suspension	Parent contact, 10 days bus suspension, recommendation for permanent suspension from school transportation

<b>Extortion</b> ( <i>No student shall attempt to extort money, personal property, or personal services</i> )	Parent/coach/student conference, loss of privilege, 1-3 days ASD	Parent contact, loss of privilege, 1-3 days OSS	Parent contact, loss of privilege, 3-10 days of OSS
<b>Gambling/Possession of Gambling Paraphernalia</b>	Parent/coach/student conference, confiscate contraband, loss of privilege, 1-3 days ASD	Parent contact, confiscate contraband, loss of privilege, 1-3 days OSS	Parent contact, confiscate contraband, loss of privilege, 3-10 days of OSS
<b>Theft</b> ( <i>No student shall steal, attempt to steal, or knowingly be in possession of stolen property</i> )	Parent/coach/student conference, loss of privilege, 1-3 days ASD	Parent contact, loss of privilege, 1-3 days OSS	Parent contact, loss of privilege, 3-10 days of OSS
<b>Property Damage</b> ( <i>No student shall intentionally damage or attempt to damage or deface school property or personal property. In addition to school discipline consequence, the student will be charged the actual cost associated with damages and loss</i> )	Parent/coach/student conference, loss of privilege, 1-3 days ASD and restitution	Parent contact, loss of privilege, 1-3 days OSS and restitution	Parent contact, loss of privilege, 3-10 days of OSS, and restitution
<b>Indecent Exposure/ Sexual Behavior</b> ( <i>No student shall engage in behavior that is indecent, consensual, overly affectionate, or of a sexual nature</i> )	Parent/coach/student conference, loss of privilege, 1-3 days ASD	Parent contact, loss of privilege, 1-3 days OSS	Parent contact, loss of privilege, 3-10 days of OSS,
<b>Threat/False Threat:</b> <i>No student shall make any threat through written or verbal language, sign, or act which conveys a serious expression of intent to cause harm or violence. Furthermore, no student shall make a false threat of harm or violence, even jokingly, which causes or is reasonably likely to cause fear or a disruption to school activities.</i>	3 days OSS, referral to school counselor, possible notification of law enforcement	Parent contact, 3-5 days OSS, possible notification of law enforcement	6-10 days OSS, possible notification of law enforcement
<b>Failure to Report Firearm</b> ( <i>Any student who has knowledge that another student possesses or intends to bring a firearm on school campus or to any school activity shall report this information to school and/or law enforcement</i> )	Parent/coach/student conference, loss of privilege, 1-3 days ASD	Parent contact, loss of privilege, 1-3 days OSS	Parent contact, loss of privilege, 3-10 days of OSS,
<b>Hazing</b> ( <i>No group or individual shall require a student to wear abnormal dress, paly abusive tricks on him/her, frighten, scold, beat, harass, or otherwise subject him/her to personal indignity as inclusion in group or as a ritual associated with group membership</i> )	Parent/coach/student conference, loss of privilege, 1-3 days ASD	Parent contact, loss of privilege, 1-3 days OSS	Parent contact, loss of privilege, 3-10 days of OSS
<b>Search and Seizure</b> ( <i>A student's failure to permit searches and seizures as provided in board policy is prohibited</i> )	Parent/coach/student conference, loss of privilege, 1-3 days ASD	Parent contact, loss of privilege, 1-3 days OSS	Parent contact, loss of privilege, 3-10 days of OSS
<b>Aiding and Abetting</b> ( <i>No student shall aid or abet another student in violating any rule in the Student Code of Conduct</i> )	Parent/coach/student conference, loss of privilege, 1-3 days ASD	Parent contact, loss of privilege, 1-3 days OSS	Parent contact, loss of privilege, 3-10 days of OSS
<b>False Fire Alarm</b>	Parent contact, 3-5 Days of	Parent contact, 6-10 Days of	Possible Level V recommendation

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*(Setting off, attempting to set off or aiding anyone giving a false fire alarm)*

