



Parent-Student Handbook

2022-23

Rules and regulations contained herein are binding on parents and students in accordance with Pine Springs Preparatory Academy's signed contract of the enrollment application.



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Updated July 2022

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A signature contained in the Appendix of this document is legally binding and indicates that the signatory has carefully read the terms and conditions and understands its significance.

INTRODUCTION

This Handbook is both a source of information for parents and students as well as a guide as to PSPA's expectations of its families. The Handbook is written from the perspective that PSPA is a community, indeed, a "family," where all involved -- the students, their families, the faculty, staff, Board of Directors and stakeholders give of their time, talent or resources -- work together to create a warm, but challenging learning environment.

MISSION STATEMENT

Pine Springs Preparatory Academy is dedicated to improving the lives of its students by providing authentic learning experiences in a collaborative, nurturing environment that will build a foundation for students' success in school, career, and in life.

PSPA BOARD OF DIRECTORS

PSPA is a non-profit organization governed by a volunteer Board of Directors. The Board of Directors provides oversight to ensure the school is achieving its mission, create and follow board policies, oversee the strategic plan for the school, and approve and follow the annual budget. The board is also responsible for the hiring and termination of employees at the recommendation of the Head of School.

Meeting Schedule

The board meets monthly, and the meeting schedule is posted on the school website. Board meetings follow NC Open Meetings Law.

Requests to Address the Board

In order that the board may fairly and adequately discharge its overall responsibility, PSPA provides the opportunity for members of the public to address the Board of Directors during their public meetings.

- Those who wish to provide public comment must sign up prior to the meeting beginning. While the board chair will establish the rules for public comment, as a general rule, for meetings held in-person, public comment sign-up will end 5 minutes before the meeting is called to order. For remote meetings, public comment sign-up will end 30 minutes before the meeting is called to order. For "Special" meetings, public comment will only be offered on topics that are specific to the special meeting agenda.
- Public comment is offered at the beginning of board meetings, and those wishing to make public comment must be present at the time that the public comment portion of the agenda is being offered.
- The Board reserves the right to establish a time limit or halt public comment at any time.

Public comments shall not interfere with the board's duty to conduct orderly and efficient meetings. Individuals who address the board shall not use language that is obscene, vulgar, contains fighting words or otherwise disrupts the orderly conduct of business. Discussions regarding employees, litigation, student records or other potentially confidential matters may not be discussed during the public comment session. Persons who willfully interrupt, disrupt or cause disturbances at official meetings of the Board may be directed to leave by the board chair. The board chair shall determine whether matters of discussion are inconsistent with these restrictions or other requirements for public comment, and may rule the speaker out of order, if necessary. Disruptions by any person or persons of a public meeting shall be subject to action in accordance with G.S. 143-318.17.

Board of Directors 2022-23

- Sean Coleman
- Shea Maliszewski
- Julia McCombs
- Gregg Sindors
- Kristen Stocking
- Craig Tucker
- Katie Wall

Compliance with Applicable Laws

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

PSPA SCHOOL LEADERSHIP**School Administrative Team**

- Bruce Friend, Head of School
- Stephanie Needham, K-5 Principal
- Glenn Dansky, Middle Grades Principal
- Sue Yench, K-5 Assistant Principal
- Lauren Johnson, Middle Grades Assistant Principal

Additional Administrative Team

- Michelle Alharoon, Blended Learning Academy Director
- Michelle Cardillo, Business and Operations Manager
- Tom Carey, Facilities and Technology Coordinator
- Rhonda Konawicz, EC Director
- Monique Richter, PowerSchool Coordinator
- Dr. Joselyn Todd, Director of Instructional Technology

Office Managers

- Elizabeth Coomer, K-5 Office Manager
- Suzi Marsico, Middle Grades Office Manager

Nurses

- Leslie Brothers
- Jessica Driscoll

School Resource Officer

- Officer Matt Seevers, HSPD

SCHOOL CALENDAR

The PSPA School Calendar meets State of NC requirements for the number of instructional hours that schools are required to provide. The most up-to-date School Calendar is found on the school website.

STUDENT AND PARENT REQUIREMENTS AND EXPECTATIONS

To accomplish our mission, PSPA requires the support and cooperation of the parents and guardians of our students. PSPA has the following expectations of its students, parents, and families.

The PSPA Student Honor Code

I promise to be honest, trustworthy, and diligent in my studies, and to complete all work assignments to the best of my ability as assigned. I promise to behave appropriately in school, respect the rights of others, and treat them with the same courtesy that I expect for myself and in accordance with the school mission and values. I will be respectful toward my teachers and all staff, remembering always that they are here to assist me in becoming the best person and citizen I can be. I promise to give all school letters to my parents on the day that I receive them, and to return them to my teacher the next school day with my parent's signature. I promise to tell the truth, do my own work and not take things that do not belong to me.

As a Pine Springs Student, I will

- 1) Follow all school rules and expectations.
- 2) Treat others the way I would like to be treated.
- 3) Complete assignments as assigned to the best of my ability.
- 4) Show pride of place and respect all school property.
- 5) Exemplify the Core Values of PSPA "PIONEERS" becoming a great American Citizen.



PSPA:CFA Core Values
"Creating Great American Citizens"

P	I	O	N	E	E	R	S
Prepared to lead the world	Informed on current events	On the path of excellence	Navigating our historical roots	Exploring future opportunities	Engaged in the community around us	Responsible to create a just society	Sharing goodwill with others

On my honor, I pledge that I will abide by the terms and conditions of PSPA's Honor Code.

As a parent/guardian of a PSPA student, I agree:

- To support the PSPA Honor Code expectations.
- To exemplify the Core Values of PSPA "PIONEERS" by modeling what it means to be a great American Citizen for my student(s).

- To purchase the required uniforms as specified in the PSPA uniform policy and ensure my child properly wears the required uniform every day.
- To supervise my child's homework habits and see to it that assignments are completed to the best of their ability, neatly, and on time.
- Take good care of all school books and materials and agree to pay for any lost or damaged books or equipment.
- Complete my 10-hour volunteer requirement each year (this is per family).
- To provide all Medical/Immunization Records to the office as required by North Carolina State Law. (G.S. 130-A153).
- To provide lunch for my student.
- To arrange transportation for my child to and from school each day on time.
 - o Instructional Day Begins at 8:00 AM (K-5): **This means that students should be in their classroom ready for instruction by 8:00 AM** or they will be counted tardy.
 - o Instructional Day begins at 8:30 for 6th-8th grade: **This means that students should be in their classroom ready for instruction by 8:30 AM** or they will be counted tardy.
- That my child will be accountable to follow the school discipline policies and school-wide expectations.
- To bring my student to school on required testing days.
- Follow attendance policies.

A student may be long-term suspended from the school if, in the opinion of the school administration, there has been sufficient violation of the rules of conduct as established by his/her teacher(s) so that continued attendance would be disruptive or dangerous to other students and/or staff. Long-term suspension shall occur if a student continually violates the PSPA Honor Code, or if a student or his/her parent(s) fail to adhere to the terms of the PSPA Honor Code and other PSPA policies. School administration has the discretion to enforce the honor code with all due consideration given to the age of the student and other relevant circumstances. Expulsion can be used for any student age 14 or older.

Student Code of Conduct

PSPA's expectations for student behavior are based upon the following governing principles:

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

Discipline

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

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

- Correct the situation
 - For example: If you make a mess, you clean up the mess. If you intentionally break something, it is your responsibility to fix it or replace what was broken.
- Parental involvement
- Isolation or time-out for short periods of time
- Loss of privileges
- Structured recess
- Behavior improvement agreements/behavior contracts
- Individual or small group sessions with an administrator
- Silent Lunch
- Lunch Detention
- Before or After School Detention
- Exclusion from extracurricular activities/loss of privileges
- Suspension
- Expulsion (Age 14 or over)

PSPA is not required to engage in progressive discipline. Some offenses are so serious they warrant more severe consequences including, but not limited to, immediate suspension and/or recommendation for longer-term consequences. This Student Code of Conduct is not to be seen as all-inclusive. The administration reserves the right to amend or add to these lists as unique situations arise. The administration further reserves the right to deviate from the stated disciplinary action(s) based on unique or aggravating factors.

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

Opportunities to learn from mistakes create a context for students to learn to make good choices in the future. Ultimately, the goal is for students to do the right thing, even when no one is looking.

Disciplinary Levels and Definitions

Level 1 Offenses:

Possible Consequences: Warning, Parent Conference, Detention, Loss of Privileges

- Being tardy to school and/or class
- Uniform/Dress Code violations
- Littering on school property
- Violation of the Technology Use Agreement

Level 2 Offenses:

Possible Consequences: Parent Conference, Detention, Loss of Privileges, Form of Suspension (in or out of school), Restitution

- Committing repeated Level 1 offenses
- Failure to comply with other assigned consequences

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

Level 3 Offenses:

Possible Consequences: Suspension or possible disciplinary hearing for repeated and/or severe behavior, which could include but would not be limited to a Long-Term Suspension or expulsion.

- Committing a combination of or repeated Class I and/or Class II offenses
- Trafficking, possessing, and/or using tobacco/nicotine products on school property or at a school-sponsored event including the use or possession of electronic cigarettes or paraphernalia.
- Stealing or possessing stolen property
- Attempting to harm another student, staff member, or adult on school property or at a school-sponsored event.
- Threatening to physically harm or attack another student, staff member, or adult on school property or at a school-sponsored event
- Physically striking or attacking a student, staff member, or adult whether as an individual act or with the assistance of others
- Possessing, handling, transferring, or bringing a weapon or ammunition (including a toy weapon; example – toy gun, toy knife) on school property or at a school-sponsored event
- Creating or encouraging other students to join in a disturbance, so as to cause the disruption of normal school operations
- Using technology, such as social media, during or outside of school hours to cause a school disruption.
- Possessing, selling, exchanging, distributing, attempting to purchase, using, or being under the influence of alcohol, illegal drugs, drug paraphernalia, or any substance purported to be an illegal drug, prescription medicine, or alcohol on school property or at a school-sponsored event. This includes the distribution of or purposely taking more than the prescribed amount of medically necessary prescription medication.
- Touching or conduct perceived as sexual or inappropriate in nature or which is deemed offensive to that person
- Damage/destruction/vandalism/arson of or trespassing on school property

- Hazing
- Bomb threat/hoax, false alarms
- Possession or use of explosives, fireworks, sparklers, smoke/stink bombs on school grounds or at a school-sponsored event
- Any conduct committed off-campus that (a) if committed on campus would constitute a Class III offense and (b) has a reasonable relationship to school operations
- Creating or encouraging other students to join in a disturbance, so as to cause the disruption of normal school operations

Short-Term Suspension: suspension from school, school activities, and school grounds for a period of up to ten (10) school days.

Long-Term Suspension: suspension from school, school activities, and school grounds for more than ten (10) school days.

Expulsion: The indefinite exclusion of a student, age 14 or over, from school enrollment for disciplinary purposes.

PSPA and its employees shall follow applicable rules concerning the discipline of students who qualify under relevant special education laws. There are no appeals for short-term suspensions of 10 days or less.

For Class III offenses, the school administration may recommend a Long-Term Suspension, and/or Expulsion, and/or participation in a Behavioral Contract. Decisions as to Long-Term Suspensions and/or Expulsion shall be made by school administration after appropriate notice to the parties involved and a hearing if one is requested. Student appeals from the decision of school administration shall be heard by a panel of two Board members who shall be appointed by the Board Chair. Appeals must be made in writing to the Board Chair within ten (10) days of the decision. The hearing of the panel will occur at a discipline hearing. Decisions of the Board panel shall be final, and there will be no further appeal to the full Board of Directors.

PSPA's disciplinary procedures will be exercised in a manner consistent with state and federal law, including the Gun-Free Schools Act, the Individuals with Disabilities Education Act, and the Rehabilitation Act of 1973.

ACADEMICS & CURRICULUM

Academic Honesty

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

Academic Standards

The key to PSPA's curriculum and student performance standards is rigor. PSPA is a school that demands hard work from all students at all grade and ability levels. Students who attend PSPA will find they are continually challenged in all subject areas and that they will have to work diligently to meet academic expectations.

The types of challenges students will face are progressive complexity and competency in all subject areas, active participation in all areas of their education, including in-class and out-of-classroom experiences, and problem-solving. Through self-assessment and teacher evaluation, along with the results from standard assessments, students will be challenged to excel beyond state standards in all academic areas. They will be given the tools to meet the demands of PSPA's rigorous standards, and they will be held to those standards. Students are expected to perform at their level of engagement or higher.

Student Promotion

Student promotion is based on teacher recommendations. It is the responsibility of the School Principals to make final grade level placement decisions.

For students with special needs, promotion will also depend on the fulfillment of the child's Individual Education Plan (IEP). The academic expectations at PSPA will be made clear to parents. Additionally, as stated above, teachers and the administration will be diligent in their efforts to keep parents up to date on their children's performance. When a child is in danger of failing, teachers will reach out to the parent or guardian to discuss the child's circumstances and develop strategies that the child, parents, and teachers can implement to afford the child opportunities to succeed.

Testing

PSPA will give all North Carolina required state tests: Beginning of Grade (BOG), End of Grade (EOG), and End of Course (EOC) tests for which a test is required:

- 3rd Grade: Beginning of Grade (BOG) Reading test. The test begins on the 11th day of the school year and continues through the 15th day.
- Read To Achieve: There are three windows within the year:
 - Summer 2022: At the conclusion of Reading Camp
 - Fall 2022: Need to administer by November 1, 2022
 - Spring 2023: Final 10 instructional days of the school year
- 3rd-8th Grades: End-of-Grade (EOG) Reading and Mathematics, and Science Grades 5 and 8
- End-of-Course (EOC) Test for NC Math 1: The final 10 instructional days of the school year
- ELL Students: W-Apt and WIDA screener within 30 calendar days of enrollment
- ACCESS for ELLs - The testing window is January – March 2023

In addition, all students will participate in the iReady assessments three times a year.

The iReady Diagnostic pinpoints student ability level, identifies the specific skills students need to learn to accelerate their growth, and charts a personalized learning path for each student.

DRAFT of PSPA State EOG Testing Schedule
****THESE DATES ARE SUBJECT TO CHANGE***

Test:	Day:
EOG Reading: Grades 3,4,5,6,7,8	Final 10 instructional days of the school year
EOG Math: Grades 3,4,5,6,7,8	Final 10 instructional days of the school year
EOG Science: Grade 5,8	Final 10 instructional days of the school year
EOG Makeups: Grades 3,4,5,6,7,8	Final 10 instructional days of the school year
3 rd grade “Read to Achieve” Retakes; Make-Ups	Final 10 instructional days of the school year
EOC Math 1	Final 10 instructional days of the school year

Testing Compliance

PSPA will conduct standardizing testing as required by state and federal law and provide remediation and intervention for students not scoring at required levels. A testing coordinator will monitor compliance with this policy and will ensure that all testing material is maintained under locked and secure conditions. All testing personnel, teachers, and school administrators are subject to a state Testing Code of Ethics regarding the statewide testing program.

Student Evaluation/Grading

All parents will be informed at regular intervals on their children’s academic progress, based on procedures approved by the School Administration. The academic year will consist of four nine-week grading periods. Report cards will be issued at the end of each grading period. Parents have the ability to access student information via PowerSchool at any time. A date will be sent to parents to check grade during the interim of each grading period on the PowerSchool portal. A paper copy progress report will not be sent home. Grading scale and codes used for evaluation are shown in the table below. Report cards will be a combination of numerical and narrative evaluations.

Pine Springs Preparatory Academy will use a 10-point Grading Scale.

GRADE	PROFICIENCY PERCENTAGE
A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	59 - below

S/N/U will also be used when deemed appropriate:

S= Satisfactory/ N= Needs Improvement/ U= Unsatisfactory

Report Cards

Report cards are generated from PowerSchool. Parents have online PowerSchool Access to view the academic records through the parent portal. The report card is reviewed by the teacher and placed in the report card envelope. The envelope will be signed by the teacher and used to send the report card home. Parents will keep the report card and return the signed envelope to the teacher. The report card is sent home at the end of each quarter.

Retention

Parents of students being considered for retention shall be notified in writing as early as possible, we prefer no less than 45 days before the end of the school year. Parents may respond in writing to School Administration within 5 days of the written notification to appeal the retention. Retention of students will be based upon teacher input and the School Administration/Principal is responsible for final grade level placement decisions.

Administration will consider the following when deciding to retain or promote a student:

- Teacher recommendation
- Student's test scores (iReady, EOG)
- Student's academic progress over time
- Student's behavior history
- Student's attendance history
- Student's special education needs
- Parent recommendation

For students transferring to PSPA, the student will be placed in the grade level as recommended by their previous school. A retention letter/label may be required.

Withdrawal Procedures

If a parent would like to withdraw their child from PSPA the School must receive the request in writing. A records request for one of our current students is considered a request for withdrawal and if a records request is received the records will be sent and that student will be withdrawn from PSPA. Final report cards and/or transcripts will not be released until all materials have been turned in or paid for.

Academic Accountability

Students at PSPA are responsible for:

- a) Completing assignments within time limits acceptable to the teacher and administration.
- b) Participating actively in all classes and class-related activities
- c) Making academic progress by passing, in addition to iReady and EOG assessments, all courses required for promotion to the next grade level.
- d) Maintaining, being responsible for, and producing in all classes, at all times, necessary materials such as assigned textbooks, writing materials, and class supplies, and using these materials in an appropriate manner.

Textbooks

Students who fail to bring in their assigned textbook for five consecutive classes are assumed to have lost their textbook, and a bill will be sent to the student's parents to recover the cost of the lost textbook.

Students are responsible for all damage that occurs to textbooks assigned to them, and the school will bill parents to recover the cost of damaged textbooks. "Textbook" is a term to refer to any book sent home from school; hence, a novel can be a "textbook." End-of-year report cards will be held until all textbooks are returned to the school.

Homework Policy

Homework is a valuable tool to help students practice skills they have learned during the school day.

Students are expected to complete homework assignments punctually and to the best of their ability.

Habitual issues with uncompleted homework will result in a parent conference. Teachers have the discretion to afford opportunities to make up homework.

Plagiarism

Plagiarism is the attempt to pass off the ideas, research, theories or words of others as one's own.

Plagiarism is a serious academic offense. Most students know when they are intentionally plagiarizing, for example copying an entire essay of a book or buying a paper off the Internet. However, many people are tripped up by unintentional plagiarism, that is, not giving proper credit for others' quotes, facts, ideas or data. Plagiarism demonstrates a lack of integrity and character that is inconsistent with the goals and values at PSPA. Excellent written expression of well-formulated ideas is a fundamental skill for academic and career success. Plagiarism interferes with the assessment and feedback process that is necessary in order to promote academic growth. Plagiarism defrauds the instructor with a false view of a student's strengths and weaknesses. It may prevent further instruction in areas of weakness and delay the student in reaching his or her potential.

Plagiarism includes:

- Taking someone else's assignment or portion of an assignment and submitting it as your own.
- Submitting work written by someone else or rephrasing the ideas of another without citing the source.
- Presenting the work of tutors, parents, siblings, or friends as your own.
- Submitting purchased papers as your own.
- Submitting papers from the Internet written by someone else as your own.
- Supporting plagiarism by providing your work to others, whether you believe it will be copied or not.

The following behaviors promote true student achievement:

1. Being prepared. Try to keep a realistic schedule balancing academic obligations and your social life.
2. Make certain that you understand your assignments and the grading assessment / rubric that will be used. If you have questions about an assignment or an assessment, talk to your instructor. Do not rely solely upon a classmate for clarification.
3. If you study for a test with a classmate, make sure that you do not sit near each other during the test since your responses (and errors) may be similar.
4. Do not read or scan someone else's paper before writing your own. Some of the ideas in the other person's paper may be ideas that you would have used, but you will now need to credit the person whose paper you read.

5. Use all avenues of support available to you. For help needed beyond the classroom, see your instructor, other instructors in the department, a peer tutor, or a parent or other adult who is well versed in the subject.
6. Assignments should be considered individual unless the instructor states otherwise.
7. Be organized. Having class notes in an orderly, easily accessible format will save time and anxiety when studying for a test or writing a paper.
8. Keep current with assignments. If you need to read an entire novel the evening before a test or before a paper is due on that novel, your performance will suffer.
9. If, for whatever reason, you choose to use another's ideas or solutions, cite that person as a source on your paper or project.
10. Know what constitutes cheating, including all the variations of plagiarism.

The role of parental support in their children's achievement and ethical development:

1. Assess your child's abilities realistically. Help her/him to choose courses in which she/he will be successful and challenged without undue stress.
2. Don't push children beyond their limits with your expectations or aspirations. Many times students make bad decisions because the pressure to excel is greater than their ability to meet the expectations.
3. If you suspect your child is experiencing difficulty in a class, please contact the teacher. The sooner a problem is identified; the sooner steps can be taken to alleviate it.
4. If your child is caught cheating and you are called, please remember that this is a learning experience; help your child to accept the consequences for his/her inappropriate actions.

Repercussions:

Any student who is caught cheating or plagiarizing will receive a grade of "0" for the first offense, and every offense thereafter, for the academic work involved, and the parent(s) of the student will be notified. This is a violation of the Student Code of Conduct and consequences will be given accordingly.

How to Avoid Plagiarism: Give Credit Where Credit Is Due! When in Doubt, Give Credit!

A good rule-of-thumb is to always give credit for any ideas that aren't yours by citing your sources. Different disciplines, publications, and teachers have different standards for citation. Usually, your teacher will specify how you should present your citations, and if they don't, please ask.

FIELD TRIP POLICIES

Field trips are an important part of enhancing a student's learning experience. PSPA provides field trip opportunities that provide academic value or community building time for our students. No PSPA student will be permitted to leave a field trip early except in the case of an emergency or unless requested by a member of the PSPA staff for disciplinary reasons. All students must remain with the group for the duration of the field trip. Due to the responsibilities of a chaperone to supervise the students in their care, we are not able to accommodate bringing additional children that are not in the designated class or course.

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

Other items of import include:

- All field trip permission slips must be signed by the student's parent or guardian.
- Chaperones must be approved. Background checks will be required.
- Refunds are not possible once deposits/payments are remitted to the field trip companies.
- Students with discipline issues may be prohibited from participating in field trips and will forfeit all fees paid
- For special needs students, accommodations will be made on trips per the student's IEP or 504 Plan, but special accommodations for dietary requests, rooming preferences, and parent or student desires will not be honored. If students are unable to participate on the overnight trip without accommodations identified in their 504 Plan or IEP, the parent must attend the trip at their own cost and provide any accommodations that are needed.

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA)

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

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

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

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

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

The School may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. If a parent would

prefer that the School not release directory information about his/her student, s/he must inform the Office Manager in writing by the end of the first week of school.

Right to Know Under the Every Student Succeeds Act

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

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

The Protection of Pupil Rights Amendment

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

- Consent before students are required to submit to a survey, which is funded in part or in whole by a program of the U.S. Department of Education, that concerns one or more of the following protected areas ("protected information survey"):
 1. Political affiliations or beliefs of the student or student's parent
 2. Mental or psychological problems of the students or the student's family
 3. Sexual behavior or attitudes
 4. Anti-social, demeaning, illegal, or self-incriminating behavior
 5. Critical appraisals of others with whom respondents have close familial relationships
 6. Legally-recognized privileged relationships, such as with lawyers, doctors, or ministers
 7. Religious affiliations, beliefs, or practices of the student or parent
 8. Income, other than as required by law, to determine program eligibility
- Receive notice and an opportunity to opt a student out of the following:
 1. Any other protected information survey, regardless of funding
 2. Any non emergency, invasive physical exam or screening required as a condition of attendance, administered by the School or its agent, and not necessary to protect the immediate health and safety of the students (except for hearing, vision, scoliosis, or any other physical exam or screening permitted or required under state law)
 3. Any activity involving the collection, disclosure, or use of personal information or the

marketing, selling, or distributing of such information to others

- Inspect the following, upon request and before administration or use:
 1. Surveys created by a third party before their distribution by a School to its students
 2. Instruments used to collect personal information from students for marketing, sales, or other distribution purposes
 3. Instructional material used as part of the educational curriculum

PSPA has developed and adopted policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. PSPA will directly notify parents of these policies at the beginning of each School year and after any substantive changes. The School will also both directly notify parents through U.S. Mail, e-mail, parent meetings, or the Parent and Students Handbook at the start of each School year of the specific or approximate dates (if such events are planned and/or scheduled) of the above activities and provide an opportunity to opt a student out of participating in them. Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-5920.