OSS, notification of law enforcement

OSS, notification of Law Enforcement,

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**Fire Setting/ Incendiary Material**  
*(possession of incendiary materials or use of any material likely to result in a fire on school property)*

Parent contact, 3-5 Days of OSS, notification of law enforcement

Parent contact, 6-10 Days of OSS, notification of Law Enforcement,

Possible Level V recommendation

<b>Level III Offense(s)</b>	<b>1<sup>st</sup> Violation</b>	<b>2<sup>nd</sup> Violation</b>	<b>3<sup>rd</sup> Violation</b>
Assault on Student	Up to 10 days OSS, inform law enforcement, referral to school counselor	Up to 10 days OSS, inform law enforcement referral to school counselor, possible recommendation for long-term suspension	
Assault on School Personnel or Other Adult	Up to 10 days OSS, inform law enforcement, referral to school counselor	Up to 10 days OSS, inform law enforcement referral to school counselor, possible recommendation for long-term suspension	
Assault Involving Weapon/ Dangerous Instrument/ Substances	Up to 10 days OSS, inform law enforcement, referral to school counselor	Up to 10 days OSS, inform law enforcement referral to school counselor, possible recommendation for long-term suspension	
Possession of Weapons other than Firearms ( <i>firecrackers, knives or misuse of sharp and/or pointed objects, sling shots, etc.</i> )	Up to 10 days OSS, possible long-term suspension, possible expulsion, inform law enforcement, referral to school counselor	10 days OSS, recommendation for long-term suspension, possible expulsion, inform law enforcement	
Bomb Threat	Up to 10 days OSS, possible long-term suspension, possible expulsion, inform law enforcement, referral to school counselor	10 days OSS, recommendation for long-term suspension, possible expulsion, inform law enforcement	
Act of Terror	Up to 10 days OSS, possible long-term suspension, possible expulsion, inform law enforcement, referral to school counselor	10 days OSS, recommendation for long-term suspension, possible expulsion, inform law enforcement	
Sexual Harassment	Up to 10 days OSS, possible long-term suspension, possible expulsion, inform law enforcement, referral to school counselor	10 days OSS, recommendation for long-term suspension, possible expulsion, inform law enforcement	
Truancy	Parent/coach/student conference, referral to school counselor, referral to Social Services	Referral to Social Services, seek court action	Referral to Social Services, seek court action
Gang Activity ( <i>Gang involvement or groups who commit an assault, inciting a riot, boycotting or displaying symbols of gang involvement/ any gang paraphernalia</i> )	Up to 10 days OSS, inform law enforcement, referral to school counselor	10 days OSS, inform law enforcement, recommendation for long-term suspension	

### **Level IV Offense(s)      1<sup>st</sup> Violation**

Firearm/ Destructive Device K-12 ( <i>See Board Policy 6.05 F</i> )	365 day long term suspension
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### **Level V Offense(s)**

A student fourteen (14) years of age or older may be expelled for a violation of this Code of Conduct if the board determines the student's behavior indicates that the student's continued presence in the school constitutes a clear threat to the safety of other students or employees, and that there is no appropriate alternative educational program operated by the school. Additionally, any student who is a registered sex offender under N.C. General Statutes 14-208 may be expelled.

Parent(s)/guardian(s) will be notified by phone and/or letter when students are referred to an administrator for disciplinary action. All consequences will be determined on an individual basis; mitigating and aggravating factors will be considered. Multiple infractions may result in extended or long-term suspension.

Students suspended from school shall be provided with an opportunity to make up any EOC, semester exam, or major test missed during the suspension period.

### **NEAAAT Honor Code**

*The following Honor Code was developed by the NEAAAT student body in the spring of 2017.*

Our honor code is a set of guidelines that students and faculty will be expected to uphold when representing Northeast Academy for Aerospace and Advanced Technologies. Honor codes are needed because educational institutions have reported an increasing problem with student behavior. NEAAAT, which stands for Non-discriminatory, Earnest, Ambitious, Adept, Analytical, and Tenacious, incorporates important characteristics that should be shown by all in the NEAAAT family.