DRESS CODE

The purpose of the dress code is to clearly identify appropriate attire for all of our students attending PSPA. In keeping with our school mission, the board and administration of the school believe attire should be modest, not offensive to others, and not disruptive to the learning environment while on school property or at a PSPA sponsored event or field trip. We believe it is important for all students to learn the importance of presenting themselves well and that they should begin learning those habits while at school. Failure to comply with the school's uniform policy and/or dress code are violations of the Student Code of Conduct.

Uniform Policy

Students at Pine Springs Preparatory Academy are required to wear a school uniform every day, unless a special event is planned by school administration with specific attire directions. Noncompliance with our Uniform Policy is a violation of the Student Code of Conduct. Parents/Guardians will also be notified and required to bring their child the correct uniform attire.

PSPA's approved and exclusive vendor is Land's End. Outside vendors are not permitted to use the PSPA logo.

CHOICES	COLOR OPTIONS	SPECIAL NOTES
Tops: Polo Shirts, Oxford Shirts, Peter Pan Blouse Tops, Crew Neck Sweatshirts (no hoodies), Sweaters, Vests with shirt underneath.	Navy Green White	All tops that are visible must have the approved school logo. All shirts must be tucked in. Any sweater, jacket, or coat worn inside the school building must be an approved article of clothing with the school logo visible.

Dresses/Jumpers Polo Dress	Navy PSPA Plaid	Plaid Jumper does not require logo *Tights or Bloomers must be worn under dresses, skirts, or jumpers
Socks	Navy Green White Black	Solid color socks are required. A single logo at the cuff is acceptable. Socks must match.
Bottoms: Pants, Skirts, Shorts, Skorts	Navy Tan / Khaki PSPA Plaid	Approved bottoms may be purchased from any store as long as the school colors are selected and match the color swatches at Land's End. No denim. The length of skirts, shorts, and skorts must be of modest length - at or below the fingertips with hands at one's side. Belts are required with bottoms that have belt loops with shirts tucked in. Leggings, jeggings are not approved bottoms.
Outerwear	No special option required	Any jacket or coat worn inside the school building must be an approved article of clothing with the school logo visible. Students may wear a winter coat with or without the school logo, but will not be allowed to wear the coat without the logo inside the classrooms.
Shoes	No special color	Shoes must be closed toe, flat, closed heel and tied/fastened at all times with a rubber sole. Shoes with any extra purposes such as, but not limited to, a light, wheels, etc. are not permitted.
Belts	Black Brown Navy PSPA Plaid	Belts are required with bottoms that have belt loops and should be worn with shirts tucked in.
Headwear	Navy Green White PSPA Plaid	Headwear consists of: rubber bands, clips, headbands, bows. Only colors listed are allowed. Headwear does not consist of: ballcaps, hats, do rags, bandanas, etc.

Special Dress Days

Throughout the school year, we have two designated days each month when students are not required to

wear their PSPA uniform.

1. **Spirit Wear Day** is the first Friday of every month. Spirit Wear” are those PSPA tops such as t-shirts, sweatshirts and hoodies that are purchased through the PTO. Spirit Wear Day **is not** for the wearing of tops that showcase your favorite professional or college sports team, etc. If a student is not wearing a Spirit Wear top, then they must be in uniform as they would any other day. If a student is wearing a Spirit-Wear top, they do not have to be wearing school-uniform bottoms, however, school-appropriate bottoms must be worn. Pajama bottoms and jeans that are ripped to the point that undergarments can be seen are not allowed. Neither are “short” shorts. Leggings are allowed but they too must not have holes.

2. **Dress Down Day** is the third Friday of every month. School-appropriate clothing is required on Dress Down days. Again, Pajama bottoms and jeans that are ripped to the point that undergarments can be seen are not allowed. Neither are “short” shorts. Leggings are allowed but they too must not have holes. Shirts/top must not advertise products that would not be allowed in school, nor may they contain language that is unacceptable in our school environment. Final decision about what is appropriate rests with the school administration.

Please be sure to review how your student is dressed prior to coming to school as this will help all of us avoid the unwanted situation of having to call parents to bring a different set of clothes to school. Quick rule of thumb - If you find yourself questioning whether the attire that your student is wearing is school appropriate – it probably isn’t.

Backpacks

PSPA students are allowed to bring backpacks. Backpacks with wheels are not allowed.

SCHOOL HOURS AND ATTENDANCE POLICIES

Regular school attendance is essential to the learning process; therefore, we encourage every student to be at school every day, health permitting. We recognize that the school day and the school year should be planned in a manner to facilitate student learning and to permit accurate assessment of student achievement.

As stipulated by the NC Compulsory School Attendance Law, the principal or his/her designee shall notify the parent, guardian, or custodian of the child’s excessive absences after the child has accumulated three unexcused absences in a semester. After no more than six unexcused absences, the principal shall notify the parent, guardian, or custodian by mail that he/she may be in violation of the compulsory attendance law and may be prosecuted if the absences cannot be justified under the established attendance policies of the state board of education.

Elementary K-5	
7:30AM - 8:00AM	Drop-off/ 7:30 is the earliest time to drop off
8:00AM - 2:45PM	School Hours
2:45PM	The earliest time to get in the pick-up line is 2:15. The latest time to be in line to pick up is 3:05. The latest pickup time is 3:15.

Middle 6-8	
8:00AM-8:30AM	Drop-off/ 8:00 is the earliest time to drop off
8:30AM - 3:15PM	School Hours
3:15PM	The earliest time to get in the pick-up line is 2:45. The latest pickup time is 3:40.

Arrival & Dismissal

Parents/guardians are asked to pay special attention to the *earliest arrival* and *latest pickup* times and pick-up within the assigned time. The drop-off doors will be closed promptly at 8:00 AM for K-5 and 8:30 AM for 6-8. A tardy student must be checked in by a parent or the person providing transportation in the office to receive a pass before going to class. PSPA policy is that no child is to be outside of adult supervision at any time while on campus.

Please make sure that your child enters the school safely and that he or she is supervised as he/she is crossing streets, parking lots etc. Students shall not be dropped off or picked up on Rosewood Centre Drive or Main Street.

At dismissal time, students must be picked up by an authorized adult. If a student is being picked up by someone who is not on the student's authorized pick-up list, the parent must authorize the pickup in writing. Students will only be released from school to the people who are authorized on the Authorized Pick-up List. Those NOT listed as an authorized adult on the list can only pick up a student if the school has received a written and signed note from the parent/guardian giving permission for that person to pick up the student. Proof of identity is required in order to pick up a student.

Any student left on campus after 3:15PM (K-5) or 3:45PM (6-8) will be kept in the office and the parent must park and come in to pick up the student. The parent/guardian will be charged a fee of \$20.00 if your child is picked up after 3:30PM (K-5) or 4:00PM (6-8) for supervision outside normal school hours. The first charge will begin at 3:40PM (K-5) or 4:10PM (6-8). For each 10 minute block after 3:50 PM (K-5) or 4:30PM (6-8), an additional \$10 will be added.

Legal Custody

If a parent has a custody agreement or a current restraining order against a person, it is the responsibility

of the parent/guardian to provide the school copies of the orders immediately. According to North Carolina law, both parents have legal custody of minor children unless a court has decreed otherwise, and either can pick up the child or remove the child from school and have access to educational records.

Transportation

The school will not have traditional bus transportation but will contract arrangements to provide any barrier transportation that is required by law. Parents are expected to make transportation arrangements for students. Parents will be educated about the carline. Parents will comply with all carline procedures and expectations in order to ensure the safety of all PSPA students, staff, and families.

Carpooling is encouraged.

Parking

Families and visitors may park in any open parking. All visitors must access the school through the front office.

Absences Policies and Procedures

1. Your child should be in school every day as mandated by state law.
2. When you keep your child at home due to illness, please email your child's homeroom teacher.
3. Per NC law, after 3 unexcused absences, the parent will be notified. After 6 unexcused absences, parents will be warned that they may be in violation of the state compulsory attendance law.
4. If a student has accumulated ten (10) consecutive days of unexcused absences, he or she is subject to being withdrawn from the school roster. The student's name will be placed on the waitlist and that seat will be considered open for the admission of another student.
5. After 10 unexcused absences, additional legal steps will be followed. The school and the staff will work with parents throughout this process to find ways to facilitate better attendance.
6. A student should be present for a minimum of 4 hours of instructional time to be considered present for the day.
7. Students who are absent can complete makeup work. Timeline will be established by the classroom teacher.
8. A student is marked absent for the day if they miss more than half of the school day. If a 6-8 grade student is picked up early or arrives late, they will be marked absent for any classes they miss. Any time a student returns to school after an absence, a note should be brought from home. An absence is excused when a parent or guardian sends a note offering a legitimate explanation of the absence. Reasons for an excused absence:
 - a. illness or injury of the child;
 - b. isolation ordered by the Department of Health;
 - c. death in family;
 - d. medical or dental appointment with documentation;
 - e. court when the child is under a subpoena;
 - f. religious observance;
 - g. participation in a valid educational opportunity (prior approval is needed);
 - h. catastrophic event or natural disaster.

Absences not classified above will be considered unexcused, even with a note from a parent. If you need to take your child out of school before the end of the school day, come to the school office

before 2:00 p.m. (K-5) or 2:30 p.m. (6-8) to sign him/her out.

Planned Extended Absences

Parents are urged to plan family trips during school vacations so as not to interfere with the learning process. Missing school for a family vacation is strongly discouraged. However, if an extended student absence is unavoidable, the school should be notified in writing at least one week before the first day a student is out. Make-up work will be given to students either before or after the absence based on what the teacher deems as most beneficial for the student.

Excused Absence for Educational Purposes

For an excused absence for educational reasons the intent of the experience should have been education from the outset and comparable to that which the student would have experienced in school.

Family trips and vacations that were not designated, initially, to be educational will not be excused. Requests will be denied if the cumulative effect of such absences will substantially interfere with the education of the student. Requests for educational absences must be made at least 5 school days prior to the absence. Requests made upon return from an absence will not be approved.

Examples of an approved educational purpose:

- Trip to Washington DC to visit historical sites, museums.
- Attending a Gubernatorial or Presidential Event
- Certain community volunteer opportunities (approved by PSPA Admin)

Examples of an unapproved educational purpose:

- Trip to theme park (even if park has educational exhibits)
- Cruise vacation
- Visits to be with family members or friends

Tardy Policy

Students are expected to arrive at school on time and to report to all classes on time. Tardiness is only excused for medical and dental appointments or to comply with court ordered attendance at a legal proceeding. In all such instances, for the tardy to be excused proper documentation is required. Students tardy due to illness require written parent communication and the parent signing in the student upon arrival. Excessive tardiness will be handled on a case-by-case basis. Early dismissals from school are considered part of the tardy policy and are subject to the attendance and tardy policies noted above. Please remember, teachers are still instructing in the classrooms until the end of the school and early dismissals interrupt instruction. We encourage parents to make appointments for their child outside of school hours; however, if you must pick your child up from school early please notify the teacher in writing.

Parents must sign students in and out in the main office. If the student is able to return to school following the appointment, the child must be signed back in at the office. Students will only be released from school to the people who are authorized on the Authorized Pick-up List. Those NOT listed as an authorized adult on the list can only pick up a student if the school has received a written and signed note from the parent/guardian giving permission for that person to pick up the student. Proof of identity is required in order to pick up a student.

Consequences for being tardy include, but is not limited to:

- Conference with parent (K-8)
- Silent lunch (K-8)
- Additional classroom responsibilities (ex: assisting teacher with class preparations / class materials) (K-8)
- Sit out of morning meeting (K-5)
- Structured recess (K-5)
- Before, or after school, or lunch detention (6-8)

Make-up Work for Absences

Students are responsible for, and they are permitted to make up all work missed during excused absences. The classroom teacher will assign the make-up timeline for the missed assignments.

The student is responsible for finding out which assignments, quizzes and exams were missed and completing them within the specified time period. Students who are absent due to a suspension from school will be provided an opportunity to complete work and take any examinations missed. Families are encouraged to check the instructor's website or email their teacher to obtain assignments. The family should contact the instructor through email to make arrangements for picking up such materials.

Inclement Weather Procedures

PSPA will notify families about inclement weather through various methods if there are any delays or cancellations. Inclement weather announcements made by the Wake County Public School System do not apply to PSPA.

VOLUNTEER POLICY

PSPA believes that education is a partnership between our school, our staff and our families. We feel that direct parent involvement with the school creates a much more effective environment for learning and development. As a result, PSPA expects that each family volunteers a minimum of 10 hours per school year, or one hour of service each month as a contribution toward the education of their child(ren). The areas for making these service contributions are many and include off-campus as well as on-campus volunteer opportunities. Some suggested areas are PTO, classroom support, administrative support, general school services, academic and enrichment services, athletics, campus maintenance, curriculum resources, special events, and public relations. The PTO coordinates many volunteer activities. Volunteers must have a background check before being permitted to interact with students.

1. All volunteers at PSPA are required to:
 - a. Have a background check performed through PSPA's third party vendor on file dated within the last calendar year.
 - b. Have a Sex Offender Registry Check on file dated within the last two calendar years.
 - c. Complete, sign, and date a Volunteer Information & Background Check Form.
 - d. The School Administration or his/her designee will formally approve volunteer applications, and volunteers must be placed on the Authorized Volunteer list before volunteering their services at the School. Administrative staff will have a copy of the Authorized Volunteer list and will prohibit any person not on this list from volunteering at the school.

2. Information collected during the screening process for volunteers will be treated as confidential to the extent allowed by the law.
3. The School Administration or her/his designee will review all criminal background checks. No person who has been convicted of crimes against children, sex crimes, or serious crimes of violence will be allowed to volunteer at the School. The School Administration will evaluate other criminal records on an individual basis. If a criminal history presents itself in a review, the School Administration shall determine whether the results of the review indicate that the volunteer (i) poses a threat to the physical safety of students or personnel, or (ii) has demonstrated that he or she does not have the integrity or honesty to fulfill his or her duties as a volunteer. The School Administration shall document the decision.
4. All volunteers must report directly to the School office when they arrive and should sign in under Volunteer on the Ident-A-Kid system.. The School office will provide an official badge identifying the volunteer that must be worn at all times. For your convenience, you may purchase a Jiffy Pass fob that will allow you to bypass Keyboard entry for volunteering. You will swipe the fob to check-in/-out of the premises. The cost of each fob will be \$5 and can be purchased at the front Desk. Jiffy Pass users will use Name Tags provided by PSPA. Jiffy Passes will be honored for the duration of the Background checks.
5. All volunteers must be at least 18 years of age unless they are supervised by another responsible adult as approved by the Administrator or his/her designee.
6. Volunteers work in partnership with, under the supervision of, and at the request of School administration and staff. Volunteers are expected to abide by all Board policies, procedures, and School rules when performing their assigned responsibilities. The School Administration or his/her designee shall make volunteers aware of all applicable policies, procedures, and rules at the Volunteer Orientation before they begin their first volunteer assignment.
7. Volunteers will not have access to confidential information in student records except as allowed by federal and state laws and regulations. Volunteers will be responsible for maintaining confidentiality regarding information seen and heard while working as a volunteer. If there is a safety concern or an emergency situation, it must immediately be communicated to someone in authority at the School.
8. Volunteers shall not use information learned or acquired in the course of volunteering for any reason other than in furtherance of their volunteer efforts at the School. For example, if a volunteer is a class parent and receives parent email information to communicate with parents, the volunteer shall not share parent email addresses with others and shall not use such email addresses to communicate with parents about anything other than for the purpose of serving as class parent.
9. Volunteers are to serve as positive role models. PSPA volunteers must always:
 - a. Use appropriate language
 - b. Dress appropriately
 - c. Discuss age-appropriate topics
 - d. Refrain from inappropriately touching students
10. Volunteers are prohibited from disciplining students. Behaviors requiring discipline should be reported immediately to the appropriate teacher or staff member.
11. Volunteers are prohibited from administering medications of any kind to students.
12. Volunteers should refrain from giving students gifts, rewards, or food items of any kind without

the permission of School personnel.

- a. Volunteers are expected to be prompt and dependable. Volunteers should notify the School office if an illness or emergency prohibits them from attending a volunteer assignment.
- b. Volunteers may not take students off School property without the written permission of parents and School personnel.
- c. Volunteers who are working in the classrooms during instructional time must leave children not enrolled in PSPA at home when volunteering.

PSPA does not tolerate any kind of discrimination or harassment by volunteers of the School and it is expected that all volunteers will comply with the School's policies related to such matters.

FOOD POLICIES

Lunch Procedures

Students at Pine Springs Prep have two options for lunch. They can bring their lunch from home or use the contract service 'My Hot Lunch Box' which can be accessed using the following website: <http://www.myhotlunchbox.com/>. This service provides families an option for prepared meals from restaurants local to the school area. All meals are prepared in a restaurant offsite and delivered to the school. Each lunch is individually wrapped and there will be no on-site money exchange. If you send lunch from home, please make sure you label your child's lunchbox with their name. Due to safety issues, parents will no longer be allowed to volunteer during lunch. If a parent/guardian plans on visiting with the student during lunch, it is expected that you request/notify the teacher at least 24 hours in advance. There may be times where lunch is moved earlier in order to accommodate other activities throughout the school year. The teacher cannot rearrange his/her schedule to allow for a lunch visitor.

Lunches will be accounted for at the beginning of the school day. If your student has forgotten or didn't bring lunch the teacher will contact the parent. After a phone call requesting a lunch be delivered to the school is made, and there is no response within a reasonable time before lunch begins the school will then provide a lunch for the student at cost to the parent of \$5.00. In the event of excessive missing lunches and no replies from the parent the charges will grow in increments of \$1.00 per incident.

Snack Procedures

K-5 students will have time for a snack each day. Please pack a snack and a clear reusable water bottle every day. Please make sure you label your child's water bottle with their name. We encourage students to pack a healthy snack such as fruits or vegetables. Parents must disclose all food allergies directly to the teacher AND school office in writing. A sign will be placed outside the classroom as a notification that a specific allergy symptom is active inside the classroom.

Prohibited Food/Drink Items

The following items are not allowed for lunch/snack. Students bringing items above will have them taken and will be disposed of. Sodas, coffee, cannot be brought on campus. They will not be returned at the end of the day.

- Gum

- Candy
- Soda
- Coffee
- Energy drinks

Food Allergies

All food allergies should be disclosed to the school and the teacher in writing prior to the start of school.

Please refrain from bringing home-baked goods for class consumption. Food Allergies are very prevalent, and every student must be able to participate in the activity. Birthday food donations for students must be planned with the teacher, and clearly show ingredients. Products must be cross-referenced with any food allergies in the classroom of which you will be sending the items.

Deliveries of food and other items

We do not accept the delivery of flowers or gifts for students in the main office. Only lunches and eyeglasses will be accepted in the front office. Homework, musical instruments, Chromebooks and additional coats, umbrellas, and other items will not be accepted unless there are extenuating circumstances. We believe in encouraging student responsibility and would ask parents not to come back to the school with forgotten items.

Food that parents or students order online that is delivered to the school will not be given to the student. The delivery person will be told that we will not accept the order and any financial reimbursement or consequence will be for the parent and the delivery service to resolve.

COMMUNICATION WITH SCHOOL PERSONNEL

Email is the simplest and most effective way to contact our staff. Each staff member has an email account. The email is the first initial and last name of the staff member followed by @pinespringsprep.org. In addition, teachers may be contacted during regular school hours by calling the Elementary School at 919-439-9448 or the Middle School at 984-217-1724 and leaving a message; email is preferred because it is sent directly to the intended party. Any dialogue with a teacher concerning a student is to be scheduled in advance. The hours between 8:00 a.m. and 4:00 p.m. are when teachers are supervising students. In order to maximize teaching time and teacher effectiveness, interrupting or detaining a teacher during these times is highly discouraged.

Meetings with the school personnel, including school administration, must be scheduled in advance.

Students may not use cell phones during the school day. Personal messages will be given to students only in cases of emergencies. Cell phones must be kept in the student's locker during the school day.

Presenting Concerns and Grievance Policy for Parents and Students

This policy is in place to respond to parent and student grievances or concerns. It is expected that any parent or student with an issue should try to resolve the issue by using open communication with the teacher. This means that if a parent or student disagrees with any policy or procedure within the classroom, the first level of grievance is their student's teacher. If the parent or student is not satisfied with the teacher's response, they should then set a meeting with administration. At that meeting, the issue will be further discussed. If the parent or student feels that their issue is still a concern after the above

referenced meetings and the issue meets the definition of a grievance set forth below, the parent or student may initiate the grievance procedures as described below. Most issues that a parent or student have with the classroom, teacher or school should not rise to the level of a grievance and appropriate resolution will likely be found with the teacher and/or the school administration.

1. **Definition of a Grievance:** a grievance is defined as a formal written complaint by a Parent-Student stating that a specific action has violated a School policy, Board policy, or law/regulation. A complaint does not mean a policy has been violated.
2. **Time Limits:** A grievance will only be heard if the complaint has been filed within 10 days of the meeting with the School Administration to try and mitigate the situation . The 10 day deadline may be extended at the discretion of the School Administration.
3. **The Grievance Process:**
Step 1: If the parties are not satisfied with the decision of the School Administration, and the grievance meets the definition set forth above, the parent must submit a letter in writing to stating the school policy, board policy or law/regulation that was violated including details of the actions and the place, date and time of the violation.

Step 2: A Board Committee assigned by the Board Chair will review the facts and notify the parties in writing (email is acceptable) within 30 calendar days of the appeal of their decision. After the hearing, any decision of the Board will be communicated to the School Administration and the Parent-Student who filed the grievance within 5 school days, The Board's decision concerning the grievance is final.

SCHOOL SAFETY

Visitor Policy

No matter the purpose or duration of a visit, all visitors must check in at the office and obtain a visitor's badge which must be worn throughout the stay on campus. Classroom visitations should be scheduled in advance with the office and the teacher involved. Parents and other visitors are reminded that they are very visible role models while on campus. All visitors must abide by the policies set forth in this handbook at all times.

Video Monitoring

PSPA incorporates video monitoring/surveillance systems to maintain campus security, to increase student and employee safety and to assist with the enforcement of the school's policies and rules concerning student and employee conduct, safety and security. School buildings and grounds are equipped with video monitoring devices, but such devices shall not be placed where there are reasonable expectations of personal privacy such as in locker rooms, changing rooms, nursing and health room areas or bathrooms.

Use of Video Recordings:

- Video recordings will only be utilized for official PSPA business.
- A video recording of actions by students may be used by administrators or the Board as evidence in any disciplinary action brought against students arising out of the student's conduct on or about

school property.

- The video surveillance recordings may not be used in connection with instructional observations of professional staff. This policy does not prohibit the administration from establishing other methods of videotaping lessons for the purpose of instructional observation.
- Video surveillance recordings of students, staff and/or others may be reviewed for the purpose of determining adherence to school policy and rules.
- Such recordings may be used to detect or deter criminal offenses that occur in view of the camera(s) and may be shared with law enforcement officials.
- Video surveillance recordings will be released to others only in accordance with applicable state and/or federal law or regulation.

Weapons Ban Policy

PSPA prohibits weapons (and replicas of weapons) on School property, in School vehicles and at School-sponsored activities on or off School property, except for weapons utilized by our School Resource Officer or other law enforcement officials. Weapons and replicas of weapons constitute any item (regardless of its nature) used to threaten or cause actual harm, including but not limited to: firearms, knives, metal knuckles, chains, razors, explosives, poisonous or noxious gases or any other tool or instrument capable of inflicting bodily injury as determined by School administration. On-duty Law Enforcement Officers (LEO) or School Resource Officers (SRO) are the only approved individuals to carry weapons on School property or at other School-sponsored activities on or off School property.

Students who violate this policy will be subject to disciplinary action, up to and including expulsion from School for a period of one (1) year from the date the student was found guilty of the violation. The School Administration will review each alleged violation of this policy and will exercise discretion for expulsion on a case-by-case basis.