By being an active member of NEAAAT, I agree to the following:

#### **N.E.A.A.A.T**

##### **Non-discriminatory**

NEAAAT's vision is to create a comfortable, welcoming school that will help students grow, not only academically, but socially. It is key that a safe learning environment avoids harsh criticism of others and is non-discriminatory, regardless of gender, race, sexual orientation, religion, etc.

##### **Earnest**

Students at NEAAAT should work to achieve academic success. Likewise, coaches should be committed to the growth of their students and mindful of any concerns expressed by the student body.

##### **Ambitious**

In order for students to excel in their academics, they need to show determination and ambition in completing all of their assignments. Ambition is, also, an important characteristic to have when "striving for the next level," which is encouraged here at NEAAAT.

##### **Adept**

Skill, efficiency, and accomplishment in all academics and extracurriculars is a primary goal at Northeast Academy.

##### **Analytical Thinkers**

NEAAAT's project-based curriculum develops students into analytical thinkers who can solve rigorous problems -- be it academic-based or in real life.

##### **Tenacious**

Students should persist and push for success in all of their work with a purpose in mind.

#### **Examples of How to Meet Expectations:**

- All members should treat each other with the utmost respect. Being disrespectful is not justified even if someone is disrespectful to you.
- Students will complete their work on time. If there are complications with the due date, students will approach the coach respectfully. Coaches, on the contrary, are expected to make any due date and rubrics clear from the outset of the assignment.

- All parties should first work to compromise on any conflicts. If the conflict is not resolved, administration should be notified.
- All members of the NEAAAT family should be safe, kind, and honest.

### **Safe**

As a member of NEAAAT, you must be safe. This means making appropriate decisions and conducting yourself in a safe orderly manner. In an unsafe situation, you as a student of the NEAAAT body will be cautious of any harmful situations.

### **Kind**

Being kind at NEAAAT expresses that you will refrain from bullying and harming others, either physically or emotionally. This includes all members of NEAAAT. We are expected to propose ourselves as attentive and lenient students. As a team, we will work together and refrain from leaving anyone behind.

### **Honest**

NEAAAT family will refrain from plagiarism, cheating, and any other dishonest practices. Student-Student, coach-coach, and coach-Student relationships are affected by the lack of honesty.

By having an honor code, we strive to promote a friendly learning environment. We hope to:

- Build character in our students,
- Motivate the student body,
- Establish the behaviour norms at NEAAAT,
- Outline the expectations of NEAAAT students and faculty, and
- Improve relationships between students and staff members.

Students and faculty staff have committed themselves to representing the values of our school. Integrity, compassion, safety for you and others around you, kindness, and respect should be and are exemplified by the members of the NEAAAT family. Students and faculty members are expected to adhere to these standards to create a safe and welcoming learning environment.

### **Parent Role in Discipline**

Parents/guardians will be notified immediately when there is a disciplinary issue with their child. A conference with the parent/guardian, student, school administrator, and coach may be scheduled. Parents will be asked to support the school and assist in correcting disciplinary problems. Certain behaviors may result in long-term suspension or eliminate the student for consideration to return to the school. Such behaviors include, but are not limited to:

- Non-compliance with school personnel
- Arson or possession of an explosive or incendiary device
- Possession of a weapon
- Fighting
- Destruction of school or personal property, robbery, violence or threat of violence, stealing
- Intimidation of students/coaches (threats of any type-verbal/writing)
- Disruption of the school environment, communicating a false bomb report or perpetrating a bomb hoax, inciting or participating in student disorder
- Drugs or Alcohol
- Violation of NC Criminal Statutes

### **Partnering with Parents**

Parents and educators provide valuable supports for student success. We encourage you to work closely with us and contact the school frequently. You are a welcome partner in the classroom. Also, you are encouraged to take part in special school activities and to visit classrooms as often as your schedule allows.

Here are ways you can directly support coaches and contribute to your child's success.