All acts of violence and possession of weapons as defined in this policy shall be reported to parents of the violator, appropriate law enforcement agency and any other government agency as required by law. In addition, the School Administration is required to report immediately to the appropriate local law enforcement agency whenever the School Administration has personal knowledge or actual notice from School personnel that any of the following acts has occurred on School property:

- assault involving the use of a weapon
- unlawful possession of a firearm
- unlawful possession of a weapon

This reporting requirement applies regardless of the age or status of the person thought to have committed the act. The report to law enforcement is only required if the act occurs on School property, which includes any public school building, bus, campus, grounds, recreational area or athletic field

Emergency Data

Every family must complete the Emergency Information form during the first two weeks of school. Please communicate any changes to the information throughout the year to your child's teacher and the front office. The Emergency Information form includes the following information:

- Home address
- Home phone number
- Alternate phone numbers (work, cell)

- Names and phone numbers we are authorized to contact in case of an emergency
- Names and phone numbers of people who are authorized to pick the student(s) up from school

Emergency Procedures

Before the start of school, each child must have on file in the school office a Student Information Form that contains health information, emergency telephone numbers, and parent signatures. Changes in this information at any time during the school year should be reported to the office immediately. If an emergency occurs at school, first aid, if required, will be administered and parents will be immediately contacted. If parents cannot be reached, the emergency contact person listed on the Student Information Form or the family physician will be contacted. If the situation warrants, the school will call the Emergency Medical Service. If a child becomes sick at school and needs to leave, the parents will be contacted, and the parent or other adult authorized to pick-up the student (listed on the Student Information Form) must sign out the student from school.

When emergency conditions warrant, teachers and staff will be directed via the campus intercommunication system to take each class along with any visitors to their designated site on a ground floor and away from windows and along an external structural wall to ensure student safety to the extent possible. Drills for this procedure will take place early in the school year and in the spring when tornado danger is pressing.

In case of a fire or any emergency, which calls for the evacuation of the building, teachers and staff will lead classes to a designated safe zone. The procedure for each class is posted in the classroom and teachers will acquaint their classes with the procedure. Fire drills will be conducted regularly, but without notice to assure smoothness in the evacuation process. If necessary, parents and/or the designated emergency contact person will be contacted to pick-up students.

Hazardous Chemicals

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

Student Photos

Parents who do not wish to allow PSPA to use their child's picture or image must fill out the Publicity Consent Form. The form can be found online and turned into the front office.

Safe School Plan

In collaboration with their local government and community partners, PSPA takes steps to plan for potential emergencies. Safety planning includes the following components: Campus Security Plan, Student/Parent Handbook distribution and familiarization, Student Supervision, School Rules, Fire and Tornado Drills and a Crisis Intervention Plan.

PSPA provides information to students and parents/guardians about school safety and health issues through written communication such as the Student/Parent Handbook and the Safe School Plan. It provides information to employees about workplace safety and health issues through regular internal

communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications such as the Employee Handbook.

Both students and employees are expected to obey safety rules and to exercise caution in all school related activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, cause hazardous or dangerous situations, fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.<sup>[L]
[SEP]</sup>

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the School Administration. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

PSPA manages the following procedures by outlining the actions and responsibilities of staff and administration in addressing the following issues:

- Medical Emergency
- Student in Crisis
- Natural Disaster
- Public Health
- Evacuation (Level I, II and III)
- Fire Drills
- Earthquake
- Severe Weather (Tornado and Hurricanes)
- Lockdown
- Bomb Threats
- Hostage Situation

School Administration will ensure the procedures are current and applicable. All applicable parties will be made aware of the procedures. The School Administration is also responsible for making sure that drills occur on a regular basis. The Head of School is responsible for communicating these procedures to the Board of Directors.

STUDENT HEALTH, WELLNESS AND SAFETY

Pine Springs Preparatory Academy's Student Health Services program will provide health services to students as outlined below:

1. School Administration will determine which employees will participate in the Student Health Services program at the beginning of each school year.
2. Any employee designated to provide Health Services will receive appropriate training.
3. State laws and the NC Board of Nursing's Decision Tree for Delegation to Unlicensed Assistive Personnel (UAP) will be used to determine tasks to be performed by a Registered Nurse vs. UAP.
4. All procedures must be consistent with existing school policies.
5. All procedures must be consistent with state and federal laws for disabled students, including the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. The *Policies Governing Programs and Services for Children with Special Needs* will be followed, as applicable.

6. Procedures must be consistent with guidelines adopted by the State Board of Education under G.S. 115C-12(31) to serve students with diabetes, including developing and implementing individual diabetes care plans for such students and providing information and training to school personnel to appropriately support and assist such students in accordance with their individual diabetes care plans.
7. In accordance with G.S. 115C-375.1, school employees will administer medications prescribed by a doctor upon written request of the parents, give emergency health care when reasonably apparent circumstances indicate that any delay would seriously worsen the physical condition or endanger the life of the pupil, and perform any other first aid or life saving technique in which training has been provided.
8. A health care professional will be made available to provide assessment, care planning, and ongoing evaluation of students with special health care service needs in the school setting as mandated in NC State Board Policy GCS-G-006.
9. Immunization records will be obtained and maintained in accordance with G.S. 130A-152, G.S. 130A-155, and 10A NCAC 41A.0401. Medical and religious exemptions for immunizations will be documented in accordance with G.S. 130A-156 and G.S. 130A-157.
10. Kindergarten Health Assessments will be obtained and maintained on all entering kindergarten students in accordance with G.S. 130A-440. Religious exemptions will be documented in accordance with G.S. 130A-442. All entering kindergarten students who fail vision screening will be required to have a comprehensive eye exam as required by G.S. 130A-440.1.
11. Pine Spring Preparatory Academy shall meet the same health and safety requirements required of a local school administrative unit. Pine Springs Preparatory Academy shall provide parents and guardians with information about meningococcal meningitis and influenza and their vaccines at the beginning of every school year. This information shall include the causes, symptoms, and how meningococcal meningitis and influenza are spread and the places where parents and guardians may obtain additional information and vaccinations for their children. G.S. 115C-218.75(a).
12. Pine Springs Preparatory Academy shall provide parents and guardians with information about cervical cancer, cervical dysplasia, human papillomavirus, and the vaccines available to prevent these diseases. This information shall be provided at the beginning of the school year to parents of children entering grades five through 12. This information shall include the causes and symptoms of these diseases, how they are transmitted, how they may be prevented by vaccination, including the benefits and possible side effects of vaccination, and the places where parents and guardians may obtain additional information and vaccinations for their children. G.S. 115C-218.75(a).
13. Pine Springs Preparatory Academy shall provide students in grades 7- 12 with information annually on the preventable risks for preterm birth in subsequent pregnancies, including induced abortion, smoking, alcohol consumption, the use of illicit drugs, and inadequate prenatal care. G.S. 115C-218.75(a)
14. The School Administration shall report to the Wake County Health Director any person who is suspected of having a communicable disease as directed by G.S. 130A-136.
15. All employees must report suspected abuse or neglect to the Wake County Department of Social Services as mandated in G.S. 7B-301.
16. A Student Health Advisory Committee (SHAC) will oversee the 8 components of the school health program. These components are: Health Education; Healthy School Environment; Mental and Social Services; Health Promotion for Staff; Health Services; Nutrition Services; Physical Education; and Family and Community Involvement.
17. Written information maintained by the school or school personnel regarding a student's medical/health care needs is confidential. Parents and students must be accorded all rights provided by the Family Educational Rights and Privacy Act (FERPA) and state confidentiality

laws. Any employee who violates the confidentiality of records may be subject to disciplinary action.

18. Parental consent will be obtained as required by law.

The following policies and forms will be available for download on the school website:

- Student Health and Emergency Information
- Emergency Care for Injury and Sudden Illness
- Fever
- Communicable Disease and Conditions Prevention and Control Policy
- Head Lice Policy
- Authorization of Medication Form

Responsibility for Enforcement

PSPA is responsible for enforcing state immunization laws for school entry.

The school must notify the parent(s), guardian, or person in loco parentis that they have 30 calendar days from the first day of attendance to present the required up-to-date immunization record for the child. If the child's immunizations are not up to date, the required immunizations must be obtained within the same 30-day period.

At the end of the 30-calendar day period, any child without a Certificate of Immunization showing that the child has received the required vaccines shall be prohibited from attending school or childcare until he/she provides a Certificate of Immunization as required by law or shows that he/she has begun the immunization process.

Emergency Epinephrine Auto-Injector Device Policy

Anaphylaxis is a severe systemic allergic reaction from exposure to allergens that is rapid in onset and can cause death. Many severe allergies are undiagnosed, and students or others may experience their first severe allergic reaction while at school. Epinephrine auto-injector devices can be used to administer epinephrine to provide rapid, convenient first aid for persons suffering a potentially fatal anaphylactic reaction. This policy addresses the use of emergency epinephrine auto-injector devices administered under a non-patient specific prescription. Student-specific orders for epinephrine auto-injector devices are addressed in policy 6125, Administering Medicines to Students.

Designated trained school personnel are authorized to use emergency epinephrine auto-injector devices to deliver emergency medical aid to any person suffering from an anaphylactic reaction during the school day or at a school-sponsored event on school property. The board of directors shall ensure that at least two emergency epinephrine auto-injector devices are located at each school for this purpose and are stored in secure but unlocked and easily accessible locations.

The School Administration shall designate one or more school personnel, as part of the medical care program to receive initial training and annual retraining from a school nurse or qualified representative of

the local health department regarding the storage and emergency use of epinephrine auto-injector devices. Only such trained personnel are authorized to administer epinephrine to persons believed to be having an anaphylactic reaction. The principal shall make reasonable efforts to notify other school staff members as to which employee(s) has received this training in order to facilitate a prompt emergency response.

The School Administration, in collaboration with appropriate school personnel, shall create an emergency action plan for the use of epinephrine auto-injector devices that complies with all state law requirements.

Epinephrine auto-injector devices provided by the school are intended for unforeseen emergencies. Students known to have medical conditions requiring the availability of an epinephrine auto-injector device are expected to provide such devices for their use at school. Parents of students with known life-threatening allergies and/or anaphylaxis should provide the school with written instructions from the student's health care provider for handling anaphylaxis and all necessary medications for implementing the student's specific health plan.

This policy does not require emergency epinephrine auto-injector devices to be available at activities held off school grounds during or after the school day, including field trips or off-site athletic events, or during transportation to or from school, except as may be required pursuant to an individual student's IEP, Section 504 Plan, or health or emergency plan.

Health Information for Parents & Families

School Entry Requirements

Before a child enters school for the first time, they are required to receive the following shots:

DTaP (diphtheria, tetanus and acellular pertussis)	5 doses [*]
Polio	4 doses [*]
Hib (haemophilus influenzae type B)	3-4 doses ^{**}
Measles	2 doses
Mumps	2 doses
Rubella	1 dose
Hepatitis B	3 doses
Varicella (chickenpox)	2 doses ⁺

* The last dose of DTap and Polio must be given on/or after age 4.

** Children beyond their 5th birthday are not required to have any Hib vaccine.

+ Vaccination is required unless documentation of disease history is provided by a health care provider.

Note: Pneumococcal, Hepatitis A and Flu vaccines are not required but are recommended for this age group by the Advisory Committee on Immunization Practices.

ies



Dear Parent/Guardian:

Immunizations are required by law for entry into North Carolina schools. There are several vaccines that your child will need to receive prior to entering kindergarten. Below is a basic guide of the immunizations required for school entry. For complete information, please visit www.immunize.nc.gov.



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



It is your responsibility as the parent/guardian to present an up-to-date immunization record for your child to the school. You will have 30 calendar days from the first day of school to provide the immunization record. If proof of vaccination is not provided by the end of the 30 calendar day period, your child will be suspended from school until proof of immunization is provided as required by law or you show that your child has begun the immunization process.



Please be prepared to provide proof of immunization (i.e., Certificate of Immunization [shot record]) on the first day of school.

If there are any questions please contact _____ at _____.

Sincerely,

Principal

NC Immunization Rules

1. Immunization Rules Affect North Carolina's Students

New vaccine requirements and changes to previous vaccine requirements will become effective **July 1, 2015**.

On May 14, 2014 the North Carolina Commission for Public Health approved new vaccine requirements and changes to existing requirements as documented in North Carolina Administrative Code 10A NCAC 41A.0401 *Dosage and Age Requirements for Immunization*. The changes were made to more closely align NC requirements with the current Advisory Committee on Immunization Practices (ACIP) recommendations.

New Vaccine Requirements

Meningococcal conjugate vaccine (MCV) – 2 doses

- ▶ One dose is required for individuals entering the 7th grade or by 12 years of age whichever comes first.
- ▶ Booster dose is required for individuals entering the 12th grade or 17 years of age beginning August 1, 2020.
- ▶ If the first dose is administered on or after the 16th birthday the booster dose is not required.

Changes to Previous Vaccine Requirements

Polio vaccine – the booster (4th) dose is required on or after the 4th birthday and before entering school for the first time.

Varicella vaccine – 2 doses administered at least 28 days apart

- ▶ One dose is required on or after 12 months of age and before 19 months.
- ▶ A second dose is required before entering school for the first time.
- ▶ Documentation of disease must be from a physician, nurse practitioner, or physician's assistant verifying history of varicella disease. Documentation must include the name of the individual with history of disease, approximate date or age of infection and a healthcare provider signature.

Tetanus, diphtheria, and pertussis (whooping cough) – Tdap

- ▶ A booster dose of Tdap is required for individuals who have not previously received Tdap and who are entering 7th grade or by 12 years of age, whichever comes first.

School Entry Requirement Change from 6th to 7th Grade

- ▶ Allows for simultaneous administration of Tdap and MCV vaccines at the 11-12 year old recommendation.

2. Principals are Responsible

The existing immunization law G.S. 130A-155 specifically requires that the parent, guardian, or responsible person must present a Certificate of Immunization on the child's first day of attendance to the principal of the school or operator of the facility. If a Certificate of Immunization is not presented on the first day, the principal or operator shall present a notice of deficiency to the parent, guardian or responsible person. The parent, guardian or responsible person shall have 30 calendar days from the first day of attendance to obtain the required immunization for the child.

3. Children Not in Compliance Will be Suspended

Upon termination of 30 calendar days the principal or operator shall not permit the child to attend the school or facility unless the required immunization has been obtained.

4. Work with Your School Nurse and Staff to Inform the Parents

We encourage you to work with your school nurse to make sure parents are aware of the current immunization requirements and also to make sure the requirements are met in a timely manner. Materials to help you educate parents about the immunization requirements for school entry are available at www.immunize.nc.gov.

Meningococcal Disease

What is meningococcal disease? What causes it?

Meningococcal disease is a serious, potentially fatal illness caused by bacteria. There are three types of invasive meningococcal disease:

- ❖ **Meningitis** – an infection of the fluid surrounding the brain and spinal cord
- ❖ **Bacteremia** – an infection of the blood stream
- ❖ **Pneumonia** – an infection of the lungs

How is the disease spread?

Meningococcal disease is contagious. The disease is spread through air droplets and direct contact with infected persons. It can be spread through coughing, sneezing, kissing, or shared items like a drinking glass, utensils or cigarettes.

What are the symptoms?

Symptoms can progress rapidly and may resemble the flu. They can include fever, headache, stiff neck, nausea, vomiting, confusion, sleepiness and sensitivity to light. Some people also develop a rash mainly on their arms and legs.

How many people contract or die from meningococcal disease?

About 3,000 people get meningococcal disease each year in the United States. Approximately 10 percent to 15 percent of people who get the disease die from it, and many others are affected for life. About 20 percent of those who survive suffer long-term effects that can include brain damage, seizures or limb amputations.

Who is at risk?

Anyone can get meningococcal disease. It is most common in infants less than one year of age and people with certain medical conditions, such as lack of a spleen. College freshmen who live in dormitories have an increased risk of getting meningococcal disease.

Can meningococcal disease be prevented?

Yes. Although meningococcal disease is serious and potentially life threatening, up to 83 percent of the cases in adolescents and young adults are potentially vaccine preventable. The meningococcal vaccine has been demonstrated to be safe, and offers protection against four of the five most common types of meningococcal infection.

What do health officials recommend?

Health officials recommend routine vaccination at age 11 or 12 years, with a booster dose at age 16 years. For adolescents who receive the first dose at age 13 through 15 years, a one-time booster dose should be administered, preferably at age 16 through 17 years. Persons who receive their first dose of meningococcal vaccine at or after age 16 years do not need a booster dose.

What are the N.C. requirements for school entry?

Beginning July 1, 2015 North Carolina requires all students entering 7th grade or 12 years of age, whichever comes first, to have one dose of meningococcal vaccine. A booster dose of meningococcal vaccine will be required for students entering 12th grade or 17 years of age, whichever comes first, beginning August, 2020. If the first dose of vaccine was administered on or after the 16th birthday the booster dose will not be required.

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Does the meningococcal vaccine prevent all forms of meningococcal disease?

There are currently two meningococcal vaccines available in the U.S.:

- ❖ **Meningococcal polysaccharide vaccine (MPSV4)** – available since 1970s
- ❖ **Meningococcal conjugate vaccine (MCV4)** – licensed in 2005

Both vaccines protect against four of the five most common types of meningococcal infection, including two of the three types most common in the United States. Neither vaccine prevent meningitis caused by other bacteria such as “strep” or Hib bacteria.

Is the vaccine effective?

Yes. Both vaccines work well, and protect about 90 percent of those who receive it. MCV4 is expected to give better, longer-lasting protection. MCV4 is also expected to be better at preventing the disease from spreading from person to person.

What about side effects?

Up to half of the people who get meningococcal vaccines have mild side effects, such as redness or pain where the shot was given. A small percentage of those who receive the vaccine develop a fever. Serious allergic reactions to the vaccine are rare, but do occur. Signs of a serious allergic reaction can include difficulty breathing, weakness, hoarseness or wheezing, a fast heart beat, hives, dizziness, paleness, or swelling of the throat.

What can I do if I have a reaction to the vaccine?

If you think you are having a serious reaction to the vaccine, seek immediate medical attention. For mild to moderate vaccine reactions, an aspirin-free pain reliever can be used to reduce fever and soreness at the shot site.

It is important to remember that your child's chances of being harmed by meningococcal disease are far greater than any chance of being harmed by the

vaccine. Immunizations are one of the most important ways parents can protect their children against serious infectious diseases.

How widespread is meningococcal disease? Would I need the vaccine if I travel?

Although large epidemics of meningococcal disease do not occur in the United States, some countries experience large, periodic epidemics. Overseas travelers should check to see if meningococcal vaccine is recommended for their destination. Travelers should receive the vaccine at least one week before departure, if possible. Information on areas for which meningococcal vaccine is recommended can be obtained by calling the CDC's international travel line at (877) 394-8747.

Where can I get more information on the disease and vaccine?

Talk to your physician or someone at your local health department for more information. They can give you the vaccine package insert or suggest other sources of information. In addition, you can find information about the disease and vaccine through the following sources.

- ❖ North Carolina Immunization Branch:
 - Visit the web site at www.immunize.nc.gov.
 - Call (919) 707-5550
- ❖ Call your local health department's immunization program.
- ❖ Contact the Centers for Disease Control and Prevention (CDC):
 - Call 1-800-232-4636 (1-800-CDC INFO)
 - Visit the National Center for Infectious Disease's meningococcal disease website at www.cdc.gov/meningitis/index.htm.
 - Visit CDC's Travelers Health website at www.cdc.gov/travel.
- ❖ Vaccines & Immunizations website at www.cdc.gov/vaccines.
- ❖ National Network for Immunization Information at www.immunizationinfo.org.
- ❖ American College Health Association www.acha.org.



State of North Carolina • Department of Health and Human Services
www.ncdhhs.gov

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the Flu

About the Flu:

Influenza (commonly called “the flu”) is a contagious respiratory illness caused by influenza viruses. It can cause mild to severe illness, and at times can lead to death. The best way to prevent the flu is by getting a flu vaccination each year. Every year in the United States, between 5 to 20 percent of the population gets the flu; more than 200,000 people are hospitalized from flu complications; and about 36,000 people die from flu.

Symptoms of Flu:

The flu is different from a cold. The flu usually comes on suddenly and may include these symptoms: fever (usually high), headache, extreme tiredness, dry cough, sore throat, runny or stuffy nose, and muscle aches. Other symptoms, such as nausea, vomiting, and diarrhea, are much more common among children than adults.



Who is at Greatest Risk? Who Should Get Vaccinated?

In general, anyone who wants to reduce their chances of getting the flu should get vaccinated. Vaccination is safe and is the most effective way to fight the flu.

Certain people are strongly recommended to get vaccinated each year. These are people at high risk of having severe flu complications and people who live with or care for those at high risk of severe flu complications. People who should get vaccinated each year are:

- Children aged 6 months through 18 years
- Pregnant women
- People 50 years of age and older
- People of any age with certain chronic medical conditions, including asthma and diabetes.
- People who live with or care for those at high risk for complications from flu, including, household contacts and out of home caregivers of children less than 6 months of age (these children are too young to be vaccinated)

Children and Flu Vaccine:

The CDC recommends that all children and teens from the ages of 6 months through 18 years of age get a flu vaccine every fall or winter. Children 6 months up to 9 years of age getting a flu vaccine **for the first time** will need two doses of vaccine the first year they

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PSPA 22-23 TECHNOLOGY USE POLICIES AND PROCEDURES

PSPA believes that the use of a variety of technologies are an integral and essential part of education as well as the school workplace. Accordingly, PSPA provides students or staff with a Chromebook or laptop, School Issued G Suite Account, Network Access, and access to other technology resources for instruction. PSPA expects students to use these resources responsibly as guided by the Student Code of Conduct as well as Honor Code that are outlined in the PSPA Student Handbook.

The following guidelines are intended to aid students in determining what is and is not a responsible use of PSPA technologies and network resources. Any questions about the application of these guidelines should be directed to the Director of Technology, Principal, or Head of School. Note that email is the official communications tool of PSPA Technology.

PSPA and Social Media

Only digital communications that come directly from PSPA (via email, text)) or information shared on PSPA-managed social media platforms, are to be considered official communications from or about the school.

The only official PSPA social media platforms are:

- Facebook: <https://www.facebook.com/pinespringspreparatory>
- Twitter: @pinespringsprep

While not managed by PSPA, the PTO maintains a Facebook page at:

<https://www.facebook.com/groups/PineSpringsPrepPTO>

PSPA does not manage nor endorse any other social media platforms that may reference our school.

Technology Use Policy

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

1. **Privacy:** PSPA reserves the right to monitor Internet traffic and to retrieve and review any data composed, sent, received, or stored using its network or Internet connections and/or loaned physical devices. Users do not enjoy any expectation of privacy when using any technology or transmissions originating within or around PSPA property or when using their PSPA issued G Suite Account on/or off campus.
2. **Cyber Bullying:** PSPA strictly prohibits cyber-bullying, an act involving the use of information and communication technologies, including but not limited to email, text messages, blogs, instant messages, personal Websites, online social directories and communities (e.g., Facebook, Twitter,

Instagram, YouTube), video-posting sites, and online personal polling websites, to support deliberate or repeated hostile behavior by an individual or group, that is intended to defame, harm, threaten, intimidate, or harass students, staff members, or the School during or outside School hours and on or off School premises.

3. **Materials and Language:** Use of or accessing profane, abusive, pornographic, obscene, and/or impolite materials or language is not permitted. Accidental access should be reported to the Director of Technology. Intentional circumvention of network-filtering and/or filtering applications is prohibited.
4. **Installing/Copying:** Students are not to install or download any hardware, software, applications, shareware, or freeware onto PSPA loaned devices or network locations. Students may not copy other people's work or intrude into other student's files. All copyright laws must be respected.
5. **Access:** Users may not access the primary network without proper authorization. Hacking or making modifications to the network by any user other than the Director of Technology and IT staff is expressly prohibited. Sharing the primary network password with others is also prohibited. Guests may use the "Guest" Network for access. All of those using the "Guest" network access are also responsible for following the PSPA Internet Policy as outlined in this document.
6. **Data Protection:** Users must not attempt to damage or destroy equipment or files. Though efforts are made by PSPA to ensure the safety and integrity of data, the school makes no warranties of any kind, either expressed or implied, for the service it provides. PSPA will not be responsible for any damage to data.
7. **Passwords:** Students are reminded to not share their password with anyone except a guardian or IT staff. Students are prohibited to use login information and passwords belonging to other students or/ or staff members. Users are to use their own username and password when using a school issued device and are not to log into someone else's device or tell others their password. Users are to notify the Director of Technology if someone else is thought to know his/her password or feels that the security of his/her device has been compromised.
8. **Email and Documents:** All email correspondence using a user assigned email account is the property of PSPA. Likewise, documents and other files created by users on the PSPA network are also property of PSPA.
9. **Copyright:** Users of PSPA technologies and/or the network are expected to abide by U.S. Copyright laws. Users should provide attribution for any image, directly cited information, video, multimedia presentation, or other unless the information or resource is the public domain and/or Creative Commons. Copying others' work and portraying it as one's own work is an infringement of copyright law.