- Make sure your teen attends school daily. Please do not plan special activities on school days. Have your child stay at school for the full day.
- Review your child's syllabi
- Expect your teen to study at least 1-2 hours each night.

- Do not permit your teen to arrive late or check out early from school.
- Support the school in our policy of having no cell phones out during the school day, unless it is being used for instructional purposes.
- Please call if you have any concerns about your child's behavior or academic progress.
- Review progress reports and report cards. Ask your child to pull up their college grades on the computer regularly.
- Do not call the your teen during the day to discuss family issues. Students become very distracted when they receive calls at school.
- Become involved in our school; each parent/guardian is encouraged to volunteer this school year.

## **Required Notifications**

### **AHERA (Asbestos Hazard Emergency Response Act) Notification**

As mandated by federal regulations, public schools were to have each of their school buildings inspected for asbestos, and a plan of managing asbestos that was detected was to be filed with the North Carolina Department of Human Resources, Division of Health Services, Raleigh, NC by May 9, 1989. Elizabeth City State University complied with this mandate. No asbestos was used in the construction of the ITC.

### **Anti-Discrimination Policy**

The Board of Directors of the Northeast Academy for Aerospace & Advanced Technologies believes all students and employees should be free of unlawful discrimination, bullying and harassment, including sexual harassment, as part of safe, orderly, and inviting learning/working environments. The Board is committed to nondiscrimination in all educational and employment activities and expressly prohibits unlawful discrimination and harassment on the basis of race, color, national origin, sex, pregnancy, religion, veteran status, age or disability. The Board prohibits retaliation against a student or employee exercising rights made available through state or federal law and also prohibits retaliation for reporting such violations. Policy violation is serious; appropriate action will be taken, including suspension (for students) and termination (for employees).

All Board of Directors policies are available on the school website. Questions regarding this policy may be directed to the CEO's office.

### **Healthful Living**

Schools are required to provide parents and students information about required and optional immunizations, ways to prevent communicable diseases, lawful abandonment of a newborn, and epinephrine auto-injectors. In addition, schools are required to educate students about preventable risks for preterm births in subsequent pregnancies. Print materials are available upon request in the main office.

**Parent/Student Handbook Agreement**

I read, understand, and agree to abide by the policies described within the Northeast Academy for Aerospace and Advanced Technologies (NEAAAT) Parent/Student Handbook.

Parent/Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Appendix A 2019-20 Transportation Plan**

### **Student Pick Up**

When operating on the regular daily schedule, students are dismissed at 3:15pm. Individuals who pick up students from school enter through the main entrance, follow the traffic loop counter-clockwise, and park on the shoulder beginning at ITC curb.

### **Student Drop Off**

When operating on the regular daily schedule, students may enter the building as early as 7:30am. Individuals who transport students to school enter through the main entrance, drop off students at the ITC, and follow the traffic loop counter-clockwise back to the main entrance.

### **Early Pick Up**

If a student must leave school prior to the end of the school day, the individual picking up the student must sign the student out at the main office. If the person who will pick up any student is not his/her parent/guardian, a verified permission slip must be on file in the main office.

### **Office Visits**

Whenever an individual visits the school for any reason (conferences, volunteering, etc.), he/she must first sign in at the main office located. The office will issue the visitor an ECSU/NEAAAT Visitor Parking Pass, and it must be clearly visible on the vehicle's dashboard or rear view mirror.

### **Transportation Changes**

If a student's transportation arrangements change, please notify the office in writing at least 1 hour prior to dismissal. Transportation change request must be submitted.

### **Permission**

If the person picking up a student is not the student's parent/guardian, a verified permission slip must be on file in the main office.

### **Bus Stops**

Students must be at bus pickup locations at least 5 minutes prior to the time the bus is expected to arrive. The bus will remain at designated stops for up to 5 minutes before continuing the route. Individuals picking up students from bus stops are asked to arrive at the stop 5 minutes prior to the scheduled time of arrival. The bus will remain at a designated stop for up to 5 minutes before continuing the route. Students will not be left at a bus stop without supervision unless a verified permission slip is on file at the main office. If no one is available to receive a student at the designated bus stop within 5 minutes, the student will remain on the bus and the driver will continue the route.