Personal Devices

Students are not permitted to use any electronic personal devices at school except for devices that are explicitly allowed by the teacher for instructional purposes. This includes cell phones and wearable technologies. Personal devices may not be connected to the School's Network and must use personal cellular data. If non-permissible devices are brought to school, the device must be turned off and stored in the student's locker, backpack, or a place deemed acceptable by the principal of the school. If they are taken out of their bags at any time during school hours without the permission of a school official, the device will be confiscated and sent to the office for pick up by the student's parent or guardian at the end of the day. The parent or guardian will be required to come into the office to retrieve the device from an administrator. The school will not be held liable or use school resources to investigate any damaged or

stolen personal devices on school property.

Internet Security Policy

In order to promote the safety and security of users, PSPA will take precautions to restrict access to inappropriate materials by using technology protection measures and/or “Internet Filters” to block/filter inappropriate electronic content, communications, and inappropriate information, even while using electronic mail, chat rooms, instant messaging, and other forms of electronic communications. With network access comes the availability of material that may not be of educational value. On a global network, it is impossible to control all materials, and despite the use of safeguards, users may on occasion encounter objectionable material. However, PSPA believes that access to valuable information and interaction available through the network outweighs this possibility. Technology protection measures may be disabled, or in the case of minors, minimized only for bona fide research or other lawful purposes and only when subject to staff supervision.

It is the policy of PSPA to strive to:

- a. Prevent user access to, or transmission of inappropriate material via Internet, electronic mail, or other forms of direct electronic communications over its computer network
- b. Prevent unauthorized access and other unlawful online activity
- c. Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors
- d. Comply with the Children’s Internet Protection Act (CIPA) [Pub. L. No. 106-554 and 47 USC 254 (h)] through network filtering shall be applied to visual depiction of material deemed obscene or pornographic, or to any material deemed harmful to minors.

Network User Terms & Conditions

The use of the PSPA network is a privilege, not a right. Inappropriate use will result in disciplinary action. Internet access is coordinated through an association of government agencies, regional/state networks, and private networks. Smooth operation of the network relies upon the proper conduct of the users as they adhere to the guidelines and responsibilities noted in this agreement. PSPA’s networks are to be used in a responsible, efficient, and legal manner that supports the educational objectives of PSPA. In the event that a user violates any terms or conditions, their account may be terminated, and future access to the network may be denied.

1. **Purpose for Internet Use:** All use of the PSPA network during school hours must be in support of education and research and consistent with the educational objectives of PSPA.
2. **Maintain Network Etiquette:** Use or transmission of offensive or vulgar language or of threatening or abusive language is prohibited. Messages relating to or in support of illegal activities may be reported to the authorities. Disrupting network communications are prohibited. All information accessible via the network should be assumed private property of the person or organization presenting the material and may be subject to copyright, trademark, or other legal protections.
3. **Privileges:** The use of the Internet is a privilege, not a right, and inappropriate use may result in the suspension or revocation of the privilege. Any misuse of the Internet may result in disciplinary action.
4. **Security:** Security on any computer system is a high priority, especially when the system involves many users. Any user identified as a security risk or having a history of problems with

other computer systems may be denied access to the Internet.

5. **Denying Access:** Children are not to be granted access to the Internet without proper parental or guardian permission. If a parent or guardian is uncomfortable with the option of his or her child accessing the Internet, the student may be assigned to a different activity when classmates are using the Internet. Teachers must provide alternative assignments to students in this circumstance.
6. **Disclaimer:** PSPA, makes no warranties of any kind, whether expressed or implied, of the quality or dependability of the Internet service it is providing, or the information obtained from the Internet. PSPA will not be responsible for any damages suffered while using the Internet. This includes but may not be limited to loss of data, delays or delivery failures or service interruptions caused by technical problems or by human error. Employees assume all responsibility and risk associated with the use of any general, copyrighted, prohibited or other information obtained via the Internet.
7. **Usernames, Account ID, Account Numbers, and Passwords:** Usernames, account numbers, account IDs, and passwords issued to users must remain confidential. Any user violating this policy may be subject to disciplinary action.
8. **Independent Navigation on the Internet by Faculty and Staff:** Employees are encouraged to explore Internet resources that are specifically related to the performance of their job. Downloading, uploading, saving and/or printing files and images containing content that is inappropriate for an educational environment and/or a professional business setting, is prohibited. Employees are expected to employ professional judgment in the determination of inappropriate content and poor judgment in this respect represents a basis for disciplinary action.
9. **Students Use of Devices and the Internet**—Student use of the Internet requires teacher consent and guardian permission granted via the Student Technology Use Agreement Form. Student Internet use is permitted for school related activities only. Teachers, administrators, and staff will always strive to maintain appropriate levels of supervision of Internet use by students. Students are not permitted to search for, download, or print any objectionable, vulgar, or offensive material. Authorized representatives of the School may monitor the use of the school's equipment and network from time to time. This may include viewing incoming and outgoing email messages, documents, etc.
10. **Harassment Free Workplace:** PSPA strives to maintain a workplace that is free of harassment and that is sensitive to the diversity of its employees and students. Therefore, PSPA prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other misuse includes, but is not limited to, ethnic slurs, racial comments, off- color jokes, or anything that may be construed as harassment or disrespectful of others.

PSPA Technology Student Respectful Use Policy

PSPA believes that the use of a variety of technologies are an integral and essential part of education as well as the school workplace. Accordingly, PSPA provides students with a Chromebook, School Issued Google Workspace Account, Network Access, and access to other technology resources for instruction. In support of this mission, PSPA provides a Technology Help Desk to assist students, parents, and staff with PSPA issued accounts, Google and 3rd party applications, routine device problems, reporting of PSPA Chromebook damage, etc.

Students in grades K-4 will leave their Chromebook at school unless it is determined the device is needed for remote learning. Students in 5th-8th Grade will be able to take their Chromebook back and forth from Pine Springs Prep Academy to home. Students in the PSPA Blended Academy will use their Chromebook for remote learning and may also use them when on the PSPA Campus. All students/parents are encouraged to review the Pine Springs Prep Technology Use Policy and Student Respectful Use Policy as these documents apply to all students K-8 as well as those enrolled in the PSPA Blended Academy.

The student will:

- Follow the PSPA Technology Use Policy and PSPA Technology Student Respectful Use Policy as well as any additional technology policies indicated in the PSPA Student Handbook.
- Apply the Student Code of Conduct and Honor Code to all uses of technology.
- Respect the PSPA network and devices as these are PSPA Property.
- Use their school issued Google Workspace Accounts and their PSPA loaned Chromebook exclusively for educational purposes. Students agree not to use another student's Chromebook.
- Abide by U.S. copyright laws and complete assignments and/or projects by properly citing images, information, multimedia works, etc.
- Abide by the Student Handbook cyberbullying policy.

Respectful Use of Chromebooks and Personal Technology

The student will:

- Treat their loaned Chromebook, charger, and stylus (if issued) with care and respect as these items are PSPA property.
- Only login or use their assigned Chromebook. Students should never use another student's Chromebook.
- Use their loaned Chromebook exclusively for school related activities and learning.
- Come to school with their Chromebook fully charged.
- Keep their Chromebooks in working order and report theft, damage, loss of the charger, loss of the stylus (if applicable) to the PSPA Technology Help Desk or Director of Technology
- Protect their Chromebook when the Chromebook is not in use by using a Chromebook sleeve. Eating and/or drinking while using the Chromebook is strongly discouraged and damage caused by such is considered negligent.
- Respect the identification tags on their Chromebooks such that they will not modify or remove them. Moreover, students should not decorate their loaned Chromebooks in any manner, e.g. stickers, markers, or paint.
- Respect installed software and applications on the Chromebook and not remove or add unapproved programs, apps, or software. This includes VPN apps as well as any app that blocks network filtering software or applications as well as creating additional networks to circumvent the PSPA network.
- Restrict the use of their personal technology (cellphones, wearables) when on the PSPA campus unless given explicit permission by PSPA faculty or staff as denoted in the Student Handbook.

Repairs and Damages

Students are issued a loaned Chromebook at the beginning of their tenure at PSPA. Each student is meant to use the loaned Chromebook for four years. The loaned Chromebook is associated with the PSPA issued Google Workspace account which in turn is tied to the serial number/asset tag of the device. Students are prohibited from logging into or using another student's device. In the case of repair or damages, parents and/or the guardians of a student agree to ultimately be responsible for the damage that their child may cause to the informational resources/services offered by PSPA, including loaned devices, a school issued account, and/or the school network. Parents and students agree to report damaged or lost items to the PSPA Student Tech Help Desk and/or the Director of Technology in a timely manner. Each student device, charger, and stylus (if issued) are required for PSPA Tech Checks, Testing Tech Checks, and End of Year Chromebook collection. If a student leaves PSPA prior to the end of the school term, all PSPA Technology must be returned without damage and in its entirety to a PSPA Technology Employee. The device, the school issued charger, and the stylus (if issued) must be returned. At the time of Chromebook distribution, Parents/Guardian must agree to all provisions of the PSPA Parent Student Handbook that relate to Technology Use.

PSPA Technology Fee (PTF)

In the 22-23 school term families are asked to pay a standard \$25/child PSPA Technology Fee (PTF). The PTF covers the cost of routine care/repair of Chromebook as well as accidental damage, and a loaner device while the repairs are being made (PSPA reserves the right of 24 hours to assess damages and make the repairs or issue a loaner). This fee not only covers routine damage, but the replacement of one broken screen, one broken keyboard, or one broken motherboard. Negligent damage is not covered by the PTF. Families will have one week from the time of Chromebook distribution to sign the Technology Use Policy as well as provide payment for the PTF using an approved PSPA payment method- eFunds (requires the use of the student number in PowerSchool). Beyond this time, a Parent/Guardian that does not provide payment of the PSPA Technology Fee, agrees to pay for all damages out of pocket as per the technology fees denoted in this document. Parents and/or guardians of students who are eligible for free and reduced lunch should contact the school counselor at their respective school about PTF coverage as PSPA will cover the cost of the PTF for those students. Chromebooks will not be distributed to any student who has outstanding technology fees resultant of damage caused during the 2021-2022 school term. In such cases, Chromebook distribution will occur when the balance has been met. When a replacement device is necessary, PSPA will decide what type of device will be provided.

Items covered by the PTF include:

Physical damage of the Chromebook due to accidental incidents including but not limited to theft of a device (must provide police report), destruction due to natural disaster, accidental dropping resulting in cracked screens, accidental spills that damage the keyboard/motherboard, etc. We note that while PSPA technology can repair/replace screens to ensure active touchscreen capability, there are some instances where stylus entry cannot be recovered due to motherboard damage.

Items not covered by the PTF:

Intentional damage, abuse, neglect, or improper use/care* which results in structural damage including bending, missing parts/components (removal of keys, lost styluses, removal of the

screen bezel, deep dents, hardware damage from food/drink, cracks, modifications, disassembly of the device. The PTF does not cover lost PSPA property such as charging devices or lost styluses (missing parts).

Chromebooks should be transported and stored when not in use in a Chromebook Sleeve.

Eating or drinking while using a Chromebook is strongly discouraged and damage caused by such is considered negligent in nature.*

Standard Technology Repair / Replacement Fees: (Covered if the PTF has been paid)

Technology Fees include but are not limited to the following:

- Replacement of a Lenovo or Asus Chromebook: \$365.00
- Screen, Keyboard, or Motherboard Replacement: \$150.00
- Replacement of a loaner Chromebook: \$100.00
- Stylus replacement: \$25.00
- Charger replacement: \$25.00
- Key Replacement: \$15/key

NON-DISCRIMINATION AND ANTI-HARASSMENT POLICIES

Equal Education Opportunities

PSPA provides equal education opportunities for all students and does not discriminate on the basis of race, religion, gender, ethnicity, national origin, disability, or any other legally protected classification. PSPA adheres to the legal obligations and requirements under all state and federal laws, including without limitation, section 504 of the Rehabilitation Act of 1973 and the Individuals with Disabilities Act Amendments of 1997, including identification, evaluation, and provision of an appropriate education.

Anti-Harassment Policy

PSPA is committed to providing an environment that is conducive to learning, free from improper and illegal discrimination and harassment, particularly that which is based on race, religion, gender, ethnicity, national origin, disability, or any other legally protected classification. Furthermore, PSPA is committed to promoting the worth and dignity of all individuals, regardless of race, religion, gender, sexual orientation, ethnicity, national origin, or disability. Discrimination involves intentionally treating anyone in an unequal or disparate manner because of that person's inherent or natural personal characteristics when such treatment causes the victim to suffer adverse educational, employment, or other school-related consequences. Harassment is any unwelcome offensive verbal, nonverbal or physical conduct that is sufficiently severe, persistent or pervasive as to significantly affect the conditions of one's employment or a student's learning. Harassment includes, but is not limited to the following: abusive jokes, insults, slurs, name-calling, threats, bullying or intimidation, unwelcome sexual advances, or the exchange of benefits for performance of sexual or other favors.

Sexual Harassment Policy

Of the various types of harassment, sexual harassment is worthy of special considerations beyond those applicable under the School's general Discrimination, Harassment and Bullying Policy. No employee or

student shall engage in sexual harassment against any other student, employee, or another person in the school community. Sexual harassment includes any unwelcome sexual advance, request for sexual favors, or sexually suggestive comments when:

- Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.
- Submission to or rejection of such conduct by an individual is used as a basis for student or employment decisions affecting such individual.
- Such conduct has the purpose or effect of interfering with an individual's academic or work performance or creates an intimidating, hostile, or offensive working or educational environment.

Examples of sexual harassment include, but are not limited to, the following: deliberate, unwelcome touching; suggestions or demands for sexual involvement accompanied by implied or overt promises 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, or in the presence of, an individual or to describe an individual; or the display of sexually suggestive objects, signals, or pictures. A hostile environment exists if the conduct of a sexual nature is sufficiently severe, persistent, or pervasive to limit a person's ability to participate in or benefit from the educational program or creates a hostile or abusive educational or work environment.

Romantic or sexual advances toward students by employees or romantic or sexual relationships between school employees and students are always prohibited in all circumstances. School employees are prohibited from engaging in romantic or other inappropriate relationships with students and are required to report such relationships or reasonable suspicions thereof, to the School Administration or other appropriate administrator. Procedures established by the School for reporting suspected sexual harassment shall be followed in any instances involving such conduct.

Bullying

PSPA follows the North Carolina law regarding bullying and harassing behavior. Bullying or harassing behavior is any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication that takes place on school property, at any school-sponsored function, or on a school bus, and that:

1. 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
2. Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits. For purposes of this section, "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.

Bullying or harassing 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.

Discrimination, harassment, and bullying are prohibited at the School and during school-related activities between students, employees, school agents, volunteers, visitors and any other person associated with or

under the control of the School. Procedures established by the School for reporting suspected discrimination, harassment or bullying shall be followed in any instances involving such conduct. PSPA prohibits reprisal or retaliation against any person who reports an act of discrimination, harassment, or bullying. This policy, however, shall not be used to bring frivolous or malicious complaints. Any PSPA employee who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior shall report the incident to the appropriate school official. A student or volunteer who has witnessed or has reliable information that a student or School employee has been subject to any act of bullying or harassing behavior should report the incident to the appropriate school official. The School Administration is authorized and expected to establish training and administrative procedures to help eliminate discrimination, harassment, and bullying and to foster an environment of understanding and respect for all individuals.

Procedures for Handling Discrimination, Harassment, and Bullying

1. Any student who believes s/he is the victim of harassment, bullying, and/or discrimination should immediately inform a trusted teacher, advisor or school official. Students are also encouraged to inform their parents.
2. When anyone reports harassment, bullying, and/or discrimination to a school employee, that employee shall notify the School Administration as soon as possible and within 24 hours.
3. If the School Administration is involved in the allegation, then another administrator will immediately inform the Chair of the Board of Directors who will conduct the investigation, working in concert with the School's Board of Directors. In all other cases, the School Administration will be immediately informed and will conduct an investigation or appoint a designee to conduct the investigation.
4. In conducting an investigation, a group may be convened to include some of all of the following: the student's advisor, other teachers or administrators, the school counselor, and any other appropriate personnel. Interviews will be conducted as appropriate. At all times during the investigation, confidentiality will be balanced with the need to gather facts.
5. The School Administration, Board Chair or designated investigator will communicate, as appropriate, with the student's parents. A confidential report will be prepared and filed. Based upon the outcome of the investigation, appropriate disciplinary action will be taken.

ADDITIONAL STUDENT SERVICES

Special Needs Services

PSPA provides education to all children. Any child who is eligible for enrollment, submits a complete application and is offered enrollment through the school's admission policy will be enrolled. The School Administration will ensure enrollment documents are completed by all families and that any records for a child with disabilities pertaining to their placement and services under IDEA are secured from the child's previous school.

PSPA will provide a full continuum of services to students with disabilities, based on individual needs in the least restrictive environment determined appropriate for a free, appropriate public education (FAPE).

Free appropriate public education or FAPE means special education and related services that--

- a) Are provided at public expense, under public supervision and direction, and without charge;
- b) Meet the standards of the state of North Carolina and requirements of IDEA;

- c) Include an appropriate preschool, elementary school, or secondary school education; and
- d) Are provided in conformity with an individualized education program (IEP) that meets the requirements of NC 1503-4 and NC 1503-5.1 outlined in the *North Carolina Policies and Services Governing Children with Disabilities*.

English Language Learners

English Language Learners who transfer in from other schools and are already identified as ELL students will qualify for ELL services at PSPA. ELL students who are new to the area will be identified through Home Language Surveys. These surveys are a part of the student registration packet. All students will be required to return a completed Home Language Survey before starting class. Those who list a language other than English on their Home Language Survey will be required to take the WIDA ACCESS Placement Test (W-APT).

Once a student has qualified for ELL services, the school LEP team will meet to discuss which services the student would benefit from. The services that will be discussed at the meeting are the:

1. Amount and level of in-class and out-of-class tutoring per week by ELL instructors;
2. Amount and level of accommodations and/or modifications for class work and testing; and
3. Amount/type of assistive technology devices (such as native language dictionaries, etc.) the student will use, if any. Based on the LEP team's recommendation, the ESL instructor will either work in-class with the student or out-of-class in small groups or one-on-one.

Vocabulary and content will be generated by the instructor. The instructor will ensure that students understand the key vocabulary being presented in each unit as well as incidental vocabulary necessary for understanding. In addition, the ESL instructor will teach English grammar patterns that are unfamiliar to the student. The ESL instructor will also be available to help with content testing during the year and during EOG based on accommodations that were determined by the LEP team.

All ELL students will be tested annually during the W-APT window, typically February through mid-March. Students who receive an overall composite score of 4.7 or below on the W-APT would qualify to continue receiving ESL services. Those who test out would continue to receive ESL services only if the team deems it necessary and funding is available. Students who have become proficient in English but are struggling academically would qualify for other services offered by PSPA, such as weekly teacher tutoring, at-risk tutoring services, and the MTSS process. ESL instructor(s) will monitor all ELL students' achievement by keeping daily records of lessons taught and the students' accomplishments. Evaluations will take place during regular meetings between the EESL SL instructor and the classroom teacher. Parents will be informed of progress during parent/teacher conferences and on progress reports.

Homebound Services

PSPA only provides homebound services to students who require the service as an accommodation in an Individual Education Plan (IEP) or 504 Plan. For a 504 Plan, the parent/guardian must provide current evaluation documentation for the student's disability from a physician. The parent/guardian must supply the school with a release of information to access information from the physician who supplied the evaluation. In the case of an IEP, the IEP team will determine the evaluation data needed.

Definitions

The following definitions apply throughout this Parent and Student Handbook:

- “We,” “Us,” “Our,” “School,” “The School,” “Pine Springs,” “PSPA,” “Organization”,

“Corporation”, “Company”, “The Board,” “Board,” “Board of Directors,” and “Employer” refer to “Pine Springs Preparatory Academy”.

- “Parent,” “Guardian”, “You,” “Your,” and “Yours” refer to the individual who is acknowledging the receipt and the understanding of this Parent-Student Handbook.
- In addition, the term “School Administration” may be used interchangeably to refer to the designee appointed at the direction of the School Administration, such as but not limited to, the Head of School and principals.
- **Individualized Education Plan (IEP):** A blueprint or plan for a child’s special education experience at school as defined by the Individuals with Disabilities Education Act (IDEA).
- **504 Plan:** A blueprint or plan for how a child will have access to learning at school as defined by Section 504 of the Rehabilitation Act of 1973.
- **Exceptional Children (EC):** Are students with physical attributes and/or learning abilities that differ from the norm (either below or above) to such an extent that they require an individualized program of special education and related services to fully benefit from education.
- **MTSS Team (MTSS):** This team creates PSPA’s special needs plans. It typically includes: the child’s parent(s), a general education teacher, an exceptional children’s teacher, and the School Administration.
- **English Learner (EL):** Is a student who is unable to communicate fluently or learn effectively in English, who often comes from non-English-speaking homes and backgrounds, and who typically requires specialized or modified instruction in both the English language and in their academic courses.
- **Limited English Proficiency (LEP) Team:** This team assesses services required by ELL students. It may include the student’s teacher, the ELL instructor, the parent(s), the MTSS team and the School Administration, who may also work with the student.

ADDITIONAL MISC POLICIES

Personal Items

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

Lost and Found Items

Items left in and around the school grounds will be placed in the Lost and Found area. Students are allowed to look through the lost and found during recess before the school day begins and after the bell rings for dismissal. If an item has a name attached to it the item will remain in the office until the owner has claimed the item. However, items with no name attached or embroidered will be taken to the local donation center after approximately 30 days.

Fundraising Policy

The purpose of this policy is to provide parameters to ensure all fundraisers conducted at PSPA are directly related to school improvement, school community development or learning enhancement.

Approval: All fundraisers must be approved by the School Administration or his/her designee prior to

implementation and shall conform to the following conditions. Fundraising activities and projects shall be kept within a reasonable limit.

Restrictions: The following are to be avoided in the context of any PSPA fundraisers:

- Students and parents are prohibited from soliciting PSPA staff and other families on school property.
- In the instance of approved school fundraisers, students and staff may not be required to participate in selling any type of product.

EXCUSED ABSENCE REQUEST FORM



Request for an Educational Opportunity Excused Absence Pine Springs Preparatory Academy

The North Carolina General Assembly passed General Statute 115C-378, entitled the Compulsory Attendance Law, in 1955 and amended it through 1992. This law, in conjunction with the rules and regulations of the North Carolina State Board of Education, makes parents and legal guardians responsible and accountable to insure that their children's absences from school are valid. Seven (7) types of valid absences are established by the rules and regulations set forth by the State Board of Education. Two of those types are absences resulting from religious observances and educational opportunities of a significant nature. Pine Springs Preparatory Academy requires advanced permission for excused absences for educational purposes. The administration should deny the request if the cumulative effect of such absences would substantially interfere with the education of the student.

Request for Absence to be Excused for Educational Opportunity

For an excused absence for educational reasons, the intent of the experience should have been educational from the outset and comparable to that which the student would have experienced in school. Family trips and vacations that were not designed, initially, to be educational will not be excused. Signing this form documents that this absence is for valid educational purposes.

As the parent or guardian, I state that the absence from school is an educational opportunity that is of comparable value to my child's regular attendance in school and request approval for the following absences.

Please briefly describe the educational opportunity. _____

Location of Trip: _____ Dates of Trip: _____

Student Name: _____ Grade: _____ Homeroom Teacher: _____

Signature of Parent/ Guardian: _____ Today's Date: _____

Approved ☐

Not Approved ☐

Head of School/ Principal Signature: _____ Date: _____



APPENDIX A: PARENT-STUDENT HANDBOOK SIGNATURE FORM

Directions: This form *must be returned* to his/her teacher properly signed by a parent/guardian.

I have read and understand the rules and information outlined in the

Parent-Student Handbook. We agree that _____ and our
(PRINT NAME OF STUDENT)

family will be held accountable for these rules and regulations.

Student's Printed Name: _____ Grade: _____

Student's Signature: _____ Date: _____
(Grade 3 or higher)

Parent/Guardian Printed Name: _____

Parent or Guardian's Signature: _____ Date: _____

Teacher Name: _____

Grade: _____