### **Carpools**

Parents/guardians are encouraged to pool resources so all students are able to attend each day. While NEAAAT is not responsible for arranging, maintaining, or supervising carpools, we are happy to connect parents for this purpose. Please contact the office for more information.

## 2019-2020 School Calendar

NEAAAT 2019-2020 School Calendar																				
<b>July 2019</b>				<b>August 2019</b>				<b>September 2019</b>												
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30					
<b>October 2019</b>				<b>November 2019</b>				<b>December 2019</b>												
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9		11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				
<b>January 2020</b>				<b>February 2020</b>				<b>March 2020</b>												
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
			1	2	3	4							1	1	2		4	5	6	7
5	6	7	8	9	10	11	2	3	4	5	6	7	8	8	9	10	11	12		14
12	13	14	15	16	17	18	9	10	11	12	13	14	15	15	16	17	18	19	20	21
19	20	21	22	23	24	25	16	17	18	19	20	21	22	22	23	24	25	26	27	28
26	27	28	29	30	31		23	24	25	26	27	28	29	29	30	31				
<b>April 2020</b>				<b>May 2020</b>				<b>June 2020</b>												
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
			1	2	3	4						1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
							31													

  

	School Closed/Holiday		First and Last Day for Students (last day early rele		Report Cards Issued
	Early Release		Annual Leave Day		Progress Reports Issued
	No Day		Teacher Workday )		End of Reporting Period
	RLP Day				

Board Approved 5/16/19

### **The McKinney-Vento Homeless Act**

The McKinney-Vento Homeless Act ensures that homeless children and youth enrolled in and attending the Northeast Academy for Aerospace and Advanced Technologies have equal access to an appropriate, public education. Our McKinney-Vento Homeless Coordinator is Carolyn Walton. Carolyn can be reached by email at [carolynwalton@northeastacademy.org](mailto:carolynwalton@northeastacademy.org) or by phone at (252) 562-0653. The North Carolina State Coordinator is Lisa Phillips, and she can be reached at (336) 315-7491. Information about North Carolina's Homeless Education Program can be found on the NCHPEP website at <https://hepnc.uncg.edu/>, and specific data pertaining to homeless education in North Carolina can be found by navigating to the *About* page (<https://hepnc.uncg.edu/about>). Under the McKinney-Vento Act, individuals are identified as Homeless if they lack a fixed, regular, and adequate nighttime residence, including individuals who are:

- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason
- Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations
- Living in emergency or transitional shelters
- Awaiting foster care placement
- Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
- Migratory children living in the circumstances described above
- Unaccompanied youth living in the circumstances described above

If you feel that you or someone you know meets these criteria, please contact Carolyn Walton for information regarding:

- McKinney-Vento Homeless Assistance Act
- Homeless Identification Form
- Free and Reduced Lunch Application
- Emergency food and shelter resources

Alternatively, we invite you to visit our main office in the Information Technology Complex on the campus of Elizabeth City State University, 1810 Weeksville, Rd, Elizabeth City, NC.

### **Child Find**

The Northeast Academy for Aerospace and Advanced Technologies' coaches and staff are responsible for ensuring that our school identifies, locates, and evaluates student enrolled in and attending NEAAAT with disabilities who may be in need of special education and related services. Child find activities at NEAAAT include, but are not limited to, educating and training coaches and staff, teaming with parents, providing MTSS interventions, and completing screenings. If a parent of a child with a suspected disability has concerns, they should contact their child's coach or Carolyn Walton, Director of Exceptional Children's and Federal Programs, at (252) 562-0653 or [carolynwalton@northeastacademy.org](mailto:carolynwalton@northeastacademy.org).

[Click here for Child Find Information from the Department of Public Instruction](#)

[Child Find Poster](#)